



**REAL ESTATE COUNCIL  
OF BRITISH COLUMBIA**

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## **REAL ESTATE EDUCATION GUIDELINES**

### **WAIVERS, GUIDELINES AND RULES FOR APPLICANTS SEEKING EDUCATION AND EXPERIENCE EXEMPTIONS**

**(October 2009)**

The *Real Estate Services Act*, Regulation, Council Rules and Bylaws govern matters of real estate licensing and education in British Columbia. Prior to making an application for a waiver, applicants are advised to read this document.

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## **GENERAL**

### **Requests for Education Exemptions**

Requests for education waivers are to be submitted, in writing, to the Real Estate Council of British Columbia ("RECBC") office. Upon receipt, requests are considered by either RECBC staff or the Council's Education and Licensing Committee.

Experience and training in real estate should be fully disclosed and supported by appropriate documentation (e.g. original licensing histories, including any disciplinary action, transcripts, etc.) so that requests are thoroughly reviewed.

If you are requesting a waiver based on medical grounds, please provide a letter from your doctor that details the severity of your condition, the dates you have been under his/her care and the approximate date that you will be able to return to work.

If a request for an education waiver has been denied, the RECBC will provide the applicant with written notice and the reasons for it. It will not be reconsidered unless significant additional information is made available by the applicant.

## PART I – EDUCATION WAIVERS

### A. Exemptions from the Real Estate Trading Services Licensing Course and Examination

Exemption from the Real Estate Trading Services Licensing Course and Examination (formerly the Salesperson's Pre-Licensing Course and Examination) is available to:

1. **Commerce Graduates from the University of British Columbia (UBC)**
  - (a) UBC M.Sc. graduates with an Urban Land or Real Estate Major.
  - (b) Bachelor of Commerce graduates from UBC who have received credit for the following real estate courses:
    - 307 – Urban Land Economics (now 307 – Real Estate Investment);
    - 309 – Real Estate Finance (now 306 – Urban Land Economics);
    - 434 – Land Law;
    - 407 – Real Estate Valuation (now 405 – Real Estate Finance);**plus** any one of the following three courses:
    - 406 – Urban Land Policy (now 407 – Urban Public Economics);
    - 408 – Real Estate Investment Analysis (now 408–Real Estate Development);
    - 409 – Urban Growth and Structure (now 409 – City Growth and Structure).
2. **UBC Diploma Program Students in Urban Land Economics**
  - (a) Students who commenced the UBC Diploma Program in 1984 or later and who have completed the UBC Diploma Program in Urban Land Economics.
  - (b) Students who commenced the UBC Diploma Program in 1983 or earlier and who have completed the first three (3) years of the UBC Diploma Program in Urban Land Economics (including Real Estate Practice and Accounting in the case of 1973 to 1984 graduates).
3. **Individuals Who Passed the Real Estate Trading Services Licensing Examination at UBC (formerly the Salesperson's Pre-Licensing Examination)**
  - (a) Individuals who have passed the Real Estate Trading Services Licensing Examination are not restricted in the issuance, surrender and reissuance of a representative's licence during the first twelve (12) months after passing the Real Estate Trading Services Licensing Examination.
  - (b) Individuals who have passed the Real Estate Trading Services Licensing Examination and who became registered as a sub-mortgage broker may apply for licensing as a representative to provide trading services according to the time limits set out in the Representatives Education Re-qualification Date Policy.
  - (c) Individuals who have been previously licensed in BC and have become registered as a sub-mortgage broker within their re-qualification date and remain so registered.
  - (d) Individuals who have been previously licensed in BC who become registered as a sub-mortgage broker within their re-qualification date, have terminated their sub-mortgage broker registration and then make application for a representative's licence within their re-qualification date.
  - (e) Individuals who have passed the Real Estate Trading Services Licensing Examination and for the entire unlicensed period of not more than five (5) years following the examination, they have been licensed in another jurisdiction in North America.
  - (f) Individuals previously licensed in BC and for the entire unlicensed period of not more than five (5) years following the surrender of their licence, they have been licensed in another jurisdiction in North America.
  - (g) Individuals previously licensed in BC as a representative who are elected to either the provincial legislature or to parliament and licence application is made soon after termination of public office.

Note: Re-qualification date is calculated using the Representatives Education Re-qualification Date Policy.
4. **Graduates from UBC Broker's Licensing Examination**

Individuals who have passed the Broker's Licensing Examination and who apply to be licensed as a representative within five (5) years of passing the Broker's Licensing Examination.

5. **Real Estate Licensees from another Canadian Jurisdiction**

Individuals who are currently licensed, qualified to be licensed or have been unlicensed for less than one (1) year in another Canadian jurisdiction that has occupational standards. (Alberta, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island and the Yukon Territory).

**Note:** Qualified applicants from Canadian jurisdictions with occupational standards who have never been licensed must complete the applicable Trading Services Applied Practice Course as per the Council's requirements for all first-time licensees.

**B. Exemptions from the Real Estate Trading Services Licensing Course but NOT from the Examination**

Exemption from the Real Estate Trading Services Licensing Course but not the Examination is available to:

1. **Real Estate Licensees**

- (a) Individuals who previously completed the Real Estate Trading Services Licensing Course through the Real Estate Division at the Sauder School of Business at the University of British Columbia (UBC)
- (b) Individuals who have held an active real estate licence in the United States or those Canadian jurisdictions without occupational standards (Northwest Territories, Nunavut and Newfoundland) for not less than one (1) year during the three (3) years preceding application.
- (c) Individuals who have held an active real estate licence in another Canadian jurisdiction with occupational standards (Alberta, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island and the Yukon Territory) and are not currently qualified to be licensed in that other jurisdiction but have been licensed for not less than one (1) year during the three (3) years preceding application.
- (d) Individuals previously licensed as an associate broker/managing broker licensed to provide to trading services in BC who have been unlicensed for more than five (5) years. (If unlicensed for less than five (5) years, they are exempted from the Real Estate Trading Services Licensing Course and Examination.)
- (e) Individuals who passed the Real Estate Trading Services Licensing Examination and became registered as a sub-mortgage broker, and remained so, but did not make application for a representative's licence licensed to provide trading services within the time permitted under the Representatives Education Re-qualification Date Policy.
- (f) Individuals who have been previously licensed in BC who become registered as a sub-mortgage broker within their re-qualification date, have terminated their sub-mortgage broker registration and have gone past their re-qualification date.

Note: Re-qualification date is calculated using the Representatives Education Re-qualification Policy.

2. **Commerce Graduates from the University of British Columbia (UBC)**

Bachelor of Commerce graduates who have received credit for all three (3) of the following courses:

- 307 – Urban Land Economics (now 307 – Real Estate Investment);
- 309 – Real Estate Finance (now 306 – Urban Land Economics);
- 434 – Land Law.

3. **University Graduates**

Graduates of a recognized university other than UBC who, in the opinion of the Council, have received credit for a sufficient number of real estate courses.

4. **British Columbia Lawyers**

Individuals who have been awarded an LL.B. Degree by a British Columbia university or who are or were members of the Law Society of British Columbia.

5. **UBC Diploma Program Students**

- (a) Students who commenced the UBC Diploma Program in 1984 or later and successfully completed the following courses (or equivalents):

111 – Real Property Law and Real Estate Ethics;  
121 – Foundations of Real Estate Mathematics;  
221 – Real Estate Finance in a Canadian Context;  
330 – Foundations of Real Estate Appraisal.

- (b) Students who commenced the UBC Diploma Program in 1983 or earlier and successfully completed the first two (2) years of the Diploma Program.

6. **British Columbia Institute of Technology (BCIT)**

Graduates of BCIT who completed the Professional Real Estate Option within Marketing Management Technology.

- (a) During or before 1989 and subject to the graduate providing documentary evidence of eligibility for exemption.
- (b) In 1990 and later years subject to:
- (i) The periodic review and approval of course material by RECBC.
  - (ii) The Council's continued satisfaction with the capacity of BCIT to deliver the real estate program and with the calibre of instructors in the Real Estate Option Program.
  - (iii) The Council having reviewed and approved the BCIT examinations in real estate subjects.
  - (iv) BCIT having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.

7. **Langara College**

Graduates of Langara College who have completed the Real Estate Analysis Certificate Program, subject to:

- (i) The periodic review and approval of the course material by the Council.
- (ii) The Council's continued satisfaction with the capacity of Langara College to deliver the trading services licensing educational program and with the calibre of instructors in the Real Estate Analysis educational programs.
- (iii) Langara College having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.
- (iv) Pre-1999 graduates of Vancouver Community College or Langara College who have completed either the daytime or evening program in Realty Appraisal and Appraisal 420 or Real Estate Marketing 1420, or the Real Estate Studies Diploma.
- (v) Pre-2007 graduate of Langara College Real Estate Analysis Certificate Program

OR

Individuals who have taken and successfully completed the following courses at Langara College after September 1, 2007, subject to periodic review:

PROP 1004 – Real Estate Law  
PROP 1024 – Real Estate Mathematics  
PROP 1023 – Real Estate Finance  
PROP 1005 – Real Estate Appraisal

8. **Okanagan University College (O.U.C.)**

Individuals who have completed the Real Estate Marketing Course at O.U.C. will receive transfer credit towards the Langara College's Property Management Certificate Program, subject to:

- (i) The periodic review and approval of the course material by the Council.
- (ii) The Council's continued satisfaction with the capacity of O.U.C. to deliver the Real Estate Marketing Course and with the calibre of instructors in the course.

9. **Vancouver Island University**

Graduates from 1990 or later of Vancouver Island University who have completed the Finance Option of the Business Management Program, including Finance 322 (must receive at least a C+ grade) and Law 322, subject to:

- (i) The periodic review and approval of the course material by the Council.

- (ii) The Council's continued satisfaction with the capacity of Vancouver Island University to deliver the trading services licensing educational program and with the calibre of instructors teaching the program.
  - (iii) Vancouver Island University having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.
10. **Camosun College**  
 Graduates of Camosun College from 2002 or earlier who have completed the Finance Option in the Business Administration Program, including Business 260 or the Property Management Certificate Program, subject to:
- (i) The periodic review and approval of the course material by the Council.
  - (ii) The Council's continued satisfaction with the capacity of Camosun College to deliver the trading services licensing educational program and with the calibre of instructors teaching the program.
  - (iii) Camosun College having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.
11. **Institute of Real Estate Management (IREM)/Real Estate Institute of Canada (REIC)**  
 Individuals who have successfully completed the Real Estate Institute of Canada Course to qualify for the F.R.I. or C.P.M. designation.
12. **Royal Institution of Chartered Surveyors**  
 Chartered members of the Royal Institution of Chartered Surveyors who hold the MRICS or FRICS designation.
13. **UBC Mortgage Brokerage in BC Course or Mortgages: A Real Estate Financing Course**  
 Individuals who wish to become licensed under the *Real Estate Services Act* to provide Trading, Rental or Strata Management services who have passed the Mortgages: A Real Estate Financing course or Mortgage Brokerage in BC course and are currently registered as a sub-mortgage broker are required to complete the applicable supplemental course and examination.

**C. Exemptions from the Rental Property Management Licensing Course and Examination**

Exemption from the Rental Property Management Licensing Course and Examination is available to:

1. **Commerce graduates from the University of British Columbia (UBC)**
  - (a) UBC M.Sc. graduates with a Real Estate and Urban Economics Land or Real Estate Major.
  - (b) Bachelor of Commerce graduates from UBC who have received credit for the following real estate courses:  
 307 – Urban Land Economics (now 307 – Real Estate Investment);  
 309 – Real Estate Finance (now 306 – Urban Land Economics);  
 407 – Real Estate Valuation (now 405 – Real Estate Finance);  
 434 – Land Law;  
**plus** any one (1) of the following three (3) courses:  
 406 – Urban Land Policy (now 407 – Urban Public Economics);  
 408 – Real Estate Investment Analysis (now 408 – Real Estate Development);  
 409 – Urban Growth and Structure (now 409 – City Growth and Structure).
2. **UBC Diploma Program Students in Urban Land Economics**
  - (a) Students who commenced the UBC Diploma Program in 1984 or later and who have completed the UBC Diploma Program in Urban Land Economics in the Real Estate Management Option.
  - (b) Students who commenced the UBC Diploma Program in 1983 or earlier and who have completed the first three (3) years of the UBC Diploma Program in Urban Land Economics (including 1973 to 1984 graduates of Real Estate Practice and Accounting).

3. **Persons who have passed the Rental Property Management Licensing Course and Examination at UBC**
  - (a) Individuals who have passed the Rental Property Management Licensing Examination are not restricted in the issuance, surrender and reissuance of a representative's licence to provide property management services during the first twelve (12) months after passing the Property Management Licensing Examination.
  - (b) Individuals who have passed the Rental Property Management Licensing Examination and for the entire unlicensed period of not more than five (5) years following the examination, they have been licensed in another jurisdiction in Canada or the United States.
  - (c) Individuals previously licensed in BC as a representative licensed to provide rental property management and for the entire unlicensed period of not more than five (5) years, they have been licensed in Canada or the United States.
  - (d) Individuals previously licensed in BC as a representative licensed to provide rental property management who are elected to either the provincial legislature or to parliament and licence application is made soon after termination of public office.

**D. Exemptions from the Rental Property Management Licensing Course but NOT from the Examination**

**1. Real Estate Licensees**

- (a) Individuals who have previously completed the Rental Property Management Licensing Course through the Real Estate Division at the Sauder School of Business at the University of British Columbia (UBC)
- (b) Individuals who were previously licensed as a representative licensed to provide rental property management services in BC.
- (c) Individuals previously licensed as an associate/managing broker licensed to provide rental property management services in BC who have been unlicensed for more than five (5) years. (If unlicensed for less than five (5) years, they are exempted from the Rental Property Management Licensing Course and Examination).

**2. Commerce Graduates from the University of British Columbia (UBC)**

UBC Commerce graduates who have received credit for all three (3) of the following courses:

- 307 – Urban Land Economics (now 307 – Real Estate Investment)
- 309 – Real Estate Finance (now 306 – Urban Land Economics)
- 434 – Land Law

**3. UBC Diploma Program Students**

Students who commenced the Diploma Program in 1995 or later and who successfully completed the following courses (or equivalents):

- 111 – Real Property Law and Real Estate Ethics;
- 330 – Foundations of Real Estate Appraisal;
- 331 – Real Estate Investment Analysis and Advanced Income Appraisal;
- 441 – Property Management I.

**4. British Columbia Institute of Technology (BCIT)**

Graduates from 1995 or later of BCIT who completed the Professional Real Estate Option within Marketing Management Technology, subject to:

- (ii) The periodic review and approval of the course material by the Council.
- (iii) The Council's continued satisfaction with the capacity of BCIT to deliver the property management educational program and with the calibre of instructors teaching the program.
- (iv) BCIT having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.

**5. Langara College**

Graduates of Langara College's Property Management Certificate Program from 2007 or earlier, subject to:

- (i) The periodic review and approval of the course material by the Council

- (ii) The Council's continued satisfaction with the capacity of Langara College to deliver the property management educational program and with the calibre of instructors teaching the program.
- (iii) Langara College having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.

OR

Individuals who have taken and successfully completed the following courses at Langara College after September 1, 2007, subject to periodic review:

- PROP 1004 – Real Estate Law
- PROP 1005 – Real Estate Appraisal
- PROP 1020 – Real Estate Investment Analysis
- PROP 1001 – Property Management - Residential

**6. Camosun College**

Graduates from 1995 or later of Camosun College's Property Management Certificate Program, subject to:

- (i) The periodic review and approval of the course material by the Council.
- (ii) The Council's continued satisfaction with the capacity of Camosun College to deliver the property management educational program and with the calibre of instructors teaching the program.
- (iii) Camosun College having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.

**7. Kwantlen University College**

Students who successfully complete Kwantlen University College's Property Management Diploma Program, effective September 2001, subject to:

- (i) The periodic review and approval of the course material by the Council.
- (ii) The Council's continued satisfaction with the capacity of Kwantlen University College to deliver the Property Management Diploma Program and with the calibre of instructors teaching the program.
- (iii) Kwantlen University College having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.

**8. Institute of Real Estate Management (IREM)/Real Estate Institute of Canada (REIC)**

Individuals who have earned the C.P.M. designation.

**9. Real Property Administrator**

Individuals who have earned the R.P.A. designation.

**10. UBC Mortgage Brokerage in BC Course or Mortgages: A Real Estate Financing Course**

Individuals who wish to become licensed under the *Real Estate Services Act* to provide Trading, Rental or Strata Management services who have passed the Mortgages: A Real Estate Financing course or Mortgage Brokerage in BC course and are currently registered as a sub-mortgage broker are required to complete the applicable supplemental course and examination.

**E. Exemptions from the Strata Management Licensing Course and Examination**

Exemption from the Strata Management Licensing Course and Examination is available to:

**1. Persons who have passed the Strata Management Licensing Course and Examination at UBC**

- (a) Individuals who have passed the Strata Management Licensing Examination are not restricted in the issuance, surrender and reissuance of a representative's licence to provide strata management services during the first twelve (12) months after passing the Strata Management Licensing Examination.
- (b) Individuals previously licensed in BC as a representative licensed to provide strata management services who are elected to either the provincial legislature or to parliament and licence application is made soon after termination of public office.

**F. Exemptions from the Strata Management Licensing Course but NOT from the Examination**

**1. Real Estate Licensees**

- a. Individuals who have previously completed the Strata Management Licensing Course through the Real Estate Division at the Sauder School of Business at the University of British Columbia (UBC).
- b. Individuals who were previously licensed as a representative licensed to provide strata management services in BC.
- c. Individuals previously licensed as an associate/managing broker licensed to provide strata management services in BC who have been unlicensed for more than five (5) years. (If unlicensed for less than five (5) years, they are exempted from the Strata Management Licensing Course and Examination).

**2. British Columbia Institute of Technology (BCIT)**

Graduates from September 1, 2008 or later of BCIT who completed the Professional Real Estate Option within Marketing Management Technology, subject to:

- (i) The periodic review and approval of the course material by the Council.
- (ii) The Council's continued satisfaction with the capacity of BCIT to deliver the property management educational program and with the calibre of instructors teaching the program.
- (iii) BCIT having provided documentary evidence of a graduate's eligibility for exemption prior to registration for the examination.

**3. UBC Mortgage Brokerage in BC Course or Mortgages: A Real Estate Financing Course**

Individuals who wish to become licensed under the *Real Estate Services Act* to provide Trading, Rental or Strata Management services who have passed the Mortgages: A Real Estate Financing course or Mortgage Brokerage in BC course and are currently registered as a sub-mortgage broker are required to complete the applicable supplemental course and examination.

**G. Exemptions from the Language Proficiency Index Requirement**

All Real Estate Trading Services, Rental Property Management and Strata Management Licensing Courses students will be required to satisfy the Language Proficiency Requirement *before* they can register for an examination.

Exemption from the Language Proficiency Index requirement is available to applicants who:

1. Have graduated from an English language high school in Canada or the United States (see note 1);

**OR**

2. For Quebec residents, have completed **four (4)** courses in English as a First Language at a Collèges d'enseignement général et professionnel if a program was completed after 1996. Prior to 1996, **two (2)** courses are acceptable. A high school diploma completed prior to the 1977 Charter of the French Language verifying the school was English speaking is also acceptable.

**OR**

3. Have obtained their high school equivalency in a school/institution at which English is recognized as the primary language of instruction. (This would include successful completion of General Education Diploma (GED) or successful completion of Advanced "A" level examinations of English in the United Kingdom.)
4. Have graduated from a recognized degree (see note 2) program at an accredited (see note 3) university, college or technical institute at which English is the primary language of instruction, specifically American Samoa, Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Bermuda, Belize (formerly Br. Honduras), Botswana, British Virgin Islands, Canada, Cayman Islands, Dominica, England, Falkland Islands, Fiji, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Lesotho, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Northern Island, Pacific Islands (including Fiji), Ryukyu Islands, Seychelles, Singapore, South Africa, St. Helena, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Scotland, Trinidad & Tobago, Tanzania, Turks & Caicos Islands, Uganda, United Kingdom, USA, US Virgin Islands, Wales, Zambia or Zimbabwe. (see note 4 and 5); (List subject to change.)

**OR**

5. Have successfully completed a three credit course in English composition or English literature at an accredited university, college or technical institute at which English is the primary language of instruction, specifically American Samoa, Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Bermuda, Belize (formerly Br. Honduras), Botswana, British Virgin Islands, Canada, Cayman Islands, Dominica, England, Falkland Islands, Fiji, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Lesotho, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Northern Island, Pacific Islands (including Fiji), Ryukyu Islands, Seychelles, Singapore, South Africa, St. Helena, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Scotland, Trinidad & Tobago, Tanzania, Turks & Caicos Islands, Uganda, United Kingdom, USA, US Virgin Islands, Wales, Zambia or Zimbabwe. (see note 4 & 5) (List subject to change.)
6. Have previously completed the Real Estate Trading Services Licensing Course and/or Examination, the Rental Property Management Licensing Course and/or Examination or the Strata Management Licensing Course and/or Examination.
7. Have completed the requirements for the Certified General Accountant designation, including the course Business Writing Skills or equivalent. Please provide a transcript as proof of completion.
8. Who are currently licensed, qualified to be licensed or who have been unlicensed for less than one (1) year in another Canadian jurisdiction and have satisfied that jurisdiction's language requirements or have held an active real estate licence in the United States for not less than one (1) year during the three (3) years preceding the date of the application.
9. Have completed the requirements for the Certified Management Accountants (CMA) designation.

**\*Notes Providing Additional Information on the Language Proficiency Requirement**

- 1) The easiest and most efficient way to satisfy the language proficiency requirement is to provide a high school transcript. Information on how to obtain your high school transcript can be found at:  
<http://www.sauder.ubc.ca/realestate/programs/licensing/highschooltrans.cfm>.
- 2) A Diploma or Certificate from a technical institute or College is not considered equivalent to a degree. Individuals who entered College or Technical school with a high school diploma should present their high school diploma to satisfy the requirement. Individuals who completed an English language or literature course as detailed in 2(b) may satisfy the requirement by providing their college or technical institute transcript.
- 3) The position of the BC Council on Admissions & Transfer on accreditation is that "inclusion in the BC Transfer System as an institutional member signifies that the institution has met quality assurance criteria equivalent to that employed in post-secondary accreditation processes used in developed countries, such as the system of regional accrediting agencies in the United States." Please see [www.bccat.ca/transfer/quality.cfm](http://www.bccat.ca/transfer/quality.cfm) for further details.
- 4) International students are advised to write the LPI examination. However, an International Credential Evaluation Service (ICES) evaluation report, **including language of instruction**, is required from applicants whose degrees are from a country other than those listed in 2(a) and (b) above. ICES evaluation reports should be sent directly to the Real Estate Division at the Sauder School of Business at the University of British Columbia. See the ICES website <http://www.bcit.ca/ices/recbc.shtml> for further details. The report must state clearly English as the only language of instruction and the degree must be found to be equivalent to a degree in BC or Canada.
- 5) Applicants may choose to write the LPI examination instead of obtaining an ICES evaluation report. See the LPI website at [www.lpi.ubc.ca/LPI/index.html](http://www.lpi.ubc.ca/LPI/index.html) for further details.
- 6) Exemptions based on experience will not be considered.
- 7) Courses provided in a language other than English, or in an English as a Second Language (ESL) or equivalent setting, do not satisfy the credit course exemption requirement.

**H. Exemptions from the Residential or Commercial Trading Services Applied Practice Course**

Exemption from the Residential or Commercial Trading Services Applied Practice Course requirement is available to:

1. First time representative licence applicants who have previously completed the Residential or Commercial Trading Services Applied Practice Course within two (2) years of the date of licence application.
2. Licence applicants who reinstate their licence within their re-qualification date (i.e. do not have to rewrite the Real Estate Trading Services Licensing Examination), and who have completed the Residential or Commercial Trading Services Applied Practice Course.
3. Licence applicants who reinstate their licence after rewriting the Real Estate Trading Services Licensing Examination and who have completed the Residential or Commercial Trading Services Applied Course within two (2) years of the date of licence re-qualification.
4. Licensees who are licensed as Representatives Licensed to Provide Rental or Strata Property Management services.
5. Individuals who have completed all articling or other post-licensing requirements and who are currently licensed, qualified to be licensed or who have been unlicensed for less than one (1) year in another Canadian jurisdiction.

**I. Exemption from the Residential or Commercial Trading Services Applied Practice Course but Required to Complete the Accelerated Version of the Residential Trading Services Applied Practice Course**

Note: The accelerated course includes Unit 1 – Agency Disclosure and the Code of Ethics; Unit 3 – Listing Appointment; Unit 4 – Listing Documentation; Units 7 & 8 – Contract of Purchase and Sale; Unit 9 – Offer and Completion; and Unit 10 – Legal and Ethical Issues.

1. Individuals who have not completed the Residential or Commercial Trading Services Applied Course within the past two (2) years.
2. Individuals who have held an active real estate licence in the United States for not less than one (1) year during the three (3) years preceding the date of the application.

**J. Exemptions from the Broker's Licensing Course and Examination**

Exemption from the Broker's Licensing Course and Examination is available to:

1. **Commerce Graduates from the University of British Columbia (UBC)**
  - (a) Individuals with a M.Sc. Degree from UBC with an Urban Land or Real Estate Major.
  - (b) UBC Commerce graduates who have received credit for the following real estate courses:  
307 – Urban Land Economics (now 307 – Real Estate Investment);  
309 – Real Estate Finance (now 306 – Urban Land Economics);  
434 – Land Law;  
407 – Real Estate Valuation (now 405 – Real Estate Finance);  
plus any one (1) of the following three courses:  
406 – Urban Land Policy (now 407 – Urban Public Economics);  
408 – Real Estate Investment Analysis (now 408 – Real Estate Development);  
409 – Urban Growth and Structure (409 – City Growth and Structure).
2. **UBC Diploma Program in Urban Land Economics**
  - (a) Students who commenced the UBC Diploma Program in 1984 or later and who have completed the UBC Diploma Program in Urban Land Economics.
  - (b) Students who commenced the Program in 1983 or earlier and who have completed the first three (3) years of the program (including Real Estate Practice and Accounting in the case of 1973 to 1984 graduates).
3. **Persons Who Passed the Broker's Licensing Course and Examination**

Individuals who have passed the Broker's Examination no longer than five (5) years before the date of application (See Part III, Item C, page 21).
4. **Real Estate Licensees from another Canadian Jurisdiction**

Associate or Managing Brokers from other Canadian jurisdictions who are currently licensed, qualified to be licensed or who have been unlicensed for less than one (1) year in another

Canadian jurisdiction are eligible for licensing as an associate/managing broker licensed to provide trading services in BC. Those individuals who wish to obtain an associate broker/managing broker licence to provide trading services, rental property management services and/or strata management services would also be required to complete the Rental Property Management Supplemental Course and Examination and/or the Strata Management Supplemental Course and Examination.

**K. Exemptions from the Broker's Licensing Course but NOT from the Examination**

Exemption from the Broker's Licensing Course but not the Examination is available to:

**1. Real Estate Licensees**

- (a) Individuals previously licensed as brokers in BC who have been unlicensed for a period exceeding five (5) years.
- (b) Brokers from the United States who meet the experience requirement for licensing as an associate broker or managing broker in BC are required to complete the Broker's Licensing Examination in order to be eligible for licensing as an associate/managing broker licensed to provide trading services in BC. Those individuals who wish to obtain an associate broker/managing broker licence to provide trading services, rental property management services and/or strata management services would also be required to complete the Rental Property Management Supplemental Course and Examination and/or the Strata Management Supplemental Course and Examination.

**2. Commerce Graduates from the University of British Columbia (UBC)**

Bachelor of Commerce graduates who have received credit for all three (3) of the following courses:

- 307 – Urban Land Economics (now 307 – Real Estate Investment);
- 309 – Real Estate Finance (now 306 – Urban Land Economics);
- 434 – Land Law.

**3. University Graduates**

Graduates of a recognized university who, in the opinion of the Council, have received credit for a sufficient number of real estate courses.

**4. UBC Diploma Program Students**

- (a) Students who commenced the UBC Diploma Program in 1984 or later and successfully completed the following courses (or equivalents):
  - 111 – Real Property Law and Real Estate Ethics;
  - 121 – Foundations of Real Estate Mathematics;
  - 221 – Real Estate Finance in a Canadian Context;
  - 330 – Foundations of Real Estate Appraisal;
  - 331 – Real Estate Investment Analysis and Advanced Income Appraisal;
  - 441 – Property Management I.
- (b) Students who commenced the UBC Diploma Program in 1983 or earlier and successfully completed the first two (2) years of the Diploma Program.

**5. British Columbia Institute of Technology (BCIT)**

- (a) Graduates from 1982 or later of BCIT who completed the Professional Real Estate Option within the Marketing Management Technology and who have already passed the Real Estate Trading Services Examination, subject to:
  - (i) The periodic review and approval of course material by the Council.
  - (ii) The Council's continued satisfaction with the capacity of BCIT to deliver the real estate educational program and with the calibre of instructors in the Real Estate Option Program.
  - (iii) The Council's review and approval of the BCIT examinations in real estate subjects.
  - (iv) The graduate providing documentary evidence of eligibility for exemption.
- (b) Pre-1982 graduates of BCIT who completed the Real Estate Studies Program within the Marketing Management Technology and who later successfully completed all four of the following real estate courses at BCIT:
  - Economics of Real Property Markets: BCIT 312 (formerly 20.351);

- Introduction to Real Estate Analysis: BCIT 313 (formerly 20.353);
- Real Estate Appraisal and Investment Analysis: BCIT 412 (formerly 20.451);
- Mortgage Finance: BCIT 413 (formerly 20.454).

6. **Langara College**

Individuals who have taken and successfully completed the following courses at Langara College after September 1, 2007, subject to periodic review:

PROP 1004 – Real Estate Law

PROP 1024 – Real Estate Mathematics

PROP 1023 – Real Estate Finance

PROP 1005 – Real Estate Appraisal

PROP 1020 – Real Estate Investment Analysis

PROP 1001 – Property Management - Residential

7. **Institute of Real Estate Management (IREM)/Real Estate Institute of Canada (REIC)**

Individuals who have successfully completed the Real Estate Institute of Canada Course to qualify for the F.R.I. or C.P.M. designation.

8. **Royal Institution of Chartered Surveyors**

Chartered members of the Royal Institution of Chartered Surveyors who hold the MRICS or FRICS designation.

## PART II – COUNCIL GUIDELINES

### A. Licensing Course Providers

The Council has delegated the administration of the licensing courses to the Real Estate Division at the Sauder School of Business at the University of British Columbia. The Real Estate Division is committed to ensuring that all students, staff and visitors are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination.

The Real Estate Division's goal is to ensure fair and consistent treatment of all students, including students with a disability, in accordance with their distinct needs and in a manner consistent with academic principles.

Services are available through the UBC Disability Resource Centre, and candidates who have physical, sensory or specific learning disabilities are encouraged to contact the UBC Real Estate Division to make appropriate arrangements.

### B. Examination Results

Results are not released other than in writing. Candidates will be advised in writing by regular mail and by no other means.

### C. Examination Rewrites

Candidates applying to rewrite examinations are allowed to do so on the scheduled dates or at the Computerized Examination Centre at the UBC Real Estate Division. No special examinations are provided.

### D. Applied Practice Courses

Applicants applying for a representative licence are required to register in the Residential or Commercial Applied Practice Course prior to making application for licensing. Once licensed, individuals have six (6) months to complete the course.

### E. Applying for Licensing

Applicants for a representative licence must apply for licensing within one (1) year from the date a licensing examination is passed. Completion of a supplemental course and examination will not extend the length of time an applicant is permitted to apply for licensing.

### F. Applying for a Representative Licence to Provide Trading Services, Rental Property Management Services or Strata Management Services

Individuals who hold a representative's licence to provide trading services, rental property management services or strata management services and pass a supplemental examination are eligible to upgrade their licence in the appropriate licensing category at any time, should they remain licensed.

Individuals who were previously licensed and passed a supplemental examination and whose re-qualification date **has not passed**, are eligible to apply for a representative's licence to provide trading services, rental property management services or strata management services. (NOTE: Those individuals who previously held a representative's licence to provide rental property management services or strata management services would be required to complete the Residential or Commercial Trading Services Applied Practice Course should they upgrade their licence to provide trading services.)

Individuals who were previously licensed and whose re-qualification date **has passed**, will be required to pass both a full licensing examination and a supplemental course and examination in order to re-qualify for a representative's licence to provide trading services, rental property management services or strata management services.

## G. Representative's Education Re-qualification Policy

### 1. Application for Reinstatement within Licensing Period

Section 2-9 *[education re-qualification on reinstatement]* of the Council Rules applies to a representative licence that has become inoperative under section 22(1) *[person ceases to be engaged by brokerage]* of the Act, been suspended under section 116(4) *[person fails to provide required security]* of the Act, or been voluntarily surrendered to the Council.

In order to have the licence reinstated, an applicant who has less than 5 years of continuous licensing at some time before the licence became inoperative, was suspended or was surrendered must meet the requirements of section 2-8(1)(b) *[pre-licensing examinations]* and section 2-8(2) *[applied practice course]* of the Council Rules.

However, section 2-7(3) *[waiver of educational requirements]* of the Council Rules states that the Council may waive, on the basis of an applicant's previous knowledge or training, some or all of the requirements in relation to a course, a corresponding examination, or a course and its corresponding examination.

### 2. Application for Re-Licensing Outside of Licensing Period

An applicant for a new representative licence who has previously been licensed as a representative is required to meet the requirements of section 2-8(1)(b) *[pre-licensing examinations]* and section 2-8(2) *[applied practice course]* of the Council Rules.

However, section 2-7(3) *[waiver of educational requirements]* of the Council Rules states that the Council may waive, on the basis of an applicant's previous knowledge or training, some or all of the requirements in relation to a course, a corresponding examination, or a course and its corresponding examination.

### 3. Policy Respecting Waiver of Educational Requirements

An applicant for reinstatement or re-licensing who has been previously licensed will not be required to complete the applicable pre-licensing course, but may have to rewrite the applicable licensing examination or retake the applicable applied practice course.

The Council will waive the requirements in relation to a course or an examination in the following circumstances:

<b>Representatives with continuous (unbroken*) licensed service in British Columbia of:</b>	<b>Will not be required to re-qualify for licensing by rewriting either the Real Estate Trading Services Licensing Examination or Rental Property Management Licensing Examination or Strata Managing Licensing Examination and retaking the applicable Applied Practice Course if they have been unlicensed for less than:</b>
Less than 1 year	a period equivalent to their unbroken licensed period **
1 year but less than 5 years	1 year
5 years but less than 10 years	2 years
10 years but less than 15 years	3 years
15 years but less than 20 years	4 years
20 years and over	5 years

\* "Unbroken" is defined as not having been unlicensed for a period of thirty (30) days or less. In calculating continuous unbroken service, registration under the Mortgage Brokers Act will be included. Any period of parental leave, as approved by the Council, will not affect your licensing history.

\*\* *An applicant is not required to re-qualify during the first twelve (12) months after passing the applicable pre-licensing examination.*

Requests for extensions of up to one (1) year to an individual's re-qualification date will be considered by Council staff. Extensions based on medical grounds must be supported by a medical certificate.

Individuals who go beyond their re-qualification date are required to re-qualify for licensing by re-writing the appropriate examination and completing the applicable applied practice course.

**If, after reviewing the policy, you are unsure of how it applies in your own case, please provide a written request to the Council for that information. Only written inquiries will obtain a response.**

#### **H. Parental Leave**

Real estate representatives who surrender their licences for the birth or adoption of a child are not required to re-qualify for licensing by rewriting the Real Estate Trading Services, Rental Property Management or Strata Management Licensing Examination if licence application is made within one (1) year of when the parental leave began.

Parental leave is available to either parent of the child and may be taken at any time up to one (1) year following the birth or adoption of the child.

Parental leave will show as a break in a representative's licensing history but will not be considered a break for the purposes of calculating continuous unbroken service under the Council's Representative Education Re-qualification Policy.

Licenses who wish to take parental leave must apply in writing, at the same time enclosing a copy of the child's birth certificate or proof and/or verification of adoption.

#### **I. Broker's Education Re-qualification Policy for Relicensing as a Managing Broker or Associate Broker**

An applicant for a new managing broker's or associate broker's licence, who has been previously licensed as a managing broker or associate broker, is required to meet the requirements of section 2-8(4) *[educational requirements for managing broker and associate brokers]* of the Council Rules. However, section 2-7(3) *[waiver of educational requirements]* of the Council Rules states that the Council may waive, on the basis of the applicant's previous knowledge or training, some or all of the requirements in relation to a course, a corresponding examination, or a course and its corresponding examination.

The Council will waive the requirements in relation to a course or examination if the applicant has been unlicensed for less than five (5) years immediately preceding the date of application. An applicant who has been unlicensed for five (5) or more years immediately preceding the date of application will be required to successfully pass the Broker's Licensing Course Examination.

#### **J. Broker's Education Re-qualification Policy for Relicensing as a Representative**

An applicant for new representative licence who has been previously licensed as a managing broker or associate broker and has been unlicensed for five (5) or more years immediately preceding the date of application is required to meet the requirements of section 2-8(1)(b) *[licensing courses]* and section 2-8(2) *[applied practice course]* of the Council Rules. However, section 2-7(3) *[waiver of educational requirements]* of the Council Rules states that the Council may waive, on the basis of the applicant's previous knowledge or training, some or all of the requirements in relation to a course, a corresponding examination, or a course and its corresponding examination.

The Council will waive the requirements in relation to a course or examination if the applicant has been unlicensed for less than five (5) years immediately preceding the date of application. An

applicant who has been unlicensed for five (5) or more years immediately preceding the date of application will be required to either successfully pass the Real Estate Trading Services Licensing Examination or the Rental Property Management Licensing Examination in order to re-qualify for licensing as a representative.

In the case of an applicant who rewrites the Real Estate Trading Services Licensing Examination, completion of the Residential or Commercial Trading Services Applied Practice Course will be waived if the applicant has previously completed the applied course within two (2) years of the date of relicensing. Applicants who have not completed the Residential or Commercial Trading Services Applied Practice Course within the two (2) years preceding the date of relicensing will be required to take the *Accelerated* Residential or Commercial Trading Services Applied Practice Course.

**K. Remedial Courses (section 43-2(f) of the *Real Estate Services Act*)**

The course of studies or training prescribed by the Council pursuant to section 43-2(f) of the *Real Estate Services Act* may be selected from existing licensing course material, from existing continuing professional education courses, or from such other sources as determined by a Consent Order Review Committee or a Discipline Hearing Committee.

**L. Broker's Licensing Requirements**

Individuals must meet both an **EDUCATION** and an **EXPERIENCE** requirement in order to be eligible to apply for an associate broker's/managing broker's licence.

**Education:**

- 1) Completion of the Broker's Licensing Course will satisfy the **education** requirement for:
  - (a) Licensing as an associate broker/managing broker licensed to provide trading services
  - (b) Licensing as an associate broker/managing broker licensed to provide rental property management services
  - (c) Licensing as an associate broker/managing broker licensed to provide strata management services

Individuals may be licensed at the broker level for a single service licence category or a combination of service categories (e.g.: trading and/or rental and/or strata management services). When upgrading to the broker level, an individual will continue to be licensed in the same categories that they were licensed for as a representative. Should an individual wish to add service categories to their licence, the appropriate Supplemental Course(s) must be completed.

**Note:** Effective April 30, 2007, representatives and associate brokers licensed to provide rental property management services only, strata management services only, or rental and strata management services only are not required to complete the Residential Trading Services Applied Practice Course in order to become licensed as a managing broker licensed to provide any of these services.

**Experience**

Registration in the Broker's Licensing Course is limited to individuals who:

- (a) have completed the Real Estate Trading Services Licensing Course, Rental Property Management Licensing Course or Strata Management Licensing Course and Examination or equivalent; and been licensed for not less than six (6) months in BC at the time of course commencement, and
  - (b) completed the Residential or Commercial Trading Services Applied Practice Course, where applicable.
2. The **experience** requirement for licensing for managing brokers and associate brokers is contained in section 2-10 of the Council Rules (see below).

## PART III – COUNCIL RULES

### A. **Qualification Hearings (section 2-6 of the Council Rules)**

If the Council considers that there may be an issue as to whether an applicant is qualified to be licensed

- (a) in accordance with section 10 [*qualifications for obtaining licence*] of the Act, or
- (b) at the level and in the category for which the applicant is applying,

the Council may direct that the matter is to be dealt with by way of a hearing conducted by a hearing committee.

Licence applicants appearing before a hearing committee should be accompanied by the managing broker of the real estate brokerage employing or intending to employ them.

### B. **Educational Requirements (section 2-7 of the Council Rules)**

- (1) *Courses* – The courses referred to in this Division are the courses established by or on behalf of the council for the purposes of licensee qualification.
- (2) *Failed examinations* – An applicant must not have failed an examination required under these rules within the last 90 days before again attempting the examination.
- (3) *Waiver* – The council may waive, on the basis of an applicant's previous knowledge or training, some or all of the requirements of this Division in relation to
  - (a) a course,
  - (b) a corresponding examination, or
  - (c) a course and its corresponding examination.

### C. **Educational Requirements for New Licensees (section 2-8 of the Council Rules)**

- (1) *Licensing courses* – In order to be issued a licence, an applicant for a new licence who is an individual must
  - (a) have taken the applicable licensing courses respecting the real estate services in relation to which the application is made, and
  - (b) have passed the examinations corresponding to those courses, no longer than 1 year before the date of the application.
- (2) *Applied practice courses* – Subject to subsection (3), in order to be issued a licence, an applicant for a new licence who is an individual must have taken the applicable applied practice courses, if any, respecting the real estate services in relation to which the application is made, no longer than 2 years before the date of the application.
- (3) *Temporary licence exception* – An applicant who has not completed the applied practice courses referred to in subsection (2) may be issued a temporary licence under section 14 [*temporary licences*] of the Act that is conditional on taking those courses, or having them waived by the Council, within the period specified in the licence.
- (4) *Managing broker and associate brokers* – In addition to the other requirements under this section, an applicant for a new licence as a managing broker or associate broker must
  - (a) have taken the applicable managing broker courses, if any, respecting the real estate services in relation to which the application is made, and
  - (b) have passed the examinations, if any, corresponding to those courses, no longer than 5 years before the date of the application.

### D. **Education Re-qualification on Reinstatement (section 2-9 of the Council Rules)**

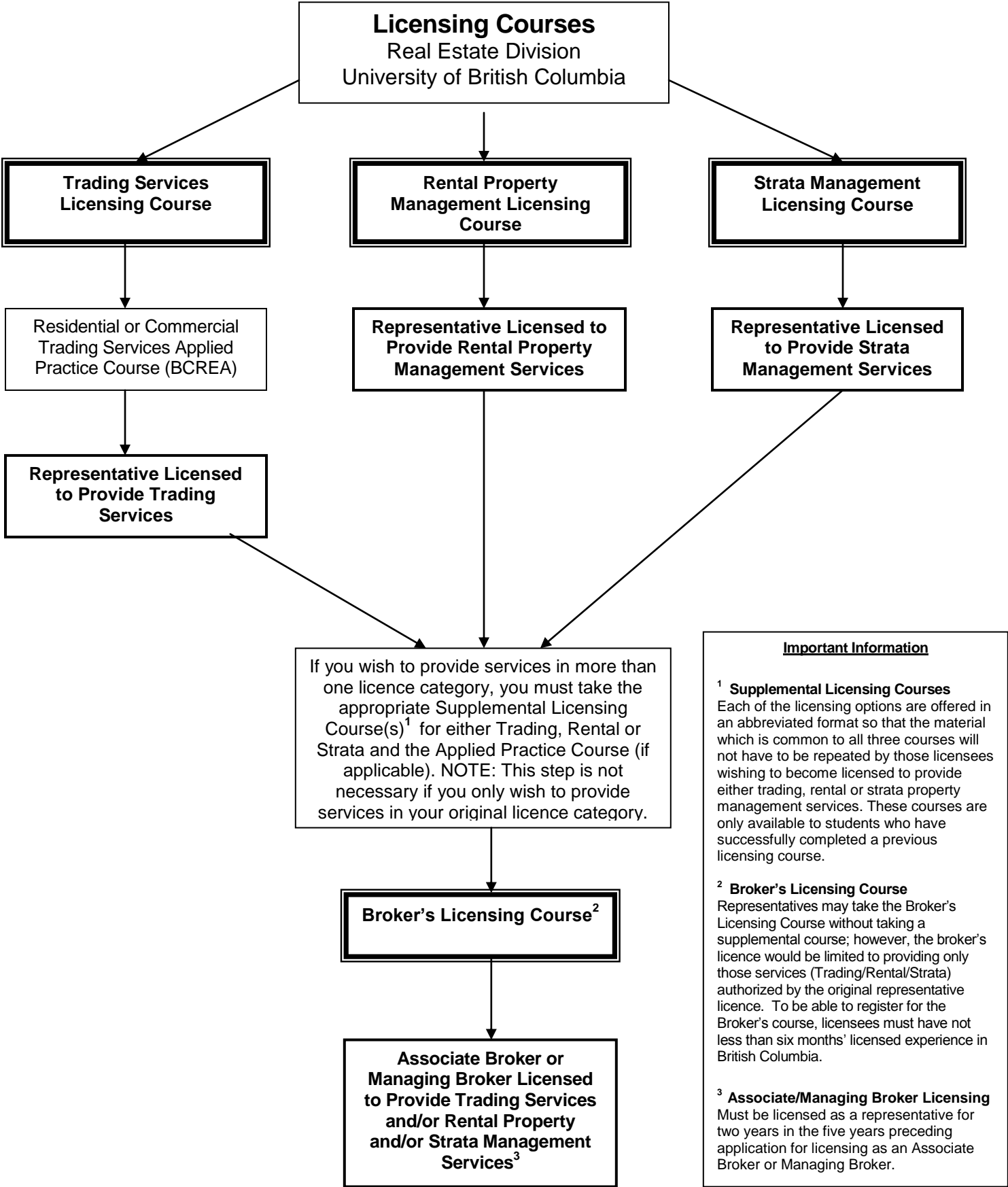
- (1) This section applies to a representative licence that has
  - (a) become inoperative under section 22(1) [*person ceases to be engaged by brokerage*] of the Act,

- (b) been suspended under section 116(4) [*person fails to provide required security*] of the Act, or
  - (c) been voluntarily surrendered to the Council.
- (2) In order to have the licence reinstated, an applicant who has less than 5 years of continuous licensing at some time before the licence became inoperative, was suspended or was surrendered must meet the requirements of
- (a) section 2-8(1)(b) [*licensing examinations*] of these rules, and
  - (b) section 2-8(2) [*applied practice course*] of these rules.
- (3) For the purpose of this section, if an applicant ceased to be licensed for
- (a) a period of 30 days or less,
  - (b) a period approved by the Council during which the applicant was on parental leave, or
  - (c) a period during which the applicant was registered under the *Mortgage Brokers Act*,
- the applicant is deemed to have continued to be licensed during that period.

**E. Experience Qualifications for Managing Brokers and Associate Brokers (section 2-10 of the Council Rules)**

- (1) *Previous experience in BC* – In order to be licensed for the first time as a managing broker or associate broker, the applicant must have been providing real estate services as a licensee for at least 2 years during the 5 years before the date of the application.
- (2) *Exceptions* – The Council may waive the requirements of subsection (1) if satisfied that
  - (a) the applicant has had experience and training equivalent to that which he or she would have obtained if he or she had provided real estate services as a licensee as required by that subsection, or
  - (b) in the case of an applicant for a managing broker licence, there is an immediate need of a managing broker in the location where the applicant proposes to carry on business.
  - (c) in the case of an applicant from another Canadian jurisdiction, that applicant is currently licensed, qualified to be licensed or who have been unlicensed for less than one (1) year as an associate or managing broker.
- (3) *Experience in an equivalent capacity in another jurisdiction* – Without limiting subsection (2) (a), for the purposes of that subsection an applicant is considered to have the experience and training equivalent to that referred to in subsection (1) if the applicant
  - (a) previously provided real estate services in a capacity equivalent to one or more of a brokerage, managing broker and associate broker,
  - (b) provided the services referred to in paragraph (a) in
    - i) the United States of America, or
    - ii) another jurisdiction acceptable to Council,
 for a continuous period of at least 2 years during the 5 years before the date of the application, and
  - (c) was licensed, or otherwise authorized, under the laws of the other jurisdiction to provide the services referred to in paragraph (a).
- (4) *Experience in another jurisdiction combined with BC experience* – Without limiting subsection (2)(a), for the purposes of that subsection an applicant is considered to have the experience and training equivalent to that referred to in subsection (1) if the applicant
  - (a) previously provided real estate services in a capacity equivalent to a representative,
  - (b) provided the services referred to in paragraph (a) in a jurisdiction referred to in subsection (3)(b) for a continuous period of at least 2 years during the 5 years before the date of the application,
  - (c) was licensed, or otherwise authorized, under the laws of the other jurisdiction to provide the services referred to in paragraph (a), and
  - (d) provided real estate services as a licensee in BC for a period of not less than 1 year during the 5 years before the date of the application.

# Real Estate Licensing Education in British Columbia



**Important Information**

<sup>1</sup> **Supplemental Licensing Courses**  
Each of the licensing options are offered in an abbreviated format so that the material which is common to all three courses will not have to be repeated by those licensees wishing to become licensed to provide either trading, rental or strata property management services. These courses are only available to students who have successfully completed a previous licensing course.

<sup>2</sup> **Broker's Licensing Course**  
Representatives may take the Broker's Licensing Course without taking a supplemental course; however, the broker's licence would be limited to providing only those services (Trading/Rental/Strata) authorized by the original representative licence. To be able to register for the Broker's course, licensees must have not less than six months' licensed experience in British Columbia.

<sup>3</sup> **Associate/Managing Broker Licensing**  
Must be licensed as a representative for two years in the five years preceding application for licensing as an Associate Broker or Managing Broker.