

PROVIDER			
British Columbia Real Estate Association Continuing Professional Education (cpe) Courses	Length	CREDITS	
		PDP	REP
Accredited Buyer's Representative	2 days	9	Full Day
The overall goals of the Accredited Buyer's Representative (ABR®) Designation course are to: prepare real estate professionals to represent buyer-clients in real estate transactions and provide the quality of service and degree of fidelity to buyers that sellers have customarily enjoyed; offer ideas and methods for building a buyer representation business, and develop a self-customized tool for conducting a buyer counseling session.			
Assignments of Contracts of Purchase and Sale	3 hours	3	–
Assigning a Contract of Purchase and Sale involves all of the risks associated with any Contract of Purchase and Sale, compounded by the additional risks of an assignment. Licensees advising assignors and assignees must understand the unique challenges of practicing in this area. This course addresses the two new forms of Assignment of Contract of Purchase and Sale and serves as a helpful step-by-step guide.			
Buyer Agency	6 hours	6	Full Day
Still have questions about buyer agency? Do you want to learn how to be a more effective buyer's agent? This course will help you understand how a buyer agency relationship is created and the role, fiduciary duties and legal responsibilities involved. Discover how to negotiate terms, get paid and use an Exclusive Buyer's Agency Contract.			
CONDO 101: Strata Law for REALTORS®	5 hours	6	Full Day
If you are involved in buying or selling strata properties, you need this course. Explore legislation governing strata properties and discuss specific legal problems you may encounter. Learn about different types of strata developments, owner-developers' expanded responsibilities, strata council bylaws and regulations, and rental restrictions.			
CONDO 202: Advanced Strata Law for REALTORS®	5 hours	6	Full Day
If you enjoyed CONDO 101, this enlightening follow up will build on your knowledge of managing complex strata sales. Review how to obtain information about a strata corporation. Learn the mechanics of repair bylaws, consider how to take a special levy into account when drafting a listing contract and discover practice tips for handling a strata foreclosure.			
Contracts: Keep on Top of Changes	5 hours	6	Full Day
Are you familiar with the most recent changes to the Contract of Purchase and Sale? Did you know more than 30 clauses have changed with the publication of the 2006 Licensee Practice Manual? Develop a solid understanding of many of the complex areas of contract writing. Explore contract writing issues that make it difficult for conveyancers to take the deal through to completion. Review the "top five" list you don't want to be on—the five most expensive Real Estate Errors and Omissions Insurance claims!			
Disclosure Issues & Risks	6 hours	6	Full Day
Today's licensees face increasing disclosure requirements. Serious penalties for failing to fully and properly disclose include fines, lawsuits for negligence or even suspension of your licence. Before you can make the required disclosures, you not only need to understand the fundamentals, but also be aware of the latest legislative changes and property issues.			
Electronic Title Searching	5 hours	6	Full Day
In today's technologically savvy world, it's important for REALTORS® to have a strong working knowledge of how to conduct electronic title searches. Examine the Torrens System of Land Registration, the principle of indefeasibility and the Land Title Assurance Fund. Explore duplicate Certificates of Title and old common law building schemes. Gain more confidence using BC OnLine services.			
Ethics: Unlocking the REALTOR® Code	5 hours	6	–
Consider the differences between ethical and legal standards and embrace your individual and collective responsibility to protect the profession's reputation. Learn how to resolve dilemmas using an easy, four-step process and discuss real-life case studies. This course is also CREA Accredited			
Foreclosures and Court Ordered Sales	6 hours	6	Full Day
From mortgage default to Order Absolute, from the marketability of a property to tenant eviction, this course will help to improve your understanding of the steps involved in a residential foreclosure proceeding. Topics include save-a-loan remedies, courtroom protocol, sealed bids, municipal tax sales, arson, bankruptcy and vandalism.			

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Know Your Product			
The best way to serve your residential clients is to know as much as possible about your product—houses. This information-packed course assists you in answering questions from buyers and sellers on topics such as structures, roofing, chimneys, wet basements, electrical, heating, plumbing and insulation.	5 hours	6	–
Liability for Contaminated Sites: New Practical Considerations for REALTORS®, Buyers and Sellers			
As a REALTOR®, you need specialized knowledge to deal with environmental issues, such as contaminated sites. Learn to recognize the impact of the <i>Environmental Management Act</i> and regulations on your daily practice. Identify numerous legal and policy changes, consider penalties for non-compliance and discuss important real-life cases.	5 hours	6	Full Day
Negotiating and Presenting Offers			
Preparing for offer presentations is vital to your success. Learn how to handle some of the challenging situations that may arise. Discover how to control the presentation and handle objections with ease, work more effectively with different personality types, and increase your chances of making a sale by guiding both parties to a mutual agreement. Manage the outcome of an offer presentation and understand how to handle the presentation of multiple offers or the revocation of a contract.	5 hours	6	–
Professionalism—It Pays! Be Safe or Be Sued			
Hard work alone is not enough to safeguard your career. This how-to course reflects changes in legislation and real estate practice that affect your daily business. Learn how to identify common problems and risks for potential litigation. Explore the strong links between professionalism, avoiding lawsuits and protecting your commissions.	3 hours	3	–
Professionalism—It Pays! The Manager’s Course			
Get the tools you need to help your licensees enhance their professionalism, protect their commissions and lessen the potential for legal claims. This unique workshop, offered as a train-the-trainer session, equips you to share valuable and current information with your team. There’s sufficient material to cover a series of 24 weekly sales meetings, plus a useful handout package.	5 hours	6	–
Professional Standards Enforcement: Practices and Procedures			
Every year, committees spend thousands of hours handling business practice complaints from the public and REALTORS®. As a current or future member of a professional standards or arbitration committee, you need to recognize the requirements you must follow. Explore how to handle and investigate a complaint, be wary of potential breaches and understand the mechanics of a hearing procedure and decision.	1 or 2 days	6	–
Real Estate E&O Insurance Commercial Legal Update			
Attend the Real Estate E&O Insurance Commercial Legal Update course to stay current with a number of legal issues faced by commercial licensees. The central theme throughout this course will be how to better assist your clients and bulletproof your contracts.	5 hours	6	Full Day
Real Estate E&O Insurance Legal Update 2010			
If a deal goes sideways and someone sues you, the court will in most cases examine whether you met the standard expected of a competent B.C. licensee. Competency is critical. To stay current with relevant court cases, significant Real Estate Council of BC disciplinary decisions, and new and pending legislation, attend Legal Update 2010.	5 hours	6	Full Day
Representing Buyers in the Sale of New Homes and Condominiums			
Learn how to properly represent the interests of buyers in the technical and risk-filled area of new home sales. Gain essential tools for drafting enforceable contracts and advising buyers. Focus on the legal and consumer protection aspects of project marketing, such as leaky condos, owner-built homes, the <i>Homeowner Protection Act</i> , new home warranty programs and deficiency walk-throughs.	6 hours	6	Full Day
Risk Management for Commercial REALTORS®			
Learn the essentials of avoiding liability and completing transactions in a professional manner. Review the fiduciary duties and responsibilities of commercial REALTORS®, explore major trouble spots, minimize the risk of litigation and negotiate contracts more effectively. As a commercial REALTOR®, you’ll appreciate the benefits of this course for you and your clients.	6 hours	6	Full Day
Risk Management for REALTORS®			
Effective risk management benefits everyone. To do your part, you need a clear understanding of how to properly create and manage property listing and transaction files. Discover how to communicate information more clearly, foster and maintain licensee-client relationships and create and maintain listing and transaction checklists. Learn how to prevent problems from occurring and deal more effectively with problems when they arise.	6 hours	6	Full Day

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<p>Selling Tenant-Occupied Properties (STOP)</p> <p>Are you aware of the ramifications of buying, selling and promoting residential tenant-occupied properties? Learn how to protect your clients and recognize the rights and obligations of tenants and landlords. Understand how to prepare relevant documentation and review the legislation, rules, regulations and business practices involved.</p>	5 hours	6	Full Day
<p>Selling Time Shares, Hotel Strata Lots, Cooperatives and Other Forms of Real Estate</p> <p>There's more to real estate than single-lot subdivisions and strata. Gain an understanding of the various types of real estate development currently in use in BC. Learn how various developments are structured, the risks they may pose to buyers and how to protect the buyers' interests. Get the information and confidence you need to effectively compare and sell different types of developments.</p>	5 hours	6	Full Day
<p>Tax Tips for Selling Real Estate</p> <p>Assist your clients by alerting them to potential tax planning opportunities. Explore the taxation of real estate, the <i>Income Tax Act</i> and its regulations, as well as common errors and pitfalls in tax reporting. Learn how to provide value-added service and pave the way for your clients' consultation with their income tax advisors.</p>	6 hours	6	–
<p>What Brokerages and REALTORS® Need to Know About Agency</p> <p>The obligations of agency representation don't have to be a mystery. This course examines the importance of the relationship between brokerages, their licensees and the buyers and sellers they represent. Upon successful completion, participants should be able to:</p> <ul style="list-style-type: none"> • understand the basic duties in an agency relationship; • recognize the various types of agency relationships entered into by brokerages and licensees; • explain the meaning and use of the <i>Working With a REALTOR®</i> brochure and agreements used in agency relationships; • discuss the concept of agency with the public; • recognize situations where agency issues may arise; and • apply the principles of agency law to a variety of common scenarios. 	5 hours	6	Full Day
<p>Win/Win: Conflict Resolution Skills for REALTORS®</p> <p>Not all conflict is bad. If dealt with effectively, conflict can produce positive change, promote team collaboration and strengthen unity of purpose. Gain a better understanding of how and why conflicts arise, and how to prevent them from escalating. Establish some guidelines for creating open dialogue, learn a four-step problem-solving model and develop the skills you need to proactively resolve conflicts.</p>	6 hours	6	–

PROVIDER			
British Columbia Real Estate Association on behalf of the Real Estate Council of BC	Length	CREDITS	
		PDP	REP
<p>Residential Trading Services Applied Practice Course*</p> <p>The Residential Trading Services Applied Practice Course is compulsory for all new licensees and is designed to provide practical training in real estate to new licensees which, together with the Real Estate Trading Services Licensing Course, will enable them to confidently and effectively serve the public's real estate needs in a professional manner.</p>	30 hours	6	Full Day
<p>Commercial Trading Services Applied Practice Course*</p> <p>The Commercial Trading Services Applied Practice Course is compulsory for all new licensees and is designed to provide practical training in real estate to new licensees which, together with the Real Estate Trading Services Licensing Course, will enable them to confidently and effectively serve the public's real estate needs in a professional manner. Licensees who plan to specialize in commercial real estate are encouraged to take this course in place of the Residential Trading Services Applied Practice Course.</p>	30 hours	6	Full Day

* Credit for these courses can only be obtained by new licensees in their first PDP cycle following course completion.

PROVIDER			
UBC Real Estate Division on behalf of the Real Estate Council of BC	Length	CREDITS	
		PDP	REP
Broker's Licensing Course and Examination	Home study: approx. 200 hours	12	Full Day
The course is designed to provide the licensing education requirements for those individuals who wish to become licensed as a brokerage, managing broker or associate broker. Managing a successful real estate office demands both a strong background as a representative and an understanding of how to operate a business, including: basic business accounting, administration of salaried staff, leading and motivating licensed representatives, and progressive marketing in a highly energized industry. In short, this course introduces all aspects of the operation of a real estate office.			
Grandparented Strata Management Licensing Course and Examination	-	12	Full Day
This course is no longer available. It was offered from fall 2006 to summer 2007 for the phasing-in of strata management licensing.			
Supplemental Courses • The Real Estate Division offers each of the licensing options in an abbreviated format so that common material will not have to be repeated by those licensees wishing to become licensed to provide additional real estate services. These courses are only available to students who have successfully completed a previous full Licensing course, or who are currently licensed as a sub-mortgage broker.			
Please visit www.sauder.ubc.ca for more information			
Mortgage Brokerage in BC Supplemental Course and Examination	Home study: approx. 130 hours	12	Full Day
Course is designed for students who want to satisfy the minimum educational requirements to become registered as a sub-mortgage broker in British Columbia. In short, this course will develop a thorough understanding of mortgage financing fundamentals and techniques that will enable the student to handle complex mortgage problems.			
Strata Management Supplemental Course and Examination	Home study: approx. 130 hours	12	Full Day
The Strata Management Licensing Course is administered on behalf of the Real Estate Council of British Columbia (RECBC). The course is designed to provide the licensing education requirements for those candidates wishing to act as licensed strata managers in British Columbia. This course combines the general components of the Real Estate Services Licensing Courses with curriculum which is focused on strata management.			
Real Estate Trading Services Supplemental Course and Examination	Home study: approx. 130 hours	12	Full Day
The Real Estate Trading Services Licensing Course is administered on behalf of the Real Estate Council of British Columbia (RECBC). The course is designed to provide the licensing education requirements for those individuals who wish to become licensed as a trading services representative. In short, this course introduces all aspects of the operation of real estate markets. For detailed course content information, please view the Table of Contents.			
Rental property Management Supplemental Course and Examination	Home study: approx. 130 hours	12	Full Day
The Rental Property Management Licensing Course is administered on behalf of the Real Estate Council of British Columbia (RECBC). The course is designed to provide the licensing education requirements for those candidates wishing to act as licensed property managers in British Columbia. This course combines the general components of the Real Estate Trading Services Licensing Course with curriculum which is focused on property management.			

PROVIDER			
UBC Real Estate Division & the Appraisal Institute of Canada–BC Chapter	Length	CREDITS	
		PDP	REP
Agricultural Guided Case Study (A, B) • BUSI 497	Distance Ed., approx. 130 hours	12	Full Day
An agriculturally-focused version of BUSI 499 Income Property Guided Case Study course. This course also fulfils the Appraisal Institute of Canada's requirement for an Income Demonstration Appraisal Report. (Prerequisite BUSI 330, 331, 442, & 452) [WTI, WTII, STI]			
BC Real Property Law and Real Estate Ethics (A,B,U) • BUSI 111	Distance Ed., approx. 130 hours	12	Full Day
This course is designed for individuals entering the real estate sales field. The course examines questions such as: What is real property? How are assets and interests in real property created and traded? BUSI 111 also examines a broad range of legal topics, including contracts, agency, mortgages, residential and commercial tenancies, registration of real property, overview of tort law, condominium law, and the legislation which affects real property transactions. The role of professionalism and ethical standards will also be dealt with in a general context as well as in the specific context of the real estate industry. The Real Estate Council of BC recognizes this course for licensing education exemption purposes.			
Canadian Real Property Law and Real Estate Ethics (B, U) • BUSI 112	Distance Ed., approx. 130 hours	12	Full Day
This course covers similar topics as BUSI 111, but focuses the application of real property law across Canada and in sectors of real estate other than sales. However, please note that the majority of cases relied upon are from British Columbia.			
Capital Markets and Real Estate (A,B,U) • BUSI 101	Distance Ed., approx. 130 hours	12	Full Day
This course examines the impact of current monetary and fiscal policies on real estate investment decisions. The overall quality of production and the overall price level are used to monitor developments in the economy as a whole. The monetary system is studied as a crucial element in determining the long-run behaviour of price levels, the inflation rate, and other nominal variables. Monetary and fiscal policy is analyzed through open and closed economies.			
Case Studies in Appraisal I (A,B,U, ASRE) • BUSI 442	Distance Ed., approx. 130 hours	12	Full Day
This course illustrates the practical application of techniques of real estate appraisal. The case studies build upon foundational appraisal principles in examining a wide range of valuation assignments, including: multiple-unit residential buildings, industrial uses, office buildings, retail properties, land valuation, agricultural uses, expropriation, and review appraisal. Investment decisions will be analyzed from various perspectives. (Prerequisites BUSI 121, 330, & 331) [WTI, WTII, STI (subject to enrollment)]			
Case Studies in Appraisal II (A,B,U, ASRE) • BUSI 452	Distance Ed., approx. 130 hours	12	Full Day
This course continues BUSI 442's study of practical applications of real estate appraisal techniques. The case studies build upon foundational appraisal principles in examining a wide range of valuation assignments, including: business valuation, machinery and equipment, hotels, impaired properties, market analysis/feasibility studies, and an assortment of special purpose properties. The readings conclude with an examination of various specialized areas in real estate valuation practice. (Prerequisites BUSI 121, 330, & 331; Recommend BUSI 442) [WTI, WTII, STI (subject to enrollment)]			
Commercial Property Analysis (A,B,U) • BUSI 401	Distance Ed., approx. 130 hours	12	Full Day
This course covers the underlying theory and techniques used in the design, construction, and inspection of commercial properties. The course will examine office, retail, apartment, industrial, and agricultural properties, as well as environmental issues and space measurement. [WTI, WTII, STI]			
Computer Assisted Mass Appraisal (A, B,U, ASRE, RPA) • BUSI 444	Distance Ed., approx. 130 hours	12	Full Day
This course is unique in that it presents a hands-on approach to computer-assisted mass appraisal techniques. Students use a personal computer and statistical software to develop models designed to improve the consistency and quality of real property assessments.			
Critical Analysis and Forecasting in Real Estate (A,B,U) • BUSI 460	Distance Ed., approx. 130 hours	12	Full Day
This course develops the real estate professional's capabilities for offering high-level advisory services. With a focus on critical analysis, the course will delve into two quantitative decision making methodologies: decision analysis and forecasting. These methodologies will be explored through a problem solving framework. Additional requirements: textbooks sold separately; requires the use of a personal computer and statistical software (software sold separately). (Prerequisite BUSI 121; Recommend BUSI 330 and 344 or 444) [WTI, WTII]			

	Length	CREDITS	
		PDP	REP
Foundations of Real Estate Appraisal (A,B,U, RPA) • BUSI 330	Distance Ed., approx. 130 hours	12	Full Day
Introduction to concepts and techniques for appraising the value of real estate. This course begins with an introduction to the appraisal profession in Canada and summarizes the appraisal process. The three classic approaches to value are presented and analyzed as they may be applied to single-family and small, multi-family residential properties. Textbook sold separately: Appraisal of Real Estate (2nd Canadian Edition) is required for BUSI 330 and recommended for BUSI 331, 442, and 452. \$104.94 (tax included). (Recommend BUSI 121; note that BUSI 121 is not required for AIC's CRA designation) [WTI, WTII, STI]			
Foundations of Real Estate Mathematics (A,B,U, RPA) • BUSI 121	Distance Ed., approx. 130 hours	12	Full Day
This course introduces the techniques of investment and statistical analysis in a real estate context. Topics include: statistical techniques, cash flow analysis, discounting, compounding, and the mathematics of real estate finance and investment analysis. There is also a brief overview of graphing and surveying. A personal computer with spreadsheet software is required.			
Income Property Guided Case Study (A,B) • BUSI 499	Distance Ed., approx. 130 hours	12	Full Day
This two term course will guide students through the income property appraisal process, focusing both on valuation techniques as well as general research and report writing skills. This course also fulfils the Appraisal Institute of Canada's requirement for an Income Demonstration Appraisal Report. (Prerequisite BUSI 330, 331, 442, & 452) [WTI, WTII, STI]			
Micro Foundations of Real Estate Economics (A,B,U) • BUSI 100	Distance Ed., approx. 130 hours	12	Full Day
This course introduces the basic principles of microeconomics and applies these concepts to current real estate issues. Topics covered include opportunity costs, supply and demand, elasticity, market equilibrium, efficiency and equity, the role of the government, consumer choice, externalities, imperfect competition, and monopolies.			
Real Estate Development I (B, U, ASRE) • BUSI 445	Distance Ed., approx. 130 hours	12	Full Day
Introduces the student to the real estate development process, providing an overview from the project idea to the cursory feasibility stage. The steps in development planning that will be investigated are analysis, design, and evaluation. Topics include evaluating development potential, land acquisition, and site planning.			
Real Estate Development II (B, U, ASRE) • BUSI 446	Distance Ed., approx. 130 hours	12	Full Day
Continues the analysis of the real estate development process introduced in BUSI 445, with an examination of economic feasibility studies, approval processes, project financing, construction, project management, and marketing phases. (Prerequisite BUSI 445) [WTI, WTII]			
Real Estate Finance in a Canadian Context (B, U) • BUSI 221	Distance Ed., approx. 130 hours	12	Full Day
The supply of and demand for mortgage funds in the Canadian mortgage market is examined. Students will apply the principles of real estate financial analysis to a variety of topics, including: residential and commercial loan underwriting, loan refinancing, and creative real estate financing methods. Students will learn the evolution of financing techniques in light of both the inherent risks in mortgage lending and the external influences of inflation and government policy.			
Real Estate Investment Analysis and Advanced Income Appraisal (B, U) • BUSI 331	Distance Ed., approx. 130 hours	12	Full Day
Valuation techniques for income real estate, including income method of appraisal, tax consequences of real property ownership, and portfolio analysis methodology. A personal computer with spreadsheet software is required for this course.			
Real Estate Management I (B, U, ASRE) • BUSI 441	Distance Ed., approx. 130 hours	12	Full Day
This course is devoted to topics relevant to real estate management at a senior level. The fundamentals of accounting, property management, leasing, development, planning, and building audit are taught. (Prerequisite BUSI 330; Recommend BUSI 331) [WTI, WTII]			
Real Estate Management II (B, U) • BUSI 451	Distance Ed., approx. 130 hours	12	Full Day
This course builds upon the topics covered in BUSI 441, applying concepts in a practical setting. Additional topics covered include tenant relations, budgeting, marketing, insurance, and remedying disputes. (Prerequisite BUSI 441) [WTI, WTII]			

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Real Property Assessment Administration (A,B,U, ASRE, RPA) • BUSI 443	Distance Ed., approx. 130 hours	12	Full Day
This course examines the basis for real property taxation systems and the administration of the mass appraisal function. Topics include assessment law, records and data systems, quality assurance, mapping, and human resource management. The course offers background on computer-assisted mass appraisal, outlining valuation foundations, issues in system selection, and GIS integration.			
Residential Property Analysis (A,B,U) • BUSI 400	Distance Ed., approx. 130 hours	12	Full Day
This course is designed to give real estate professionals, particularly appraisers, a working knowledge of the physical aspects of residential properties. The course covers how houses are sited, designed, and constructed in Canada, as well as how factors such as design, material selection, and construction type affect their value. Also covered will be the identification and evaluation of problems due to design, construction, or deterioration, their effect on value, and how problems should be reported. [WTI, WTII, STI]			
Single-Family Guided Case Study (A) • AIC 399	Distance Ed., approx. 130 hours	12	Full Day
This course guides students through the residential appraisal report writing process with the end result of submitting a full-scale single-family demonstration appraisal report. In this course, candidates benefit from interim feedback on portions of the report as well as additional instruction in areas such as report writing techniques, research ability, and critical thinking. Note that as part of this course, students are expected to choose their own property to appraise as well as research all of the data necessary to support the appraisal. The course is non-credit, but does fulfil the Appraisal Institute of Canada's requirement for a Single-Family Demonstration Appraisal Report. (Prerequisite BUSI 330) [WTI, WTII, STI]. Not for UBC credit; for AIC membership credit only.			
Statistical and Computer Applications in Valuation (A, B, U, RPA) • BUSI 344	Distance Ed., approx. 130 hours	12	Full Day
Explores creative, practical uses of statistical and computer applications in determining and analyzing real estate value. Through case studies and hands-on computer work (e.g., using SPSS, NCSS, Excel), students will learn the fundamentals of exploratory data analysis and appraisal valuation modeling (AVMs). (Recommend BUSI 121 and 330) [WTI, WTII, STI]			
Urban and Real Estate Economics (B, U) • BUSI 300	Distance Ed., approx. 130 hours	12	Full Day
This course examines urban and real estate economics, illustrating how economic principles affect the demand for real estate, the operation of real estate markets, and the relationship between land use, land value and location. The overall objective of the course is to introduce the most important issues and topics in the study of cities and real estate markets, and to show how microeconomic principles can be used to critically analyze these problems. (Prerequisite BUSI 100; Recommend BUSI 121) [WTI, WTII, STI]			

The below key shows which UBC Program each of the above courses contributes toward the completion of. Some courses may work toward the completion of more than one program.

- A – Appraisal Institute of Canada Distance Education Program
- B – Bachelor of Business in Real Estate Degree
- U – Urban Land Economics Diploma Program
- ASRE – Advanced Studies in Real Estate Program
- RPA – Real Property Assessment Certificate Program

PROVIDER			
UBC Diploma in Urban Land Economics course equivalency on behalf of Langara College	Length	CREDITS	
		PDP	REP
Property Management Residential PROP 1001 • equivalent to UBC BUSI 441	39 hours	12	Full Day
Learn the principles and practices of professional rental and strata management. Topics include: property types, licensing and trust accounts, the <i>Residential Tenancy Act</i> , the <i>Strata Property Act</i> , management agreements, rental marketing, tenancy applications and agreements, budgets and controls, maintenance and security planning, insurance, and employee relations.			
Real Estate Appraisal PROP 1005 • equivalent to UBC BUSI 330	39 hours	12	Full Day
Learn concepts and techniques for appraising real estate value. Topics include: the appraisal profession, the appraisal process, property analysis, market and use analysis, valuation methods, value reconciliation, and report writing.			
Real Estate Finance PROP 1023 • equivalent to UBC BUSI 221	39 hours	12	Full Day
Learners will apply principles of real estate financial analysis to a variety of topics, including: residential and commercial loan underwriting, loan refinancing and creative real estate financing methods.			
Real Estate Investment Analysis PROP 1020 • equivalent to BUSI 331	39 hours	12	Full Day
This course covers valuation techniques for income-producing real estate, including the income method of appraisal, tax consequences of real property ownership, and portfolio analysis methodology.			
Real Estate Law PROP 1004 • equivalent to UBC BUSI 111	39 hours	12	Full Day
Learn British Columbia real estate law and professional standards of conduct. Topics include: the judicial system, torts, contracts, agency, interests in land, title registration, property transactions, mortgages, stratas, residential and commercial tenancies, land use regulation, and professional responsibility.			
Real Estate Mathematics PROP 1024 • equivalent to UBC BUSI 121	39 hours	12	Full Day
This course introduces the techniques of investment and statistical analysis in a real estate context. Topics include: statistical techniques, cash flow analysis, discounting, compounding, and the mathematics of real estate finance and investment analysis. There is also a brief overview of graphing and surveying. *Please note: a personal computer with spreadsheet software is required for the course projects, a Hewlett Packard (HP) 10B II calculator must be brought to the first class.			
Residential Construction PROP 1021 • equivalent to UBC BUSI 400	39 hours	12	Full Day
The Residential Construction course is designed to give real estate professionals a working knowledge of the physical aspects of residential properties. The course covers how houses are sited, designed and constructed in Canada, as well as how factors such as design, material selection, and construction type affect their value. Also covered will be the identification and evaluation of problems due to design, construction or deterioration, their effect on value, and how problems should be reported.			

PROVIDER			
Accredited Courses by Non-BCREA Providers – Institutional	Length	CREDITS	
		PDP	REP
CCIM • Website: www.ccim.com Contact Name: Charmaine McKeever Contact Number: 1-800-621-7027 Email: CMcKeever@cciminstitute.com			
Introduction to Commercial Investment Real Estate			
This course is designed to provide participants with an introduction to the fundamentals of commercial real estate brokerage. Using CCIM standardized language and business forms, this course supplies the basic decision-making tools and skills used to analyze real estate transactions from a financial perspective. It also shows how international markets and investors differ from, or are similar to, U.S. markets and investors. Topics covered include: overview of commercial real estate; commercial investment real estate marketing; the commercial lease; real estate investment analysis tools; introduction to investment analysis; mortgage loans; internal rate of return; and a final case study.	2 days	9	Full Day
CI 101: Financial Analysis for Commercial Investment Real Estate			
This course is designed to provide participants with a thorough understanding of financial analysis tools, concepts and calculations. It provides them with the foundation they will need to take subsequent CCIM courses. Topics covered include: investment fundamentals; cash flow model; time value of money; finance; appraisal; investment value	5 days	9	Full Day
CI 102: Market Analysis for Commercial Investment Real Estate			
This course is designed to provide participants with a thorough understanding of market analysis tools, concepts, and calculations. It builds on the foundation they will need to take subsequent CCIM courses. Topics covered include: the aggregate market; market research; forecasting demand; supply factors; supply and demand dynamics; gap analysis; disaggregation; location and site feasibility; modeling different property types; financial feasibility; as well as a case study.	5 days	9	Full Day
CI 103: User Decision Analysis for Commercial Investment Real Estate			
This course is designed to provide participants with a thorough understanding of the leasing process. It builds on the foundation they will need to take the CCIM course that follows it. Topics covered include: transaction management and the user decision process; common lease terminology; comparing commercial spaces and leases; valuing leases; comparing leasing and owning alternatives; alternative user decisions; and a series of case studies.	5 days	9	Full Day
CI 104: Investment Analysis for Commercial Investment Real Estate			
This course is designed to provide participants with a thorough understanding of the life cycle of a real estate investment. Topics covered include: investment objectives; ownership entities; financing; investment valuation; risk analysis; asset management; taxation; disposition alternatives; and a series of case studies.	5 days	9	Full Day

	Length	CREDITS	
		PDP	REP
Professional Association of Managing Agents (PAMA) • Website: www.pama.ca Contact Name: Roger Williams Contact Number: (604) 267-0476 Email: ed@pama.ca			
Agency for Property Managers This one day course addresses agency as it is associated to rental and strata property management practice. Rental property managers will have a greater understanding of agency to include detailed information about the agency relationships, fiduciary relationships and duties, conflict duties under the Real Estate Services Act (RESA), service agreements, and disclosure.	5 hours	6	Full Day
Insurance for Strata Managers This course will cover: Property Insurance; Liability Insurance; Other Insurance Policies; Other Strata Corporation obligations requiring insurance; Premiums & Deductibles; and Other insurance issues.	5 hours	6	Full Day
Residential Tenancy Law for Property Managers This one day intensive course addresses both the foundational concepts and application of Residential Tenancy Law in British Columbia. The management of rental housing in BC is becoming progressively more complex and renters are increasingly asserting their rights through the <i>Residential Tenancy Act</i> dispute resolution mechanism and the courts. Considering the changing nature and increasing complexity, this course is designed to ensure that property managers properly understand the law and are abiding by it in their daily practice.	5 hours	6	Full Day
Strata Law/Legal Update This course reviews recent strata cases and identifies the impact on the decisions that strata corporations make and the advice strata managers give. Practice tips from recent cases which consider the relationship between strata councils and owners, bylaw enforcement issues, the allocation of costs and unapproved alterations will be discussed. The course will also highlight recent decisions of the Human Rights Tribunal that are applicable to strata corporations.	5 hours	6	Full Day
Pillar to Post • Website: www.pillartopost.com Contact Name: Kim Clarke Contact Number: 1-800-294-5591 Email: Kim.Clarke@pillartopost.com			
An Unfriendly Environment This course identifies the four most common health hazards in a home (i.e., UFFI, lead, mould and wet basements) and discusses appropriate actions one can take to deal with them. The intent is to help REALTORS® dispel any myths or hype and to arm themselves and their clients with accurate technical information about “sick” homes. The course also includes a strong focus on wet basements, the various options for controlling problems with dampness, and tips for handling clients’ expectations with regard to how the basement on a given house should perform.	3 hours	3	–
Grow Ops and Mould This course covers two popular topics—grow ops and mould. First, it aims to equip REALTORS® with basic information regarding mould, its effects, how it propagates, how to control it, how to clean it, and why insurance companies and mortgage lenders are concerned about it. The course also covers grow ops and encourages REALTORS® to know what they are, how they operate, how they affect the property, how to recognize them and finally how they can be inspected and remediated.	3 hours	3	–
Heating Systems This course covers how to identify conventional, mid-efficiency and high efficiency furnaces, the fundamentals of hot water heating systems and some hybrids, plus types of piping and the need for oxygen barriers. The main objective is to help REALTORS® more easily explain these to clients and better answer their questions. It also aims to educate REALTORS® about the benefits of hot water heat so that they can speak positively about hot water-heated homes and address buyers’ potential concerns.	3 hours	3	–
Homes of Different Ages This course aims to help REALTORS® better prepare their clients for the purchase of both newer and older homes. It covers the characteristics of homes that are 10 to 20 years old, the typical life cycle of common home components, as well as some environmental considerations. The course also explores the characteristics of older homes, from squeaky floors to lead water mains, and includes a focus on regulating buyer expectations.	3 hours	3	–

	Length	CREDITS	
		PDP	REP
Major Utility Systems	3 hours	3	–
This course covers major utility systems and focuses specifically on electrical service and plumbing. Participants review relevant terms and definitions, the components of major utility systems as well as top client concerns. The course aims to help REALTORS® better serve their clients and to answer client questions more knowledgeably.			

Real Estate Board of Greater Vancouver			
Contact Name: Member Services Contact Number: 604-730-3090 Web: www.rebgv.org			
Introduction to Business Brokerage	6 hours	6	Full Day
Business brokerage provides lots of opportunities; however, business transactions are often complex, time consuming and strewn with hazards for the unwary. Business brokerage requires not only good people and selling skills, but also analytical skills and a broad knowledge of business practices. Working through this course's case study will offer a safe and controlled environment in which to consider some of the challenges when assisting clients to buy or sell a business.			
Introduction to Commercial Leasing	6 hours	6	Full Day
The importance of commercial leasing to the real estate profession cannot be overstated as it can be a very profitable activity for licensees. This course provides preliminary knowledge to prepare licensees to assist clients with commercial leasing transactions for commercial properties such as warehouses, offices, shops, industrial units, and small businesses and may be a first exposure for most residential REALTORS® to commercial leases, the commercial leasing process and the MLS® Commercial leasing forms.			
Introduction to Commercial Real Estate Investment Analysis	6 hours	6	Full Day
This course is designed to provide licensees with the basic knowledge and skills necessary to analyze potential returns from commercial real estate investments such as apartment buildings, industrial buildings and small retail properties. The calculation exercises are designed to consolidate understanding in both the terminology and the analysis process as well as develop skill using the HP 10BII calculator. Upon successful completion, participants should be able to: explain the Cash Flow Model; complete, explain and use the Annual Property Operating Data (APOD) form; Estimate and forecast Net Operating Income; and calculate, explain and use traditional measures of return such as the Gross Rent Multiplier (GRM), Cash-On-Cash, and, CAP Rate. Students should bring a financial calculator to this course. The HP 10BII calculator is the preferred calculator. Examples used in the course and course materials may include keystrokes for the HP 10B11 calculator.			
Introduction to Listing and Selling Commercial Development Sites	6 hours	6	Full Day
This course will introduce licensees to the basics of the development process: Zoning/Re-zoning and development permits. Using a case study, the licensee will learn the required steps when working with a commercial development site and will be able to recognize the major issues regarding listing and selling commercial development sites. Upon successful completion, participants should be able to: explain the Commercial Development Process; explain valuation of commercial development sites; recognize major issues regarding: listing commercial development sites, and selling commercial development sites; prepare MLS listing documentation; and prepare an enforceable contract including appropriate clauses and phrases to protect both Buyer and Seller. Note: This course requires a comprehensive understanding of basic real estate investment terms and calculations. Candidates are strongly urged to complete the course Introduction to Real Estate Investment Analysis prior to registering for this course. Students MUST bring a financial calculator to this course. The HP 10BII calculator is the preferred calculator. Examples used in the course and course materials may include keystrokes for the HP 10B11 calculator.			

	Length	CREDITS	
		PDP	REP
<p>Introduction to Listing and Selling Commercial Investment Property</p> <p>This course will have licensees examine the listing and selling process of commercial investment properties by working through two case studies; one listing a commercial investment property and the second selling a commercial investment property. Upon successful completion of the course, participants should be able to identify, obtain and verify listing information required; properly complete MLS listing documentation; identify, obtain and verify information required when selling Commercial investment property; explain and use the Contract of Purchase and Sale for Commercial Real Estate and Explain and support the due diligence process for Commercial investment property transactions.</p> <p>Note: This course requires a comprehensive understanding of basic real estate investment terms and calculations. Candidates are strongly urged to complete the course Introduction to Real Estate Investment Analysis prior to registering for this course.</p>	6 hours	6	Full Day
<p>Introduction to Taxation and Analysis of Commercial Investment Property</p> <p>Tax considerations play a major role in commercial real estate transactions. Many licensees are either uninformed or misinformed regarding tax issues related to commercial real estate investment properties such as apartment buildings, industrial buildings and small retail properties. This course introduces licensees to basic tax legislation (PTT, HST and Income Tax) and After Tax Discounted Cash Flow Analysis. Licensees will become more aware of the complexities of tax issues and how to counsel their clients.</p>	6 hours	6	Full Day
<p>Real Estate Institute of Canada Contact Name: Elaine Leibner Contact Number: 1-800-542-7342 Ext. 33 Email: elaine.leibner@reic.com</p>			
<p>Ethics and Business Practice</p> <p>REIC's senior level ethics program deals extensively with ethical codes and management issues. Using case studies, group discussions, workshops, and videos, participants will study various real estate ethical codes and will acquire the tools and strategies to maintain strict ethical standards in a business setting. Three days. Final assignment.</p>	21 hours	9	–

PROVIDER			
Accredited Courses by Non-BCREA Providers – Individual	Length	CREDITS	
		PDP	REP
Barbara Bell-Olsen			
Contact Name: Barbara Bell-Olsen Contact Number: 604.531.1989 Cell: 604.671.7211 Email: barbarabellolsen@shaw.ca			
Multiple Offers			
This course is designed to help REALTORS® understand and handle multiple offers in a professional manner. Focusing equally on representing Sellers and Buyers, this course is designed to help REALTORS® guide and protect their clients. A strong emphasis is placed on how to write enforceable contracts.	3/4 day	6	–
Writing Enforceable Contracts 101 – Deposits, Material Latent Defects, Residential Tenancy Information, Unauthorized Accommodation, Statements in most contracts, Famous Five			
One of the most critical areas of your job is ‘Writing Enforceable Contracts’. You will receive a 600 page Manual and handouts of sample Contracts. The course is fantastic for NEW PEOPLE who want to learn how to write an enforceable contract and protect their clients and themselves and a super refresher and update for EXPERIENCED licensees. You will also receive free; ‘Barb’s Buzz on Business’ throughout the year with any changes or new requirements by any of our authorities. All revised and updated!	Full Day	6	–
Writing Enforceable Contracts 102 – Title Searches, Referential Offers, Revocation, Buying or Selling for yourself/family			
One of the most critical areas of your job is ‘Writing Enforceable Contracts’. You will receive a 600 page Manual and handouts of sample Contracts. The course is fantastic for NEW PEOPLE who want to learn how to write an enforceable contract and protect their clients and themselves and a super refresher and update for EXPERIENCED licensees. You will also receive free; ‘Barb’s Buzz on Business’ throughout the year with any changes or new requirements by any of our authorities. All revised and updated!	Full Day	6	–
Writing Enforceable Contracts 103 – Strata’s, Non-conforming Strata’s, REDMA, Pre-sales, Developers, Deposit Protection			
One of the most critical areas of your job is ‘Writing Enforceable Contracts’. You will receive a 600 page Manual and handouts of sample Contracts. The course is fantastic for NEW PEOPLE who want to learn how to write an enforceable contract and protect their clients and themselves and a super refresher and update for EXPERIENCED licensees. You will also receive free; ‘Barb’s Buzz on Business’ throughout the year with any changes or new requirements by any of our authorities. All revised and updated!	Half Day	3	–
Writing Enforceable Contracts 104 – “You’ve asked for it” – hands on case study and writing of difficult contract			
One of the most critical areas of your job is ‘Writing Enforceable Contracts’. You will receive a 600 page Manual and handouts of sample Contracts. The course is fantastic for NEW PEOPLE who want to learn how to write an enforceable contract and protect their clients and themselves and a super refresher and update for EXPERIENCED licensees. You will also receive free; ‘Barb’s Buzz on Business’ throughout the year with any changes or new requirements by any of our authorities. All revised and updated!	Half Day	3	–
Jim McCaughan			
Contact Email: jamesmccaughan@hotmail.com Contact Number: 604.557.3333			
How to Work with Buyers and get Paid			
This course has been written to assist licensees in improving their competency and better serving the Needs of consumers. Primarily, it teaches REALTORS® how to form and document agency relationships through the use of Exclusive Buyers’ Agency Contracts. It provides an overview of types of agency (i.e., single agency, no agency, limited dual agency) and covers disclosure duties, required conduct, and relevant forms.	3 hours	3	–