



## Application for Approval as an Education Provider Applicant Information Form

Name of  
Education Provider: \_\_\_\_\_

Complete Mailing Address:

_____		
Street Address		
_____	_____	_____
City	Province	Postal Code
_____	_____	_____
Phone	Fax	Contact Name
_____	_____	_____
Email	Website	

I certify that I have reviewed the guidelines and requirements for continuing education providers as implemented by the British Columbia Real Estate Association (BCREA) and agree that I will comply with those provisions. I recognize that BCREA has the right to withdraw its approval of an education provider at any time, if the criteria to be an education provider are not met. Further, I understand that BCREA reserves the right to request the removal of any course and/or instructor determined not to be in the best interests of the profession and/or consumers. I have reviewed this application, including the individual course information forms, and to the best of my knowledge and belief, attest to the truthfulness of the information I have provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Enclosed:
- One (1) completed copy of this form
  - A course curriculum package consisting of:
    - A **course outline** that incorporates your **course purpose** and **learning objectives**;
    - **Course materials** –four (4) printed copies;
    - A **lesson plan**; and
    - A **course evaluation form**.
  - One (1) copy of the instructor résumé and references
  - Total enclosed: \$896 (\$800 application fee + \$96 HST)
  - Cheque       Money Order

*An application fee of \$896 (an \$800 application fee +\$96 HST) should be made payable to BCREA by cheque or money order and must accompany your initial application for approval as an education provider. Please note that if you would like more than one (1) course reviewed, there is an additional fee of \$896 for each separate course.*



## Application for Approval as an Education Provider Course Information Form

Course Title: \_\_\_\_\_

Course Purpose:  
(Briefly summarize the risk management purpose as detailed in your curriculum package) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours: \_\_\_\_\_ Course Fee: \$ \_\_\_\_\_

Minimum Class Size: \_\_\_\_\_ Maximum Class Size: \_\_\_\_\_

Copyright: I confirm that there is no infringement of copyright in the course content.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Administrative Purposes Only:**

Education Provider Approved  Yes  No

Date of Approval: MM \_\_\_\_\_ DD \_\_\_\_\_ YYYY \_\_\_\_\_

*Note: BCREA cannot process or complete a request for approval as an educational provider unless all fields within the approval application have been completed. Deficient applications will not be processed. BCREA will NOT consider the application for approval without the appropriate fee and the required copies of all information requested.*



## Application for Approval as an Education Provider Completion Guidelines

The following guidelines will help you to successfully complete your application and reduce processing delays.

### 1. Course Purpose

The course's risk management purpose must be clearly identified. The Professional Development Program (PDP) is designed to support relevant and timely courses specifically applicable to the practice of real estate. In explaining your course purpose, determine which of the following your offering is designed to do:

- Enable the REALTOR<sup>®</sup> to serve the objectives of the consumer in a real estate transaction;
- Maintain, develop and improve a REALTOR<sup>®</sup>'s competency and professionalism in a changing marketplace; and/or
- Protect the general public in its real estate transactions.

### 2. Learning Objectives

Learning objectives must also be clearly identified. While the course purpose reflects more general course goals and outcomes, learning objectives are brief, clear and specific statements of what learners should be able to do at the conclusion of instructional activities. To help maintain a student-centred and competency-based emphasis, consider starting your objectives with the phrase *"Upon successful completion of this course, the participant will be able to..."*

### 3. A Course Outline

A course outline defines the scope and content of your educational offering, and should include the following key pieces of information: the course title; the number of hours; the course purpose; the learning objectives; the required course materials (e.g., a course manual, a Hewlett Packard 10BII calculator, etc.) as well as mention of the methods of participant assessment or evaluation (e.g., full attendance and participation).

### 4. Course Materials

Four (4) printed copies of all course materials (i.e., course manual) must be submitted with each application. In order to meet PDP standards and criteria, materials should be comprehensive enough to serve as a useful reference guide after course completion. For example, materials may include a manual, workbook, text, CD-Rom, handouts, and/or other tools to be used in conjunction with the course. When the inclusion of BCREA-copyright forms is desirable, you must obtain prior permission to use these in your curriculum package. This can be done by directing an email request to the Curriculum Manager at [mfryling@bcrea.bc.ca](mailto:mfryling@bcrea.bc.ca).

### 5. A Lesson Plan

A lesson plan guides a course instructor's effective organization and presentation of material. In preparing a lesson plan, please indicate: the lesson's objective; the set of topics to be covered, along with the amount of time allotted to each; the type, variety and sequence of activities; as well as any materials that will be required.



## 6. Course Evaluation Form

It is essential that all education providers monitor the success of the course they are offering. An end of course summative evaluation helps to determine the effectiveness of the teaching/learning process, and contributes to the continuing development of course content, structure and delivery. As evidence of a commitment to monitoring the educational offering's success, please include a sample course evaluation form in the application package.

## 7. Instructor Resume and References

Instructors should submit a résumé/curriculum vitae that highlights their expertise in their field along with their previous teaching experience. Prior completion of BCREA's Train-the-Trainer program, or equivalent formal training from another source, is desirable. Individual candidates are asked to provide the names of three (3) organizations and/or individuals to be contacted as references. Inclusion of testimonials is optional but welcome. In the event that you have a successful history of offering courses directly to member boards, it is strongly recommended that you approach one or more boards and ask them to submit a reference letter on your behalf. Such letters should be addressed to the BCREA Education Committee, care of Curriculum Manager Mika Fryling.

## 8. Certificate of Completion

Within ten (10) days of a course, an education provider must issue a Certificate of Completion to each real estate practitioner completing a course. The education provider must retain proof that a REALTOR® has completed a course for a period of four (4) years.

## 9. Summary Checklist

Any organization, institute, company or individual that applies for approval as a PDP provider will do so using this form. Each application must include the following:

- An application fee of \$896 (\$800 application fee + \$96 HST) per course;
- A statement of course purpose;
- Learning objectives;
- A course outline;
- Course materials—four (4) printed copies;
- A course lesson plan;
- A course evaluation form;
- Instructor resume/curriculum vitae; and
- Three (3) references.