



real estate

Professional Development Guidebook

2023 - 2025

**Raising the Bar Through
Lifelong Learning**





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2021-23 NLAR Education Committee

Chair: Randall Hobbs

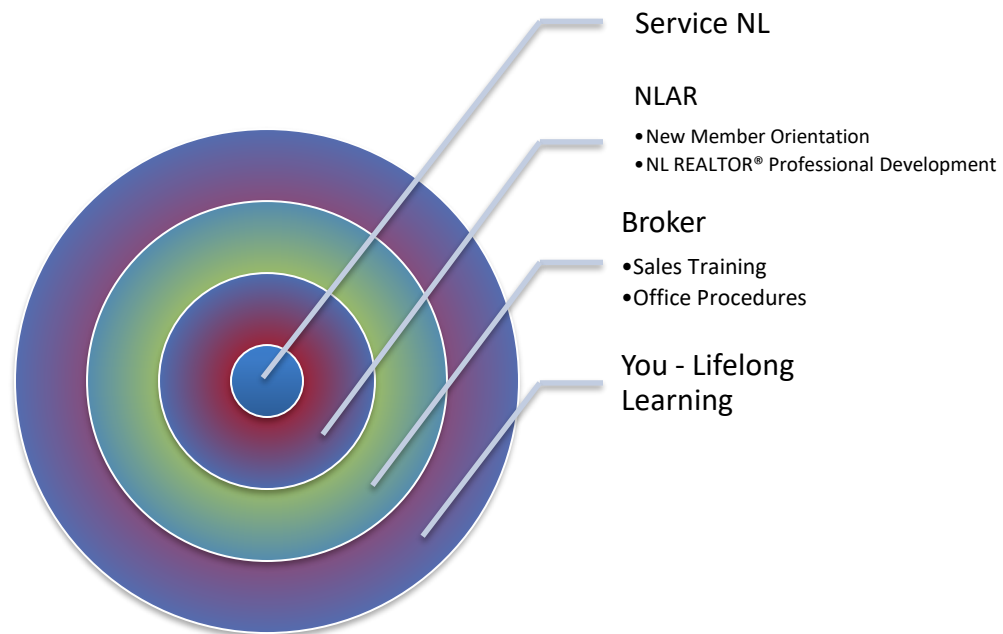
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Tom Clift
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Introduction

As with most vocations, the knowledge and skills you need to be a successful real estate professional come from a variety of practical experiences, and formal training and education programs. There are several organizations or institutions that play a role in your education in this field, including the Government of Newfoundland & Labrador, the NL Association of REALTORS® (NLAR), your broker and you. NLAR encourages our members to adopt a commitment to life-long learning choosing to educate themselves far beyond the minimum requirements we've set out in this guidebook.

To help you understand the various players in your real estate education, it is helpful to consider the diagram below. At its core you are required to complete pre-license training and be licensed by the Government of NL, through the Financial Services Division at Service NL. NLAR provides you with the knowledge you need to operate within the MLS® system, our technology and other tools, and the professional standards you are committed to meet.



Your Broker's role is to train you in how to be successful in sales, how to best serve your clients and what their office procedures and policies are. Then it's up to you. There are a myriad of courses, certifications, training opportunities, informal learning events, conferences and other ways for you to continually improve your skills, knowledge and abilities. Seasoned REALTORS® will tell you that their career has been a journey of discovery and we encourage all members to make lifelong learning a priority.

Real Estate License Education Requirements

In the province of Newfoundland and Labrador the provincial government is the regulator for real estate licenses. NLAR facilitates the delivery of government-mandated training required to obtain these licenses. Before an individual can apply for a license with the regulator, they must first complete the required pre-license education through NLAR.

Types of Licensing Courses

There are two licensing courses offered by the provincial real estate association and a process to transfer existing licenses from another province. The three licensing courses available from the NLAR are:

1. Salesperson's License - Fundamentals of Real Estate Course
2. Broker's License - Office Management and Brokerage
3. License Transfer - Reciprocity Process

Salesperson's License - Fundamentals of Real Estate

To obtain a salesperson's license in NL an individual must first complete the Fundamentals of Real Estate course, a self-paced home study course. Online access to digital textbooks is provided at the time of registration with NLAR, and students have one calendar year to pass an examination based on the course material.

The examination is a 100 multiple-choice format and students are required to achieve 70% to pass.

Registration for Fundamentals of Real Estate is **\$2,000 plus HST**. This cost is non-refundable and non-transferable. Registration includes the study materials and the first writing of the exam.

Broker's License - Office Management and Brokerage

To obtain a broker's license in NL an individual will need to complete the Office Management and Brokerage course, a self-paced home-based study course. Online access to digital textbooks is provided at the time of registration with NLAR, and students have one calendar year to pass a test based on the course material. The examination is a 100 multiple choice format with a 70% pass requirement.

Registration for the Brokerage course is **\$2,000 plus HST**. This cost is non-refundable and non-transferable. Registration includes the study materials and the first writing of the exam, which is held at the College of the North Atlantic (CNA).

License Transfer - Reciprocity Process

The province of NL recognizes existing salesperson's and broker's licenses from all other provinces in the country. To transfer their license from another province, individuals are required to do a reciprocity process. Licenses from outside Canada are not recognized and do not qualify for license transfer.

In order to start the license transfer process, a person must first provide NLAR with a letter from their current regulator to show the individual is currently licensed in that province. Once proof of current license is received, the individual is permitted to register for the reciprocity process.

The reciprocity process is a self-paced home-based study course. Online access to the digital textbook is provided at time of registration, and students have one calendar year to pass a test based on the course material. The examination is a 100 multiple choice format and students are required to get a 70% to pass.

Registration for the Reciprocity course is **\$350.00 +HST**. This cost is non-refundable and non-transferable.

How to Apply for a Licensing Course

To apply for one of the three licensing courses, you must first email education@nlar.ca with a request to register.

You will then be sent an email with a payment link for the desired program.

Upon successful payment, the registrant will receive an email invitation to the secure online portal that houses all the pre-license study documents online.

This site will be accessible during the registered year and will automatically be turned off on the next years anniversary date.

Each licensing course portal will include PDF's:

- Associated Textbooks
- Study Guides
- Real Estate Act and Regulations
- Exam Registration Forms
- Canadian Real Estate Encyclopedia

Any questions can be forwarded to educaiton@nlar.ca

Examinations

Classroom Exams

Exams for the licensing courses are held throughout the province at the College of the North Atlantic (CNA).

In St. John's, exams are scheduled on every second Wednesday and are held at the Prince Philip Drive campus of CNA. The full listing of the exam dates for the current year can be found on NLAR's website www.nlar.ca.

Outside St. John's examinations can be scheduled individually at local CNA campuses. The approved CNA campus locations are Gander, Corner Brook, and Happy Valley Goose Bay.

Online Exams

Additionally, we offer an online exam option. If you choose this option, you will be given a URL that will be active for 10 days, in which you can write anytime during that. Please keep in mind that you must complete the exam within your registered year.

You will need a quiet room, a laptop or a desktop computer with audio and video capabilities. The full exam will be recorded and observed live by an online proctor.

Exam Re-writes

Each registrant has three attempts at the exam during their registered year. The first exam fee is included in course registration fees. However, if a person requires an exam re-write there is a **\$100.00 +HST** fee for each additional exam.

If an applicant is unsuccessful after three exam attempts, there is a six-month waiting period between each new exam attempt.

If the applicant exceeds their one-year registration period, they will be required to pay \$531+ HST to re-register for another year before attempting a new exam.

After a student is unsuccessful on three exams, there is a six-month waiting period between each new exam attempt.

Applying for a Real Estate License

Upon successful completion of a licensing exam, students can then apply to the provincial government (Department of Service NL) for their license. When applying for a license, three things are needed:

1. Transcript of successful competition (provided by NLAR)
2. A verification letter that they are signed up with a brokerage that is registered in the province.

The license fee for a Salesperson is \$200.00. For brokers its \$300.00. Cheques are made payable to the Newfoundland Exchequer Account.

Recovery Fund

As of 2020, all new license applications must pay into the Real Estate Recovery Fund.

The Real Estate Recovery Fund replaces the need for brokers and salespersons to purchase bonds on a yearly basis.

All licensees are required to pay into the fund once, initially, either at the time they are first licensed for new applicants or at the time of renewal for current license-holders. Brokers will pay \$450 and salespersons will pay \$250 by cheque, money order, or bank draft payable to “Real Estate Recovery Fund”.

An administrative penalty will apply to all licensees who are late submitting their application to the Recovery Fund.

For more information on the specifics of applying for a license, please contact the Department of Service NL, Financial Services Regulation Division.

Financial Services Regulation Division Service NL

2nd Floor West Block, Confederation Building
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Tel: (709) 729-4189
Fax: (709) 729-3205
e-mail: servicenlinfo@gov.nl.ca
Website: www.servicenl.gov.nl.ca

NLAR's on-line Learning Portal (NLearn.ca)

NLAR is committed to offering in-person training in all regions of the province at least once per year. However, to make educational offerings available to all members in all regions at their convenience, we moved to online and distance learning offerings, including online courses and webinars.

In 2017 NLAR launched www.NLearn.ca, our online learning management system to deliver members a single point of entry to all our online offerings. This is a one stop shop of all the members orientation, professional development, and training needs.

All courses on NLearn.ca are free to members, just log in using your Matrix Username and Password to gain access.

NLAR Member Education Requirements

All NLAR members are required to complete two streams of education as members of the association.

1. New Member Orientation Program
2. NL REALTOR® Professional Development Program (RPDP)

New Member Orientation Program

The NLAR Orientation Program (OP) was designed as an 'on-boarding' of new members.

The focus of this program to introduce new members to NLAR and CREA and list some of the many programs and services available to them. The OP is composed of four (4) courses:

1. Introduction to NLAR
2. CREA Member Orientation
3. Policies, Rules & Regulations
4. REALTOR® Code of Ethics

New members are required to complete the four orientation courses within the first two months (60 days) of joining NLAR. If they do not complete the orientation within this time limit, they will be placed in suspended status (lose access to all member services) until they complete the requirements.

NL REALTOR® Professional Development Program (RPDP)

Professionalism is a hallmark of the REALTOR® brand; as a member you are obligated under the REALTOR® Code to conduct yourself with integrity, honesty and utmost professionalism. NLAR has developed the NL REALTOR® Professional Development Program (RPDP) to ensure our members are meeting at least a minimum standard of ongoing professional development and we encourage you to go beyond our program to set your own goals in lifelong learning. NLAR members are required as a condition of membership to take continuing education courses and to consistently refine and improve their skills and professional knowledge by participating in the RPDP.

RPDP Objectives

- To increase the level of professionalism across our REALTOR® community.
- To increase the knowledge base of our members, keeping them up to date on new information, trends and technology in real estate
- To instill in members, the importance of continuous lifelong learning to enhance your career as a REALTOR®.
- To strengthen consumers' perception of the real estate profession in Newfoundland and Labrador.

The RPDP was introduced in January 2017 by NLAR's board of directors. All REALTOR® members are required to complete a minimum of 12 credits in each RPDP cycle.

The current RPDP cycle began April 1st, 2023, and concludes on March 31st, 2025. Subsequent cycles repeat every two years, starting April 1st.

Members are required to take one specific RPDP Mandatory course per cycle. The mandatory course for 2023-25 is "**Agency Fundamentals**" and is worth 4 credits.

The balance of the requirements can be fulfilled by selecting from a list of the NLAR-accredited courses or seminars. Members may also apply to have other courses they are considering taking to be assessed by the RPDP Committee to meet the elective credit requirements.

The calendar resets every two years, and the member must once again fulfil their number of assigned credits for the new two-year term. Credits can only be used in the current education cycle and cannot be carried forward to upcoming cycles.

Failure to complete the 12-credit requirement within the allotted two-year time requirement will result in suspension of membership from NLAR until such time as the member becomes compliant with the requirements.

New members and seasoned professionals will find RPDP courses enhance their professional skills and provide practical solutions for today's most challenging issues. Initially NLAR has accredited seven courses from which members can select to earn some (or all) of their elective credits. In addition, members can obtain credit for attending several NLAR events, including our Annual General Meeting, Conferences, regional meetings, etc.

New members and the RPDP

New members joining the association are first required to complete their orientation program before they begin the RPDP. After completing the orientation courses, the new member only has to complete the cycles mandatory course and they are done.

RPDP Mandatory Course 2023-25

The mandatory course for 2023-25 is "***Agency Fundamentals***" and is worth 4 Credits. The course can be completed online www.nlearn.ca.

RPDP Elective Courses

Since its inception, NLearn.ca has been constantly upgrading and adding new training and professional development courses. As of September 2021, NLearn.ca has over 25 different courses to choose from.

RPDP Course Credit Application Process

Members can apply to NLAR's Education Committee to receive credit for training they plan to take outside of the courses offered through NLAR's RPDP. Members fill out the application form available online (see attached in sample form in Appendix A) and submit to the NLAR Education department. The committee reviews the submitted material and will make a decision on whether or not the course meets the objectives of the RPDP.

Members are encouraged to apply as early as possible, but no later than four months before the training is scheduled to occur. After taking the approved training, the member will be required to provide proof of completion to receive credit towards their RPDP requirements.

If brokers are providing training to all of its salespeople, the broker is encouraged to submit one application on behalf of all attendees on the appropriate form. Similarly, franchise conference planners are encouraged to contact the NLAR Education department if they are seeking to have annual conference sessions prequalified for RPDP credits.

All applications for credit must include a course outline, the instructor's credentials and a rationale as to how the course meets the RPDP objectives. Sales training or company-specific (e.g., franchise identity compliance) training are not eligible for RPDP credit.

Cost

\$25 Application cost for individual member course equivalency

\$50 Application cost for Brokeragee/Franchise course equivalency

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Appendix A



NL REALTOR® Professional Development Program
Application for Course Accreditation

Name of Applicant					
CREAID number (if individual)		Date of Application:			
Course Title					
Course Description					
Name of Providing Institution					
Address					
Method of delivery: (check one)	<input type="checkbox"/> Classroom	<input type="checkbox"/> Webinar	<input type="checkbox"/> Online Course	<input type="checkbox"/> Conference Session	<input type="checkbox"/> Other
Course Length (credit hours):					
Date Course Offered:					
Instructor:					
Describe how the course meets RPDP Objectives:					
Please Attach:					
1. Course Outline/Syllabus					
2. Instructor's Credentials					
3. Proof of Completion Documentation (to be submitted upon completion)					
Applicant Signature					
Office Use Only:		Application Fee		\$25.00	Individual
Date Received			\$50.00	Broker/Franchise	
Committee Date					
Decision	<input type="checkbox"/> Approved	# Credits		<input type="checkbox"/> Rejected	2016-08
Committee Chair signature			Date		



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