



**BCrea**  
Professional  
Development

**COURSE CATALOGUE**  
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# IN-PERSON ACCREDITED COURSES

## Assignments of Contracts of Purchase and Sale

6 Hours

In *Assignments of Contracts of Purchase and Sale*, REALTORS® will study the legislation pertaining to assignments, including the Law and Equity Act and Real Estate Services Act, and the Assignment Agreement form to gain an in-depth understanding of what contracts are assignable, how to assign contracts, and how to protect their clients in an assignment.

By the end of this course, learners will be able to draft contracts of purchase and sale to prohibit, restrict, or allow assignment on specified conditions; draft an Assignment Agreement to allocate and minimize risk; and structure assignments to address client needs. They will also understand how to address complicating factors, such as deposit protection insurance, when drafting assignments.

In addition, this course ensures REALTORS® are comfortable with the newly-amended Assignment Agreement through an in-depth look at each clause. REALTORS® are reminded of the additional risks and unique challenges of practicing assignments in commercial and residential real estate.

**INSTRUCTOR:** Jennnifer Clee, Peter Borszcz

**KEY COMPETENCIES:** Assignments | Contracts & Standard Forms | Communication

## Contract Bootcamp

6 Hours

In *Contract Bootcamp*, REALTORS® will work hard to develop concrete skills in writing enforceable contracts through individual practice, peer collaboration, and group discussion. All exercises provide REALTORS® with immediate feedback on what they have done both right and wrong.

By the end of this course, learners will be able to effectively explain the standard terms contained within a Contract of Purchase and Sale; identify errors and oversights within a contract; and utilize relevant forms, web links, and additional tools located in the Professional Toolkit to further understand and explain contracts.

This course also defines the concrete skills required to write an enforceable contract and explains the issues and challenges that REALTORS® may experience when writing or reviewing contracts. Throughout the course, REALTORS® are reminded that writing contracts requires dedication, practice, and repetition.

**INSTRUCTORS:** Kevin Brown, Gerry Halstrom, Ilan Heller, Joan Miller, Jeremy Sutton

**KEY COMPETENCIES:** Contracts & Standard Forms | Risk Management | Organization Skills

## Contract Nightmares: How to Detect, Avoid, Disarm and Survive

6 Hours

In *Contract Nightmares: How to Detect, Avoid, Disarm and Survive*, REALTORS® will learn how to detect and avoid transactional, interpersonal, and contractual triggers; disarm a contract nightmare; and survive a contract nightmare that can no longer be avoided.

By the end of this course, learners will be aware of personal behaviours, strengths, and weaknesses that impact their contract writing and be able to identify situational shortfalls that lead to contractual issues. They will also be able to define and describe what actions to take when in a challenging contract situation.

In addition, this course ensures REALTORS® know where to access information required to write an enforceable contract. REALTORS® will also create a personal action plan for dealing with future contract challenges to best assist buyers and sellers in achieving their real estate goals.

**INSTRUCTORS:** Deborah Moore, Paul Penner

**KEY COMPETENCIES:** Risk Management | Agency | Communication

## Electronic Title Searching

6 Hours

In *Electronic Title Searching*, REALTORS® will learn how to read and understand title searches, conduct title searches within myLTSA, utilize new services in myLTSA, and comprehend historical title searches.

By the end of this course, learners will know the fundamental “how-tos” of title searching, have experience reviewing sample titles and charges, and be able to detect the warning signs of potential problems that might arise upon review of the land title. REALTORS® will also learn of other services offered by the Land Title Survey Authority office that could benefit their overall business.

This course helps REALTORS® ensure that they are dealing with the person(s) who has/have the right to sell the property; that the property is accurately described; and that all pertinent information, with respect to the title and registered encumbrances, is communicated to prospective buyers so that they are not misled.

**INSTRUCTORS:** Jennifer Clee, Catherine Greenall, Jane A.G. Purdie

**KEY COMPETENCIES:** Title Searches | Statutory Requirements | Technology

## Ethics: Unlocking the REALTOR® Code

6 Hours

In *Ethics: Unlocking the REALTOR® Code*, REALTORS® will learn the history of ethics, the differences between ethical and legal standards within the context of the Real Estate Services Act and the REALTOR® Code, and a four-step model for making ethical decisions.

By the end of this course, learners will understand and be able to explain all the articles within the REALTOR® Code and how these articles govern their behaviour. They will also be able to identify and explain the differences between the regulatory regimes that govern conduct breaches under RESA and the REALTOR® Code.

This course reminds REALTORS® that high moral standards, ethics, and professional conduct are critically important to the image and success of the entire profession. There is both an individual and collective responsibility to behave ethically. Lastly, this course encourages REALTORS® to always aspire to a higher standard than the minimum required.

**INSTRUCTORS:** Michael Litchfield, Kim Spencer

**KEY COMPETENCIES:** Ethics | Professional Standards | Communication

## Foreclosures and Court Ordered Sales

6 Hours

In *Foreclosures and Court Ordered Sales*, REALTORS® will discuss mortgages and mortgages in default, the steps in a foreclosure proceeding and other court ordered sales, and the people side of foreclosures. This course focuses on foreclosures as a new specialization but also provides an opportunity to refresh one’s knowledge and engage in peer-to-peer learning.

By the end of this course, learners will understand the basic steps involved in a residential foreclosure proceeding and be able to navigate more complex foreclosures issues such as home insurance lapses, uncooperative owners, destruction of property, and tenanted properties.

This course also teaches REALTORS® how to present an offer to the court and handle multiple-offer situations that may arise. REALTORS® will learn the value of working with lawyers, bailiffs, and other professionals during the foreclosure process to mitigate the risks inherent in listing and selling foreclosure properties.

**INSTRUCTOR:** Satnam T. Sidhu, Tom Garvey, Gopal Sahota

**KEY COMPETENCIES:** Forms of Ownership | Statutory Requirements | Communication

## Hotel Strata Lots, Leased Land, Cooperatives, and Other Forms of Real Estate 6 Hours

In *Hotel Strata Lots, Leased Land, Cooperatives, and Other Forms of Real Estate*, REALTORS® will study subdivisions and strata developments, shared interests in land, life leases, cooperatives, hotel strata developments, and timeshares.

By the end of this course, learners will be able to provide an overview of the features and characteristics of subdivisions and strata developments, including what information is necessary for buyers to make an informed decision. REALTORS® will also understand the legal and practical characteristics of shared interests in land, life leases, cooperatives, and hotel strata developments. REALTORS® will know whether the structure of the development allows owners to have input into the rules and bylaws or the enforcement of those rules and bylaws or the assessment of fines.

This course utilizes case law and examples from various types of developments to explore many issues that may arise regarding the approval for or operation of these developments.

**INSTRUCTOR:** Richard Collins

**KEY COMPETENCIES:** Statutory Requirements | Forms of Ownership | Communication

## How Do I Handle This: A REALTOR® Survival Guide 6 Hours

In *How Do I Handle This: A REALTOR® Survival Guide*, REALTORS® will be introduced to the universal decision-making tool and taught how to apply this tool in various situations by working through real-life scenarios.

By the end of this course, learners will know and be able to apply the six steps of the universal decision-making tool: define your relationship, identify the situation, research, consider the implications/alternatives, what are the client's instructions, and review. REALTORS® will also learn to use the 4 Ds (decide, disclose, demonstrate, and document) when defining their agency relationship and their client's needs.

The course also provides REALTORS® with a REALTOR® Survival Guide of best practice suggestions for a myriad of situations that they will encounter during their careers. This guide will help REALTORS® find solutions that suit their clients' needs and are compliant with the Rules and applicable laws.

**INSTRUCTORS:** Vince Cavaliere, Tom Garvey, Sharon Wayman

**KEY COMPETENCIES:** Professional Standards | Agency | Client Management

## Introduction to the Business of Real Estate 6 Hours

In *Introduction to the Business of Real Estate*, REALTORS® will learn to work through a SWOT (strengths, weaknesses, opportunities, and threats) analysis; develop a business plan; build a community of practice; manage their day-to-day practice; prioritize learning; and celebrate their successes while learning from their mistakes.

By the end of this course, learners will be able to identify the importance of business planning and setting realistic goals; list the benefits of building a community of practice; define key elements of a good reputation and a recognizable brand; and recognize the importance of proper scheduling and time management.

This course is designed to supply REALTORS® with the tools to create a solid business plan and focus their efforts as they continue to grow and learn in the real estate industry.

**INSTRUCTORS:** Tony Joe, Mark McVey, Paul Penner, Jeremy Sutton

**KEY COMPETENCIES:** Economics, Trends & Statistics | Property Marketing | Advertising

## Know Your Product: House Structures

6 Hours

In *Know Your Product: House Structures*, REALTORS® are provided with a comprehensive introduction to the fundamentals of residential construction including footings, foundations, floors, decks, walls, openings, stairs, roofs, and chimneys. This course's special feature discusses the common wood-boring insects found in British Columbia, signs of an infestation, and the importance of using a professional exterminator.

By the end of this course, learners will be able to use essential vocabulary for discussing a house's structure and features; recognize potential issues within a house that may have created or may possibly lead, over time, to a defect; and use the issues discovered to help establish a more accurate comparative market analysis (CMA). They will also be better able to help their seller clients make the appropriate property disclosures and help their buyer clients understand the pros and cons of any house they may wish to buy and why a home inspection is always necessary.

This course improves REALTORS®' ability to knowledgeably answer their clients' questions about a single-family home and to know when to refer their clients to the appropriate professional.

**INSTRUCTOR:** Paul Penner, Terry Osti, Kevin Brown

**KEY COMPETENCIES:** Building Design &/or Construction | Building Health | Client Management

## NEW Know Your Product: House Systems

6 Hours

In *Know Your Product: House Systems* provides a comprehensive introduction to the systems used in residential construction that REALTORS® need to assist clients in making informed decisions. This course describes the major systems within a house, including electrical, heating, cooling, insulation, ventilation, and plumbing. This course's special feature discusses the BC Energy Step Code and improvements that can be made to house systems to reduce energy costs and improve energy efficiency.

This course aims to provide Realtors with foundational knowledge regarding the systems of a house and introduce an essential vocabulary for discussing a house's systems and features.

Learners will leave this course with an improved ability to serve their clients and answer their questions regarding a house, its condition, and its potential. Realtors will also be better able to discuss current or potential problems with a property, provide a more accurate evaluation of a property considering the house's condition, help their clients explore the pros and cons of any house that the client may be interested in, and identify when to consult other professionals for expert advice. Together, *Know Your Product: House Structures* and *Know Your Product: House Systems* provide an essential overview of what Realtors need to know about the product they sell.

**INSTRUCTOR:** Paul Penner, Terry Osti, Kevin Brown

**KEY COMPETENCIES:** Building Design &/or Construction | Building Health | Client Management

## Managing Disclosures

6 Hours

In *Managing Disclosures*, REALTORS® will discuss the risks involved with what they disclose, to whom they disclose, and when they disclose. REALTORS® will study the origins and obligations of disclosure, the legislation and rules governing their disclosure obligations, the proper management side of the disclosure process, and the penalties given and remedies available when disclosure is not properly made.

By the end of this course, learners will be able to explain the benefits and risks of full and proper disclosure, list the fiduciary duties associated with disclosure, explain how fiduciary duties affect a REALTOR®'s conduct; and demonstrate how to mitigate risk through disclosure.

This course emphasizes the development of analytical skills to manage real-life situations by focusing on practical, hands-on scenarios where REALTORS® can increase their awareness of risks, loopholes, and mitigation strategies. REALTORS® are also encouraged to talk with colleagues and check with their managing brokers for feedback and guidance.

**INSTRUCTORS:** Gerry Halstrom, Michael Ziegler

**KEY COMPETENCIES:** Disclosures | Risk Management | Client Management

## Multiple Offers: The Strategies, the Tactics, and the Game Plan

6 Hours

In *Multiple Offers: The Strategies, the Tactics, and the Game Plan*, REALTORS® will study the rules regarding multiple offers including how to manage pre-emptive or “bully offers”, how to properly communicate with both buyers and sellers in a multiple offer situation, how to document information and instructions from both buyer and seller clients, and how to effectively accept and manage back-up offers.

By the end of this course, learners will be able to identify the best practice strategies, tactics, and game plans to maximize their client’s results in a multiple offer situation and tailor their strategy to fit the agency relationship while following the buyer’s or seller’s lawful instructions.

This course stresses that multiple offer situations are never the same. When providing advice, REALTORS® must always act honestly, with reasonable care and skill, and ensure their actions conform to the Rules, the REALTOR® Code, and their real estate board’s policies/regulations. Remember: it is the REALTOR®’s job to advise but the client decides.

**INSTRUCTORS:** Richard Collins, Gerry Halstrom, Joan Miller

**KEY COMPETENCIES:** Negotiations | Agency | Communication

## Negotiating and Presenting Offers

6 Hours

In *Negotiating and Presenting Offers*, REALTORS® will prepare for their role as a seller’s or buyer’s agent and learn the rights, roles, and responsibilities of each REALTOR® in presenting an offer. REALTORS® will also learn how to handle objections, revoke an offer, and make or receive a counter-offer while moving all parties towards acceptance.

By the end of this course, learners will be able to avoid common mistakes and handle objections with ease; increase the probability of all parties being agreeable to the price and terms in a contract of purchase and sale; develop tools to work more effectively with different personality types (the driver, the analyzer, the supporter, or the influencer); and feel more comfortable in the presentation of an offer and in multiple-offer situations.

This course ensures REALTORS® understand how applicable sections of the Professional Standards Manual, Real Estate Services Act, and the local real estate boards’ practice guidelines dictate a REALTOR®’s actions and responsibilities when negotiating and presenting offers.

**INSTRUCTORS:** Richard Collins, Wade Webb

**KEY COMPETENCIES:** Negotiations | Statutory Requirements | Communication

## Professional Standards Enforcement: Practices and Procedures

6 Hours

In *Professional Standards Enforcement: Practices and Procedures*, REALTORS® will study the five elements of the complaint process: the initial handling of the complaint; the investigation; the determining of potential breaches; the hearing procedure; and how the decision is made.

By the end of this course, learners will know the guidelines that the Business Practices Committee members must follow when handling a complaint and the differences between complaints to the Real Estate Council of British Columbia and complaints to the Business Practices Committee. REALTORS® will also better understand a committee member’s duties and have a broader picture of the methods used for resolving disputes, though the procedure for handling complaints may vary from board to board.

In addition, this course intends to provide REALTORS® with a greater understanding of how they can help streamline the handling of complaints and the hearing process should a complaint be made against them.

**INSTRUCTORS:** Kim Spencer

**KEY COMPETENCIES:** Professional Standards | Regionally Specific Requirements | Communication

## Representing Buyers in the Sale of New Homes and Condominiums

6 Hours

In *Representing Buyers in the Sale of New Homes and Condominiums*, REALTORS® will study the problem of and the solutions to the leaky condo crisis, the differences between old and new construction warranted properties, the sales process, the drafting of contracts, and the closing process.

By the end of this course, learners will be able to write appropriate new home contracts, explain the developer's pre-drafted sales agreements, and understand how to handle assignment contracts and the associated issues with assignments. REALTORS® will also be able to explain the purpose of the Homeowner Protection Act and BC Housing; explain owner-built new home sales, the liabilities to the owner-builder, and how this may affect future owners; and explain builder licensing and how the mandatory 2-5-10 year home warranty insurance is applied, operated, and fulfilled.

This course also ensures REALTORS® know how to apply various new home sales processes, how to secure fees, and how to establish themselves in the project marketing field.

**INSTRUCTORS:** Kevin Brown, Gerry Halstrom

**KEY COMPETENCIES:** Contracts & Standard Forms | Statutory Requirements | Communication

## Risk Management for Commercial REALTORS®

6 Hours

In *Risk Management for Commercial REALTORS®*, REALTORS® will consider their due diligence and fiduciary duties from a commercial perspective, discuss ways to better manage client relationships, and improve their skills in creating enforceable contracts. They will also learn why commercial REALTORS® get sued and how to prevent it from happening to them.

By the end of this course, learners will be able to explain the nature of agency and the associated disclosure requirements, understand the due diligence requirements in different commercial contexts, and determine when to suggest their clients seek independent legal advice or the advice of other qualified experts. They will also know when a standard form contract is or is not appropriate and be able to suggest additional terms, representations, and warranties to address the unique areas of concern for a particular contract and property.

Overall, this course aims to help REALTORS® manage the risk associated within real estate transactions and establish professional practices to mitigate risks.

**INSTRUCTORS:** Peter Borszcz, David Kearney, Ray Yenkana

**KEY COMPETENCIES:** Commercial | Risk Management | Client Management

## Risk Management: Protecting Yourself, Your Client and Your Business

6 Hours

In *Risk Management: Protecting Yourself, Your Client and Your Business*, REALTORS® will discuss the inherent risks within real estate; review their E&O Indemnity Plan; learn the basic principles of risk management; and identify business, compliance, client management, and property risks.

By the end of this course, learners will be able to anticipate, evaluate, manage, and apply preventative measures to risks associated with their professional and business routines. They will also be able to spot red flags, using the checklists provided, and know when it is best to treat, transfer, terminate, or tolerate a risk they are facing. REALTORS® will be able to apply the Risk Management Action Plan to their own risky situations to determine the best strategy and method of addressing each risk.

This course will also clarify coverage and exemptions under the Real Estate Errors & Omissions Insurance Indemnity Plan and provide REALTORS® with other real estate resources to assist.

**INSTRUCTOR:** Kim Spencer

**KEY COMPETENCIES:** Risk Management | Agency | Client Management

## Selling Tenant Occupied-Properties (STOP)

6 Hours

In *Selling Tenant Occupied-Properties*, REALTORS® will work through the listing, showing, and selling process for residential tenanted properties.

By the end of this course, learners will know what the legal requirements are when showing properties, when to use the correct standard Contract of Purchase and Sale tenancy clauses, and what the correct procedures and timelines are for giving notice. They will understand and be able to identify the risks surrounding possession dates and the assumption of an existing tenancy, a tenant's right to quiet enjoyment versus the owner's right to access, and owners/landlords giving notice when they may not follow through.

This course also explores the differences between a trading service licence and a rental property management licence, ensuring REALTORS® only act within the bounds of their licence. Lastly, this course reminds REALTORS® of how the Real Estate Services Act and the Residential Tenancy Act dictate their actions and responsibilities.

**INSTRUCTORS:** Richard Collins, Evelyn Davis-McNulty, Michael Litchfield, Josh Bath

**KEY COMPETENCIES:** Tenancies | Suites - Legal & Illegal | Client Management

## Strata Fundamentals - Part 1

6 Hours

In *Strata Fundamentals - Part 1*, REALTORS® will learn how strata properties are identified, how to read a strata plan, how strata governance works, how to navigate the complexities of a strata transaction, what documents are involved when purchasing a strata lot, and how to work with a strata client.

By the end of this course, learners will be able to explain what a strata is, identify the unique physical features of a strata property, anticipate the common challenges of working with strata-titled properties, know the key components of a strata plan; and differentiate between bare land and building strata plans. REALTORS® will also understand strata governance and the roles of all the players involved in a strata transaction, including the REALTORS®.

This course also teaches REALTORS® to recognize some of the red flags that may appear in strata documents and how they may impact the strata lot, the strata corporation, the client, and the transaction.

**INSTRUCTORS:** Jennifer Clee, Justin Hanson

**KEY COMPETENCIES:** Forms of Ownership | Statutory Requirements | Communication

## Strata Fundamentals - Part 2

6 Hours

In *Strata Fundamentals - Part 2*, REALTORS® will look at the possible risks in the strata transaction; learn how to read and write accurate listings; identify and document the red flags in strata documents; identify strata issues and assess how they may impact clients; and apply the MASTA approach (mitigate, accept, share, transfer, avoid) to reduce risk in strata transactions.

By the end of this course, learners will be able to more accurately read and interpret strata documents, better measure strata products against their client's specifications, improve their understanding of the role and limitations of a REALTOR® in a strata transaction, and better explain strata complexities and risks to their clients.

**INSTRUCTORS:** Jennifer Clee, Justin Hanson

**KEY COMPETENCIES:** Risk Management | Property Marketing | Advertising

## Tax Tips for Selling Real Estate

6 Hours

In *Tax Tips for Selling Real Estate*, REALTORS® will study a myriad of topics including the income tax system (CRA), different types of real estate sales, costs of developing real estate, taxes on income from real estate, capital cost allowance, capital gains and losses, principle residence exemptions, non-resident ownership of Canadian real estate, why REALTORS® might wish to incorporate, and the sale of shares. This course will discuss the only two things certain in life: death and taxes.

By the end of this course, learners will be able to differentiate between business sales, capital sales, and principal residence sales; differentiate between current costs and capital costs; recognize the costs and the tax treatment of expenses at the pre-development, development, and post-development stage; and recognize the key tax issues surrounding rental income properties.

This course was not designed to turn REALTORS® into tax experts. Rather, this course will help REALTORS® recognize potential tax planning opportunities and pitfalls so they may expeditiously recommend their clients engage a tax expert.

**INSTRUCTOR:** Faizal Valli

**KEY COMPETENCIES:** Transaction Related Taxation | Forms of Ownership | Advertising

## Technology as a Strategic Lever for Your Business

6 Hours

In *Technology as a Strategic Lever for Your Business*, REALTORS® will look at the place of technology within their current business, technology options and assessments, the value of technology in real estate, the developing of an online brand, the power of technology, and how digital media can enhance a listing presentation. REALTORS® will also assess how their clients want to communicate, determine which technologies would most benefit their business, and create a technology action plan.

By the end of this course, learners will be able to analyze the impact technology can have on their business; develop ways to ensure that the impact is positive; and systematically and proactively incorporate the right technology into their business plan so they can leverage that technology to work better with clients, save time and energy, and ensure a good return on investment.

This course explores the connection between the services REALTORS® provide and the clients they work with, to ensure REALTORS® select the right tool for the right job.

**INSTRUCTORS:** Gerry Halstrom, Tony Joe, Joan Miller, Jeremy Sutton

**KEY COMPETENCIES:** Professional Standards | Property Marketing | Technology

## Trends and Issues in Real Estate

6 Hours

In *Trends and Issues in Real Estate*, REALTORS® will identify the differences between a trend and a fad and study trends and issues within the following real estate topics: geopolitical, urban pattern, generational, consumer, data, the MLS System, the role of the REALTOR®, the role of the brokerage, and organized real estate.

By the end of this course, learners will be able to reflect on the various trends that affect how they practice real estate and invest time and energy into mitigating the potential impact on their present and future business practices.

This course reminds REALTORS® that they need to be ready to adapt their services and their role as a REALTOR® to continue to add value to their clients, their business, and the profession. REALTORS® are encouraged to map out a plan for coping with the trends and issues emerging now to become an even more successful REALTOR® in the future.

**INSTRUCTORS:** Richard Collins, Michael Ziegler

**KEY COMPETENCIES:** Economics, Trends & Statistics | Regionally Specific Requirements | Organization Skills

## Using Agency to Demonstrate REALTOR® Value

6 Hours

In *Using Agency to Demonstrate REALTOR® Value*, REALTORS® will study the fundamentals of agency; fiduciary duties (loyalty, confidential, disclosure); and other duties owed in the agency relationship and learn how to create winning presentations for buyers and sellers.

By the end of this course, learners will be able to articulate to consumers the benefits of being represented and the risks of being an unrepresented party using a script template and specific language to explain the type and nature of representation they intend to provide. REALTORS® will also have a better overall understanding of agency and disclosure, the forms required to document representation, and the associated issues that may arise. They will be able to utilize strategies to help avoid the risk of misrepresentation, vicarious liability, and breach of fiduciary duties.

This course emphasizes the practical applications of agency. It also emphasizes the value that REALTORS® bring to a real estate transaction and how REALTORS® can demonstrate that value to their clients.

**INSTRUCTORS:** Richard Collins, Wade Webb, Michael Ziegler

**KEY COMPETENCIES:** Agency | Professional Standards | Client Management

## Win/Win: Conflict Resolution Skills for REALTORS®

6 Hours

In *Win/Win: Conflict Resolution Skills for REALTORS®*, REALTORS® will learn to understand conflict, engage in non-defensive communication and expression, manage their environment, disengage from conflict when necessary, and apply a conflict resolution model to resolve issues.

By the end of this course, learners will be able to understand the causes of conflict, manage aspects of their environment to keep the conflict from escalating further, and know various ways to create open dialogue that facilitates collaboration. REALTORS® and managing brokers will be able to use the following four-step problem-solving model to resolve conflict: set the climate, identify the issues, clarify and explore interests, and collaboratively problem solve.

This course focuses on interpersonal conflict issues involving one-to-one interaction to provide learners with a thorough understanding of how and why conflicts arise. It also provides REALTORS® with the skills, insights, and techniques required to effectively manage and resolve conflicts in their daily work.

**INSTRUCTOR:** Richard Collins

**KEY COMPETENCIES:** Negotiations | Risk Management | Communication

## Canada's Anti-Spam Legislation: Guidance for REALTORS®

3 Hours

In *Canada's Anti-Spam Legislation: Guidance for REALTORS®*, REALTORS® will review Canada's Anti-Spam Legislation (CASL); the requirements for sending electronic messages (CEM), including consent; the requirements for obtaining electronic addresses; and the guidelines around the installation of applications on electronic devices.

By the end of this course, learners will know the purpose of CASL and the activities to which it applies and be able to describe the penalties for failing to comply. REALTORS® will be able to list the requirements for sending electronic messages, know the best practices for obtaining electronic addresses, recall the prescribed unsubscribe standards and identification information required in a commercial electronic message, and describe how to obtain express consent from the owner of a computer system to install a program onto their device.

This course also discusses how Canada's Anti-Spam Legislation affects the real estate industry in Canada, as well as how the compliance requirements impact REALTORS® and their business.

**KEY COMPETENCIES:** Statutory Requirements | Risk Management | Communication

## Cannabis and Real Estate: The New Paradigm

3 Hours

The legalization of cannabis in Canada marks a significant shift in policy that has widespread but poorly understood implications across a range of professional sectors. Understanding cannabis regulations on the buying, selling, renting, and management of property in British Columbia is critical for success as a REALTOR® in today's market.

*Cannabis and Real Estate: The New Paradigm* provides REALTORS® with a strong foundation of knowledge to navigate and avoid pitfalls in the current cannabis landscape. This course outlines the new legal framework for the regulation of cannabis as well as implications for disclosure obligations, tenancy agreements, and strata organizations. Risk mitigation strategies and current case law are also detailed.

Intended for REALTORS® who remain on the vanguard of current market events, this course will be a value-add resource for clients and an important risk management tool for real estate professionals.

**KEY COMPETENCIES:** Statutory Requirements | Risk Management | Client Management

## Client Engagement Excellence: Assessing and Presenting Skills

3 Hours

In the *Client Engagement Excellence: Assessing and Presenting Skills* course, REALTORS® will improve their assessing and presenting skills as well as strengthen core competencies such as agency, disclosure, and ethics.

Written by real estate client engagement expert Gerald Clerx, the course will focus on practical tools that will help Realtors bridge the gap between their client's current reality situation and their desired reality outcome. Realtors will be able to recognize their client's preferred style of engagement and align the client experience accordingly. Realtors taking this course will learn about the impact of verbal, vocal and visual communication habits on client interactions. In addition, Realtors will learn to follow logical structure when delivering a presentation.

After completing this course, learners will be able to:

- define the four styles of engagement;
- define the strengths and limitations of each style;
- conduct a comprehensive understanding of their client's real estate requirements;
- identify verbal, vocal and visual communication habits of each engagement style;
- use a structured approach when delivering a listing, property or offer presentation;
- align the presentation with each of the four engagement style groups; and
- recognize the communication habits of a confidently delivered presentation.

The primary goal of this course is to enhance the standard of professional competency in how Realtors assist their clients and protect their best interests during the home buying or home selling experience.

**KEY COMPETENCIES:** Organizational Skills | Professional Standards | Risk Management

## Client Engagement Excellence: Negotiating Skills

3 Hours

In the *Client Engagement Excellence: Negotiating Skills* course, REALTORS® will improve their negotiating skills as well as strengthen core competencies such as agency, disclosure, and ethics.

Written by real estate client engagement expert Gerald Clerx, the course will provide meaningful examples of effectively dealing with mental, emotional and positional stress. REALTORS® will learn a four-step resolution model, the ACRE Formula®, to guide their clients through fears, frustrations and positional impasses. REALTORS® will discover that, when properly conducted, the negotiation reduces the likelihood of client complaints that can result in lost time, Errors and Omissions claims and damaged reputation.

The primary goal of this course is to enhance the standard of professional competency in how REALTORS® assist their clients and protect their best interests during the home buying or home selling experience.

**KEY COMPETENCIES:** Negotiations | Ethics | Client Management

## Competition Law for REALTORS®

3 Hours

In *Competition Law for REALTORS®*, REALTORS® will review key sections of competition law including enforcement, conspiracy, discussions with competitors, false or misleading representations, common types of advertising and related compliance guidelines, abuse of dominance, and price maintenance.

By the end of this course, learners will be able to identify and describe key civil and criminal sections of the Competition Act and the liabilities and penalties for violating it. REALTORS® will also be able to recognize business practices that likely violate competition law, may violate competition law, or where further guidance should be obtained; describe the Competition Bureau's enforcement powers and potential penalties; identify what is and is not appropriate to discuss with competitors; and recall the importance of compliance programs at their brokerage, board, and association.

This course gives REALTORS® practical and clear guidance to help them recognize and avoid competition law issues and incorporate identified strategies to comply with the law into their daily practice.

**KEY COMPETENCIES:** Statutory Requirements | Ethics | Mentorship

## Competition Law Foundations for REALTORS®

3 Hours

In this course, REALTORS® will gain a foundational understanding of the legal principles relevant to contracts respecting real estate in British Columbia. They will be introduced to the elements of an enforceable contract, how a contract can be terminated and the possible remedies available on a breach of contract. Common pitfalls and best practices for working with contracts will be canvassed.

*Contract Law Foundations for REALTORS®* is an introductory course for new REALTORS® who want to expand their knowledge of this important area of the law, as well as experienced REALTORS® who wish to have a primer on the foundational laws applicable to real estate related contracts in British Columbia.

By the end of this course, learners will understand and be able to identify:

1. The laws governing the formation and termination of contracts respecting real estate in British Columbia.
2. The most common standard form contracts that REALTORS® use in their daily practice as well as the important clauses in each of the contracts discussed.
3. Demonstrate their knowledge of contract law through the application of best practices and avoidance of common pitfalls.

**KEY COMPETENCIES:** Statutory Requirements | Ethics | Mentorship

## Economics for REALTORS®: How to Apply Economic Data and Trends to Help Your Clients

2 Hours

In *Economics for REALTORS®: How to Apply Economic Data and Trends to Help Your Clients*, REALTORS® will learn how the real estate market interacts with the broader economy. More specifically, the course will discuss economic factors that affect housing supply and demand, the impact of government policies on real estate markets, as well as refer learners to various reports that provide up-to-date information related to economics.

This course is authored by Brendon Ogmundson of the British Columbia Real Estate Association. Realtors taking this course will find particularly useful detailed explanations of economic graphs. Through interactive elements built into the course, Realtors will appreciate a better understanding of statistics and ultimately become better real estate professionals.

After completing this course, learners will be able to:

- describe how changing supply and demand impacts home prices,
- analyze the impact of government policy on prices and housing affordability,
- describe various measures of housing supply,
- apply market metrics like the sales to active listings ratio to gauge the direction of home prices.

The primary goal of this course is to enhance the standard of professional competency in how Realtors assist their clients and protect their best interests during the home buying or home selling experience, particularly in the area of economics.

**KEY COMPETENCIES:** Regionally Specific Requirements | Property Valuation | Advertising

## Disclosures in Real Estate

6 Hours

In *Disclosures in Real Estate (DIRE)*, REALTORS® will study the mandatory disclosure requirements established by common law, statute law, and the industry's professional standards. They will delve into the disclosures required when establishing agency, working with unrepresented parties, managing conflicts of interest, offering dual agency, revealing an interest in trade, and gathering personal information. This course will also cover mandatory property disclosures, disclosures in advertising, and the disclosing of remuneration.

By the end of this course, learners will understand their disclosure obligations when working with buyers and sellers. They will be able to name the mandatory disclosure forms required by Council and the standard forms provided by BCREA to assist REALTORS® in making disclosures. DIRE also provides learners with practical scenarios and the 4D formula (decide, disclose, document, demonstrate) so learners will be able to better navigate more complex disclosures in their daily practice.

This course offers a thorough overview of the disclosures required when working in the real estate industry. It further reminds REALTORS® of the high standards they are expected to meet when providing trading services and of the risks associated with failing to meet those standards when making disclosures.

**KEY COMPETENCIES:** Disclosure | Statutory Requirements | Communication

## Energy-Efficient and Sustainable Homes

3 Hours

In *Energy-Efficient and Sustainable Homes*, REALTORS® will learn about the characteristics of a sustainable, energy-efficient home and explore various sustainability programs (e.g., LEED, R-2000, BC Step Code, Passive House) that go beyond the minimum building code requirements in BC.

By the end of this course, learners will be able to identify ways to increase a home's sustainability through improving energy, heat, and water efficiency and recognize various sustainable products and systems, based on third party certifications, that will increase a home's sustainability while reducing its impact on the environment.

This course also introduces the "House as a System" (HAAS) approach, which encourages Realtors to view sustainability and energy efficiency holistically. Viewing the house as an interdependent, multi-component system can help Realtors advise their clients on the most effective and efficient home improvements.

**KEY COMPETENCIES:** Statutory Requirements | Ethics | Mentorship

## NEW FINTRAC for REALTORS®: Understanding Canada's Anti-Money Laundering Laws 3 Hours

In *FINTRAC for REALTORS®: Understanding Canada's Anti-Money Laundering Laws*, REALTORS® will study the key elements of compliance required under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA) and its regulations and learn their role and responsibility in meeting these legislative requirements.

By the end of this course, learners will be able to explain the importance of conducting a risk assessment; discuss how to review/monitor client risk; understand the meaning of "business relationship" and "ongoing monitoring"; know general recordkeeping requirements; describe how to verify the identity of clients (including individuals and corporations and other entities); and explain when to file reports with FINTRAC, including Suspicious Transaction Reports.

This course will help Realtors understand what is required of them by the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) in order to ensure that they comply with the law.

**KEY COMPETENCIES:** Statutory Requirements | Ethics | Mentorship

## Healthy Indoor Environments: Meeting Your Clients' Needs

6 Hours

In *Healthy Indoor Environments*, REALTORS® will improve their knowledge of what it means to live in a healthy home and the various health factors that may impact the decisions of their clients.

This course is authored by Noah Quastel of the BC Lung Association, in conjunction with leading experts across the range of topics explored, including but not limited to:

- air quality controls;
- outdoor air, traffic and green infrastructure;
- building structure and exteriors;
- heating and cooking appliances;
- ventilation systems, and
- realtor roles.

The course will also focus on the “tightness” of a home and ways to prevent different types of outdoor pollutants from entering a home. REALTORS® taking this course will find particularly useful short videos recorded by a number of experts in the field of healthy indoor environments included in each of the modules.

After completing this course, learners will be able to:

- identify key outdoor air pollutants and recognize green infrastructure that can help reduce them;
- identify ways a poor building structure and envelope can increase exposure to asbestos, formaldehyde, benzene, and radon;
- describe sources and health effects of key pollutants that occur in flooring and walls, including dust, dust mites, and tobacco smoke;
- recognize the kinds of stoves and fireplaces that can minimize health effects;
- describe different types of ventilation systems and air quality controls that can help homeowners improve their indoor air; and
- utilize effective ways to learn about the clients' lung health status and have a meaningful conversation about their health needs.

The primary goal of this course is to enhance the standard of professional competency in how Realtors assist their clients and protect their best interests during the home buying or home selling experience, particularly in the area of health.

**KEY COMPETENCIES:** Disclosure | Statutory Requirements | Communication

## Know Your Product: House Structures (Online)

6 Hours

In *Know Your Product: House Structures*, REALTORS® are provided with a comprehensive introduction to the fundamentals of residential construction including footings, foundations, floors, decks, walls, openings, stairs, roofs, and chimneys. This course's special feature discusses the common wood-boring insects found in British Columbia, signs of an infestation, and the importance of using a professional exterminator.

By the end of this course, learners will be able to use essential vocabulary for discussing a house's structure and features; recognize potential issues within a house that may have created or may possibly lead, over time, to a defect; and use the issues discovered to help establish a more accurate comparative market analysis (CMA). They will also be better able to help their seller clients make the appropriate property disclosures and help their buyer clients understand the pros and cons of any house they may wish to buy and why a home inspection is always necessary.

This course improves REALTORS®' ability to knowledgeably answer their clients' questions about a single-family home and to know when to refer their clients to the appropriate professional.

**KEY COMPETENCIES:** Building Design &/or Construction | Statutory Requirements | Communication

NEW

## Know Your Product: House Systems (Online)

6 Hours

*Know Your Product: House Systems* provides a comprehensive introduction to the systems used in residential construction that REALTORS® need to assist clients in making informed decisions. This course describes the major systems within a house, including electrical, heating, cooling, insulation, ventilation, and plumbing. This course's special feature discusses the BC Energy Step Code and improvements that can be made to house systems to reduce energy costs and improve energy efficiency.

This course aims to provide Realtors with foundational knowledge regarding the systems of a house and introduce an essential vocabulary for discussing a house's systems and features.

Learners will leave this course with an improved ability to serve their clients and answer their questions regarding a house, its condition, and its potential. Realtors will also be better able to discuss current or potential problems with a property, provide a more accurate evaluation of a property considering the house's condition, help their clients explore the pros and cons of any house that the client may be interested in, and identify when to consult other professionals for expert advice.

**KEY COMPETENCIES:** Building Design &/or Construction | Statutory Requirements | Communication

## Land Types: Knowing More About the Products for Sale

3 Hours

In *Land Types: Knowing More About the Products for Sale*, REALTORS® will consider the legal perspective of products for sale, review the legislation and regulations affecting land types, and listen to “the REALTOR® perspective” of three colleagues discussing complex transactions they have encountered and giving helpful tips, resources, and advice for all REALTORS®.

By the end of this course, learners will be able to identify different land types, recall some of the legislation and legal constraints that impact different land types, and cite court cases demonstrating the impact on land types by various legislation including the Transportation Act, Islands Trust, Agricultural Land Reserve, and Heritage Conservation Act.

This course does not guarantee that REALTORS® will not run into complications when representing buyers and sellers who are interested in different land types. However, it will provide REALTORS® with options, resources, and tips that may help them spot and avoid or reduce future complications.

**KEY COMPETENCIES:** Regionally Specific Requirements | Property Valuation | Advertising

**NEW**

## Manufactured Homes: What REALTORS® Should Know 2.0

**2 Hours**

In *Manufactured Homes: What REALTORS® Need to Know 2.0*, REALTORS® will study the definitions, legislation, and requirements for manufactured homes, and explore helpful tools from the Technical Safety BC.

By the end of this course, learners will be able to identify challenges regarding the buying or selling of manufactured homes (including both mobile and modular homes). REALTORS® will know what to look for when determining whether there have been additions, modifications, or alterations to the manufactured home and how to navigate the process of determining whether a manufactured home is ready to be listed.

This course ensures REALTORS® are familiar with the legislation, requirements, and exemptions for manufactured homes based on the Manufactured Homes Act, the Electrical Safety Regulation, and the BC Safety Standards Act. One of the key focuses of the course is electrical compliance and understanding various certification marks, such as CSA stickers and Silver labels. It also reviews the basics of Manufactured Homes Registry, specifics of dealing with homes located on rented or leased pads, transporting a manufactured home to a different location, as well as insurance.

*NOTE: This new and improved 2.0 release replaces the previous version of the course.*

**KEY COMPETENCIES:** Building Design &/or Construction | Statutory Requirements | Advertising

## Mastering Compliance 2.0: Anti-Money Laundering Training for Brokers

**9 Hours**

*Mastering Compliance 2.0: Anti-Money Laundering Training for Brokers* is a self-paced online program that helps brokerage owners, senior officers, compliance officers, and managing brokers understand and meet the requirements for an anti-money laundering compliance program under the Proceeds of Crime Money Laundering and Terrorist Financing Act (PCMLTFA) and associated Regulations.

By the end of this program, learners will be able to:

- develop and maintain an effective compliance training program,
- meet FINTRAC reporting and record-keeping requirements,
- mitigate business risks related to money laundering,
- guide real estate professionals on when and how to file a Suspicious Transaction Report,
- enhance brokerage policies and procedures,
- be prepared for the Two-Year Effectiveness Review, and
- navigate a FINTRAC examination with confidence.

Learners can expect a combination of text, audio, video, and infographics integrated into the program as well as a workbook to guide a compliance officer through a brokerage self-assessment. The digestible and easily understandable design of the program breaks down the requirements and outlines practice applications. Reading, viewing, and reviewing the online program content is expected to take approximately nine hours. However, completing the Self-Assessment Workbook and applying the content covered will take a greater time investment and will be dependent upon the starting point of the learner and their brokerage's compliance program needs.

Those without BC REALTOR Link® access looking to register for this program may make a “non-member” request to access via [this page](#). Once the request is processed more information on accessing the program will be shared via email. The fee for non-members to register to this program is \$300.00

## Radon for REALTORS®

3 Hours

Radon is a more pressing issue than ever, especially in real estate since its inclusion within the Property Disclosure Statement. As REALTORS® are expected to demonstrate competency and apply reasonable care and skill when providing real estate services to their client, including being knowledgeable about environmental conditions and taking appropriate steps to alert their clients of known health or environmental concerns, learning more about this invisible, odourless gas can help ensure you are taking the right steps for your clients.

By the end of this course, learners will be able to:

- understand where radon comes from;
- identify how radon enters a dwelling;
- know what influences radon levels;
- locate areas in Canada and in BC with higher exposure to radon;
- recognize the effects of radon on human health;
- understand Canada's radon awareness initiatives;
- identify applicable laws and emergent policies on radon in BC;
- grasp radon matters in real estate transactions;
- identify the role of REALTORS® around radon;
- understand how a home can be tested for radon; and
- share information on radon mitigation techniques with clients.

Although the primary goal of this course is to provide the radon knowledge REALTORS® need to support and guide clients through a real estate transaction, the information presented can also add value for the health and safety of clients and REALTORS® alike.

**KEY COMPETENCIES:** Environmental Due Diligence | Building Health | Communication

## Rural Real Estate Essentials

3 Hours

In *Rural Real Estate Essentials*, REALTORS® will explore topics ranging from the types of homes common in rural areas of British Columbia to risk management when considering riparian areas, the Islands Trust Act, and the Agricultural Land Commission Act.

By the end of this course, learners will have an understanding of some of the specialized knowledge required to work with rural real estate; gain insight into valuable tools and resources used; be aware of clauses which may be written into offers or documentation; and identify and manage risks in rural real estate as a whole.

This course provides REALTORS® with the foundational knowledge on rural real estate, promoting knowledge and growth into new territories.

**KEY COMPETENCIES:** Rural Properties | Regionally Specific Requirements | Client Management

## Standard Form Essentials: The Property Disclosure Statement

3 Hours

In *Standard Form Essentials: The Property Disclosure Statement*, REALTORS® will identify their and their clients' disclosure requirements regarding patent defects, latent defects, material latent defects, and stigmas. They will also review the requirements for and benefits of using a Property Disclosure Statement (PDS) to make appropriate disclosures.

By the end of this course, learners will have studied all the questions on the Property Disclosure Statement Residential and gained vital practice tips and follow-up questions they can use to do their due diligence. They will be able to explain the disclosure requirements regarding radon and cannabis, specifically, and be able to insert applicable clauses into the Contract of Purchase and Sale (CPS), as necessary.

This course reminds REALTORS® of how valuable a completed PDS can be in reducing transactional risk for buyers, sellers, and REALTORS® alike.

**KEY COMPETENCIES:** Disclosures | Contracts & Standard Forms | Communication

## Strata Fundamentals 1 (Online)

6 Hours

In *Strata Fundamentals 1* REALTORS® will learn how strata properties are identified, how to read a strata plan, how strata governance works, how to navigate the complexities of a strata transaction, what documents are involved when purchasing a strata lot, and how to work with a strata client.

By the end of this course, learners will be able to explain what a strata is, identify the unique physical features of a strata property, anticipate the common challenges of working with strata-titled properties, know the key components of a strata plan; and differentiate between bare land and building strata plans. REALTORS® will also understand strata governance and the roles of all the players involved in a strata transaction, including the REALTORS®.

This course also teaches REALTORS® to recognize some of the red flags that may appear in strata documents and how they may impact the strata lot, the strata corporation, the client, and the transaction.

**KEY COMPETENCIES:** Forms of Ownership | Title Searches | Client Management

## Strata Talks 1: Depreciation Reports for REALTORS®

3 Hours

In *Strata Talks 1: Depreciation Reports for REALTORS®*, REALTORS® will learn the answers to the following questions: How did depreciation reports come to be and when is one required? What is a depreciation report? Who can prepare a depreciation report? When must a depreciation report be obtained? What should a REALTOR® do with a depreciation report? What else should a REALTOR® be checking in a depreciation report?

By the end of this course, learners will know what to look for when reviewing depreciation reports, especially regarding the strata corporation and potential financial obligations facing a prospective buyer. REALTORS® will have a better understanding of how the role of the REALTOR® is impacted by these reports.

This course also gives REALTORS® guidance in cases where the depreciation report is not current, has not been produced by a qualified person, has no insurance or sign of insurance present, has significant items missing from the inventory list, does not match the bylaws, does not provide three funding models, or indicates major expenditures in the short-term.

**KEY COMPETENCIES:** Statutory Requirements | Agency | Client Management

## The BC Energy Step Code: A Primer for Selling Energy-Efficient New Homes

3 Hours

In *The BC Energy Step Code: A Primer for Selling Energy-Efficient New Homes*, REALTORS® will improve their knowledge of the BC Energy Step Code and learn about building strategies and products that can help increase energy efficiency of a home. Realtors will also learn about various factors that may impact the decisions of their clients.

This course is authored by Peter Sundberg of the City Green Solutions, in conjunction with leading experts across the range of topics explored. Realtors taking this course will find particularly useful short videos recorded by local home construction experts.

After completing this course, learners will be able to:

- explain the role that the BC Energy Step Code plays in aligning with the national and provincial strategies and pathways to net zero ready new construction,
- identify the key features and benefits of high-performance homes and buildings, and
- educate their clients about the BC Energy Step Code and more effectively sell energy-efficient homes.

The primary goal of this course is to enhance the standard of professional competency in how Realtors assist their clients and protect their best interests during the home buying or home selling experience, particularly in the area of energy efficiency.

This project is made possible with funding from BC Hydro and the Real Estate Foundation of British Columbia.

**KEY COMPETENCIES:** Statutory Requirements | Agency | Client Management

# INSTRUCTOR PROFILES



**Josh Bath**  
Lower Mainland

Having started his real estate career in 1992, it is safe to say that this identity has been a part of Josh's life for well over half of his life. It all started when his tae kwon do instructor suggested he go into real estate sales, a profession he had never really considered before. It turns out that his instructor's insight was right on the money, as Josh has created a lifelong passage out of it.

Real estate has shifted and morphed for Josh over the years, yet it has always followed the same thread of relationships, professionalism, and innovation. This next chapter as a Real Estate Educator is no different and, in fact, is an extension of all that he has learned in this industry over his 30 years.

Josh loves being in a position of service to the industry, and he can think of no better way of doing so than sharing his extensive knowledge with all of his fellow agents while creating a fun environment where learning comes easy. Josh finds great joy in spreading this wealth while creating bonded and lasting relationships.



**Peter Borszcz**  
B.Sc., M.Sc., J.D.  
Okanagan

Peter Borszcz is a lawyer focused on business law, corporations, commercial transactions, commercial real estate, residential real estate, estate planning for small business, and trusts.

After growing up in Kelowna, BC, Peter obtained his Bachelor of Laws from the University of Alberta. During law school, Peter was awarded both the Dean's List standing and the Louise McKinney scholarship for placement in the top two per cent of his law school class. Peter returned to Kelowna in 2006 to practice law.

Peter is the author of numerous periodical legal articles, which are published on a regular basis for the benefit of his clients and the Okanagan business community.

Peter was born and raised in Kelowna. His grandfather was a local orchardist and his family has been settled in the area since 1951. Outside the office, he spends his time with his children, in their backyard orchard, mountain biking, or on the ski hill.



**Kevin Brown**  
Lower Mainland

Kevin Brown is a real estate agent who works out of a brokerage in the Fraser Valley. He specializes in new construction.

A significant part of Kevin's experience comes from a background in building and developing single-family homes. Licensed with the Homeowner Protection Office (now Licensing and Consumer Services Branch of BC HOUSING), as a residential builder for over a decade, Kevin's real estate experience extends to over 20 years in the building business.

Kevin is a PDP instructor with the British Columbia Real Estate Association, as well as a student of the many amazing educators that BCREA has to offer.



**Vince Cavaliere**  
Kamloops

Vince has been an active member of the Real Estate Industry for over 28 years, possessing strong virtues of honesty, integrity, and unmatched guidance and state-of-the-art administration as an Associate Broker with eXp Realty. As the past Broker Owner of River City Realty in Kamloops, he has generated a solid foundation of ever-adapting, best business practices in his work.

A highly respected facilitator with over 12 years' experience, teaching PDP for BCREA as well as Ethics and APC for BCFSA, he also has mentored and imparted his knowledge and expertise to thousands of agents in the Real Estate Industry worldwide.

In 2019 he received the Distinguished Service Award from the Kamloops and District Real Estate Association and was nominated for REALTOR® of the year in 2019 - 2021. He was also nominated for Kamloops Chamber of Commerce Business Person of the Year and Business Excellence Award in 2019. In 2015, River City Realty was recognized by Kamloops City Council and Staff for its contribution to the City of Kamloops.

Vince brings passion and enthusiasm to each of his classes allowing for an interactive fun learning environment.



**Jennifer Clee**  
**B.A., LL.B.**  
Lower Mainland

Jennifer Clee completed her Bachelor of Arts degree at the University of British Columbia in 1982 and obtained her Bachelor of Law degree from the University of Victoria in 1986. Upon being called to the British Columbia bar in 1987, Jennifer practiced construction and general litigation in private practice for four years before joining the Real Estate Errors and Omissions Insurance Corporation (REEOIC) in 1991. As a staff lawyer with REEOIC between 1991 and July 2016, Jennifer defended licensees in hundreds of professional liability actions in all levels of court in BC.

Jennifer was a regular contributor to BCREA's *Legally Speaking* column between 2007 and 2016 and has been educating licensees as an instructor for BCREA since 2005. Jennifer teaches BCFSA's Residential and Commercial Legal Update courses and BCREA's Strata Fundamentals Part 1 and 2, Electronic Title Searching and Assignments of Contract of Purchase and Sale courses. Jennifer also teaches for various Real Estate Boards in the Province. In addition to teaching, Jennifer regularly writes for and edits the various courses she teaches.



**Richard Collins**  
Lower Mainland

Richard has managed some of the highest producing real estate offices in the lower mainland for over 30 years.

Richard graduated from Sauder School of Business at the University of British Columbia in Finance and Urban Land Economics.

Richard is an instructor for the Residential Trading Services Applied Practice Course, and the Professional Development Program. He loves to demonstrate effective sales techniques that will help licensees sell more properties.



**Evelyn Davis-McNulty**

Lower Mainland

Evelyn Davis-McNulty worked as a Manager of Business Development and Properties for one of the largest Developers in Canada.

Evelyn's real estate career began in Vancouver in 1972, while working in the legal department of a major development corporation. After becoming licensed in 1976, she was appointed as a supervisor of the property management department of a large Vancouver-based real estate company. Evelyn is an expert in the full management of residential rental towers, commercial/ industrial, and retail space, and specializes in both the Residential Tenancy Act and the Strata Property Act.

In 1978, Ms. McNulty began teaching and lecturing at the British Columbia Institute of Technology. Evelyn is a former instructor of the Residential Trading Services Applied Practice Course and is currently a PDP course instructor. As an educator, Ms. McNulty has also developed training programs for new licensees. Her students benefit from her wealth of experience in real estate sales, marketing, and property management.



**Tom Garvey**

**FRI, RI(BC)**

Nanaimo

Tom Garvey is a Managing Broker who has served on various committees with FVREB and REBGV, and he is currently is on the VIREB Professional Standards committee.

Tom serves as an instructor for several BCREA PDP courses as well as the BCFSA Residential Trading Services Applied Practice course. He has acted as an expert witness for Errors and Omissions actions at both the Supreme and Provincial Courts in BC. Since completing a Diploma in Urban Land Economics at UBC, he became a Wesbrook Society member in 2002 with the Sauder School of Business Real Estate Division.

When not involved in Real Estate, Tom and his family like to enjoy the Vancouver Island lifestyle



**Catherine Greenall**

**B.Comm., LL.B.**

Lower Mainland

Catherine Greenall received her Bachelor of Commerce degree from the University of BC in 1978. She then received her LL.B. from UBC Law School in 1981. Catherine was called to the Bar in 1982 and opened her own private practice a year later. She continued her private practice until 1999 when she left to become the Registrar of Land Titles for the Lower Mainland, where she remained until the spring of 2003.

Catherine has been a frequent lecturer with Continuing Legal Education (CLE) and a contributing author of various CLE practice manuals. She has an extensive history of involvement with the Canadian Bar Association, having served on the executive of the Vancouver Real Property Section for eight years. She was also elected to the Canadian Bar Association's Provincial Council.

Catherine has worked on numerous committees for The Law Society, the Canadian Bar Association, and the Ministry of the Attorney General. Catherine was also an instructor for The Law Society's Professional Legal Training Programme. Catherine is currently a PDP instructor.



**Gerry Halstrom**

Lower Mainland

Gerry Halstrom is one of Canada’s most recognized voices in real estate training. He is a senior instructor with the British Columbia Real Estate Association, offering professional accredited provincial courses in the areas of technology, risk management, and selling new homes and condominiums. Additionally, Mr. Halstrom offers seminar topics to industry professionals in many sales and marketing formats and topics.

A “super producer” in real estate sales, with a specialty focus in the project marketing field, Gerry has serviced real estate clients in BC, Alberta, and Ontario. Additionally, he has served as senior vice president in leading real estate and health technologies companies.

Gerry lives in Vancouver and is a retired musician and an avid fly-angler.



**Justin J. Hanson  
LL.B.**

Lower Mainland

Justin J. Hanson is a lawyer with Stevenson Luchies & Legh, where his primary practice area is strata property law.

Justin was born in Port of Spain, Trinidad, and moved from Trinidad to Victoria in 1988. Justin graduated from the University of Victoria Faculty of Law in 2003. He then articulated in Victoria where he practiced for 7 years before joining Stevenson Luchies & Legh in 2012.

Justin has advised or represented over 500 Strata Corporations, from Victoria to Prince Rupert, in matters ranging from internal governance issues, property disputes with neighbours, leaky condo remediation, bylaw reviews, and everything in between. Justin is also a sessional instructor for the BC Real Estate Association and has written courses for that organization and teaches REALTORS® about Strata Property law at real estate boards all across the province.

Beyond his Strata Property Law practice, Justin also practices in the area of Civil Litigation, focusing on property disputes and has successfully fought cases at all three levels of court in British Columbia, on topics ranging from construction disputes, contractual disputes, property disputes, and corporate disputes. Justin also assists clients in conveyancing and refinancing of residential properties.

Justin has four little girls who are the center of his life. When Justin is not practicing law or teaching REALTORS®, he is playing with his kids and trying to pass on his eccentricities and the wisdom gained from his parents and grandparents growing up in Trinidad.

Ilan has been licensed since 1980 for Trading Services and Property Management. He received his brokers license in 1982. With 40+ years in the industry and 15+ years of managing broker experience. Ilan is the Co-Founder of Heller Murch Realty.

Ilan served on the Board’s West Side Division as the Chair and sat on the REBGV’s Board of Directors and the Professional Conduct Committee. He has been an instructor for the Applied Practice Course since 2007 and the Ethics course since 2020.

A Rotarian, a distinguished Toastmaster, a dedicated father and husband, Ilan strives to help others and cherishes being able to give back to the profession.

When he is not in the office, you can find him at the gym, dragon boating, cycling, or going for a brisk walk! He loves watching tennis and football and spends his time relaxing with a good book. Ilan is an optimist, one who always sees the glass as half full. He gets things done, and exudes bundles of energy, inspiring his agents to be the best they can be and to never give up.



**Ilan Heller**

Lower Mainland



**Tony Joe**  
Victoria

Licensed in 1991, Tony was elected for three terms as a director of the Victoria Real Estate Board and was the president of the board in 2008. He has participated in various committees such as the chair of Victoria's first technology committee, its MLS® System selection committee, strata documents initiative and the lockbox housing task force. He has also received the coveted "Circle of Legends" Award from RE/MAX International, RE/MAX Western Canada's "Special Services" award in 2009 and the "Outstanding 25 Year Achievement" award from the Victoria Real Estate Board.

He is Past President of the Asian Real Estate Association of America's Vancouver/British Columbia Chapter and has served on boards such as the Victoria Hospice Society, the Anawim House Society, and the Victoria Dragonboat Festival Society. Tony currently sits on the Victoria TELUS Community Board and the Victoria Symphony Board. He is an active volunteer for Canadian Blood Services and KCTS9 PBS in Seattle, a certified sales coach for RRI and is also an avid supporter and advocate of the Community of Greater Victoria, where he received the 2013 CFX 1070 "Community Leader of the Year" award. Tony has been an instructor for BCREA and BCFS (formerly RECBC) since 2010 and REBGV since 2022. He is a regular speaker and trainer at industry conferences across Canada and hosts "The Whole Home Show" weekly on Bell Media's CFX 1070.



**David Kearney**  
Lower Mainland

A Real Estate Professional delivering Brokerage Services in the Commercial and Residential markets in Greater Vancouver and British Columbia. Deeply experienced in new and resale housing, commercial sales and leasing. Originally licensed in 1990; designated CCIM in 2006, David's practice includes Acquisition and Disposition Strategies of Net Leased Investment Commercial Properties; Re-development Sites; and Landlord and Tenant Representation. There are fewer than 50 CCIM Designees in British Columbia.

David is also well versed and experienced in Governance and Directorship of Not for Profit Societies in Organized Real Estate, as well as teaching in the Post-Licensing and PDP Real Estate Education programs.



**Michael Litchfield**  
**LL.B.**  
Victoria

Michael Litchfield is an educator, lawyer and management consultant and is a Director of Thinklab Legal Education and Training and the Cannabis Education Corporation. In addition to his private sector work, Michael holds a variety of academic appointments including Director of the Business Law Clinic at the University of Victoria, Adjunct Professor at the University of British Columbia and Associate Faculty at Royal Roads University.

Michael has extensive experience in the real estate industry and has worked with a variety of real estate related organizations including the Professional Association of Managing Agents, the BC Real Estate Association and the BC Non-Profit Housing Association.

Michael holds a Bachelor of Arts and a Juris Doctor from the University of British Columbia and a Master of Laws from the University of Victoria. Michael is a member of the Law Society of British Columbia and the Chartered Professionals in Human Resources of British Columbia.



**Mark McVey**

Prince George

REALTOR® Mark McVey is the Managing Broker, founder and co-owner of Team Powerhouse Realty. He opened his real estate brokerage in 2007, which has grown to 3 employees, and 22 REALTORS®. Mark is passionate about helping people and receives great fulfillment out of negotiating the best terms and conditions for his loyal clientele.

Mark loves sharing his real estate skills and knowledge with others and fosters a culture of learning and collaboration at Team Powerhouse Realty. He is also a Continuing Education instructor for the BC Real Estate Association, a Director with the Prince George Chamber of Commerce, and Certified Mentor with Buffini & Company.



**Joan Miller**

Nanaimo

Joan Miller, a professional REALTOR® since 1988, enjoys a successful career and an award-winning sales production. Proud to have been voted by her peers as the “Most Professional REALTOR®”, Joan also holds an associate broker’s licence. Her commitment to continuing professional development, both for herself and her colleagues, networking with others, and staying current on the use of technology in the real estate profession makes her one of Vancouver Island’s most well-respected REALTORS®.

Making community engagement a priority throughout her career, Joan has been involved with many local organizations and events. Community-oriented endeavours include her role as founder of the Festival of Trees, a community fundraiser and celebration. She also served on the boards of the Vancouver Island University Foundation and Nanaimo’s Theatre One. Joan was also active as a Big Sister.

Since 2007 Joan has been an instructor for the Residential Trading Services Applied Practice Course, as well as the Professional Development Program.



**Deborah Moore**

South Okanagan

Deborah Moore is an elite leader within the real estate profession with over 30 years’ sales and management experience. As a Managing Broker/Owner in the South Okanagan, she develops and delivers specialized industry technical, technological, sales and risk management training. Deborah is a professional facilitator/trainer, dynamic presenter, a certified Toastmaster, and a public relations and lobbyist specialist.

As an active real estate member, Deborah has distinguished herself as past president of one of the ten largest boards in Canada. She has also served as a directors and committee member of many industry boards. Deborah has won numerous awards throughout her career. She also promotes and subscribes to the philosophy of life-long learning where she always brings energy, enthusiasm, and entertainment to the classroom.



**Terry Osti**  
Okanagan

Terry received his real estate trading services license in 2007, while living in the Lower Mainland. In 2020, he moved to Kelowna BC, where he continues to specialize in residential real estate.

Terry studied Landscape Architecture at the University of British Columbia and has had multiple significant career changes over the years. It began with sales and management in the auto parts industry and then he moved on to construction. The jobs took him all over North America, being on the tools, as well as managing his crews on a wide variety of projects. He was also a Fire Fighter with the Township of Langley and Law Enforcement Officer with the Canada Border Services Agency.

He has been a teaching assistant and instructor at the Real Estate Board of Greater Vancouver since 2015. He also sits on the Technology Committee at the Association of Interior REALTORS® and is a Certified Real Estate Coach. Terry is entrenched in the latest real estate technology because he is married to the real estate technology guru, Darci LaRocque.

When not working, he enjoys getting outdoors, biking and hiking and continues to try and figure out the complicated world of wine!



**Paul Penner**  
Lower Mainland

Paul Penner lives and works in the Fraser Valley, and is an agent with a brokerage in Abbotsford.

Paul studied Urban Land Economics at the University of British Columbia and he has studied construction at BCIT. Paul was first licensed as a REALTOR® at the age of 19, over 25 years ago.

Over the years, Paul has been the recipient of numerous residential and commercial sales achievement awards. Paul has also made time to served on various organizations and committees at the regional, provincial, and national levels. He was elected president of the Fraser Valley Real Estate Board in 2009-2010. Paul is also a past director of the British Columbia Real Estate Association and a past chair of the Real Estate Compensation Fund Corporation.

*"I'm passionate about our industry and I want to do my part through education. My goal is to deliver great content in a safe and enjoyable environment. NO BORING CLASSES!"*



**Gopal Sahota**  
Lower Mainland

Gopal Sahota has a passion for commercial and residential real estate development with a strong belief in volunteering to give back to the community. He is a dependable, well organized planner with proven accomplishments in independent entrepreneurial ventures and through a 15-year career with infrastructure operation and management.

Gopal has been past president of the Fraser Valley Real Estate Board and holds a Bachelor Degree with a concentration in Economics from SFU.



**Kim Spencer**

**Lower Mainland**

Kim Spencer, sometimes better known as the “Ethics Guy®,” is the director of the Real Estate Board of Greater Vancouver’s Professional Standards Department. In that capacity he deals with members’ day-to-day concerns, conflicts and complaints. A long-time supporter of high standards of professional conduct and ethical behaviour, Kim writes a bi-weekly Ethics Guy® column in the REBGV REALTOR® News; creates Top Tip videos on a wide range of subjects and speaks about professional standards at numerous brokerage and real estate board member meetings every year.

Kim has an in-depth knowledge of the realities of the real estate business gained from many years of real estate sales and brokerage management. Before joining the Real Estate Board of Greater Vancouver, Kim was the national sales manager of Top Producer Systems Inc; a real estate marketing and productivity solutions software company. Kim was also the Director of Member Service and Relations at the British Columbia Real Estate Association.

Kim has been heavily involved in real estate education, teaching and writing courses for boards, BCREA, BCFSAs and brokerages almost since the beginning of his career. He has taught the pre-licensing and Applied Practice courses and has, for many years, been a PDP course instructor teaching the Ethics, Risk Management; Agency and Professional Standards Enforcement courses.



**Jeremy Sutton**

**Lower Mainland**

Jeremy Sutton is currently working as an associate broker for a real estate brokerage in the Fraser Valley.

Jeremy was originally licensed in 1983 in Coquitlam. He earned his agent’s licence in 1988 and moved to managing offices in Vancouver and White Rock for four years. Returning to sales in 1992 Jeremy started from scratch again in Langley.

Jeremy has been an instructor since 2005 teaching both BCREA PDP courses and BCFSAs’ Applied Practice Course. He has also previously served on the Fraser Valley Real Estate Board’s Technology committee and MLS® committee. He serves as a member of the Standard Forms Committee. He also has over 20 years on the Fraser Valley Real Estate Board’s MLS® Master Medallion Club.

Today, Jeremy enjoys selling in the electronic age using various technology tools in his everyday practice and enjoys the change up with his high energy instructional sessions for BCREA. Together with his wife Kim, they have built two homes, have raised two children and they have four grandchildren. Jeremy’s hobbies include gardening the acre around the new home, playing sports, music, art and travel.



**Faizal Valli**

**Lower Mainland**

Faizal Valli holds an honours in the Bachelor of Business Administration in Accounting from Simon Fraser University. Faizal also holds a Chartered Professional Accountant (CPA, CA) designation. He has completed the CPA Canada In-Depth Tax course. Faizal has established a tax and accounting practice serving private clients in various industries, including real estate and technology.

Faizal is a member of the Canadian Tax Foundation, and a member of the Chartered Professional Accountants of British Columbia and Alberta. Faizal has written and lectured on various tax topics for a number of organizations. He specializes in corporate and personal tax planning, public speaking and writing.

Faizal has a breadth of tax planning experience advising clients for succession, wealth preservation, business acquisitions, mergers and expansions. He takes the extra effort to break complex issues down and make them understandable.

In his spare time, Faizal enjoys outdoor activities including hiking and mountain biking.



**Sharon Wayman**  
Lower Mainland

Sharon Wayman brings over 30 years to her Real Estate Career, she is a Senior Manager, Business Development Trainer as well as a Mentor. Her passion for education in the real estate profession is evidenced in her commitment as an instructor of the Residential Trading Services Applied Practise Course and PDP courses. Sharon is a past Director of the Fraser Valley Real Estate Board, has chaired the MLS committees, and has served on the Arbitration committee's of both the Fraser Valley Board and the British Columbia Real Estate Association. Sharon is always looking to upgrade her own learnings skills and to share them with her peers.

Sharon participates annually in the 2 Day Ride to Conquer Cancer from Vancouver to Hope, being a Cancer Survivor herself, her goal is to help find the cure for all cancers. Her hobbies also include walking, reading and spending time with her granddaughters and family.

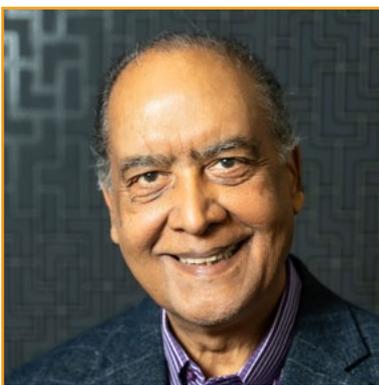


**Wade Webb**  
Okanagan

Wade Webb is a managing broker/owner in the Okanagan. For over 20 years, Wade has been honing his real estate skills. He had a very successful, thirteen-year career as one of the top agents in Kelowna and is also a past director of the Okanagan Mainline Real Estate Board.

An international speaker, trainer and real estate coach, his knowledge, experience and marketing expertise play a key role in the continued development and success of his brokerage. Wade is a provincial licensing instructor for the Applied Practice course, and a PDP course instructor.

Wade loves spending time with his family. He also enjoys travelling, camping, golfing, music, movies, speaking and training.



**Ray Yenkana**  
Lower Mainland

Ray Yenkana is an agent with a real estate brokerage in Abbotsford.

Ray has been licensed in real estate since 1985. He completed the agents' course in 1990, as well as the Certified Sales and Marketing (CMS) course approved by The Dutch Council for accreditation. Ray earned the prestigious CCIM (Certified Commercial Investment Member) designation in 1999, which is held by less than ½ of one per cent of Canadian licensees. Ray also has attained his level 1, accredited trainer in human behavioural studies. He is a certified mentor, trainer, coach and speaker.

Ray is a member of REBAC where he has earned the ABR® (Accredited Buyer's Representative) designation by helping hundreds of property owners acquire homes, land, farms, industrial, commercial and investment property. He also earned his SRES® (Seniors Real Estate Specialist®) designation in 2002, and his International Real Estate specialist designation in 2013.

He was also inducted into the RE/MAX Hall of Fame in 1997. Ray is also a three-time winner of the RE/MAX platinum award given by Re/Max international.

Ray is happily married with three children and two grandchildren. He lives in the Fraser Valley.



**Michael Ziegler**  
Victoria

Michael Ziegler earned his Bachelor of Arts with Honours, in Political Science & Economics in 1975. After graduation he joined his parents in real estate, over 44 years ago, and has been the Managing Broker of the same real estate brokerage in Victoria for over 30 years.

Michael currently serves as Chair of the Errors and Omissions Corporation. He is a Past President and honorary life member of The Canadian Real Estate Association, Past Chair of the Real Estate Council of BC, past Director of the Real Estate Special Compensation Corporation of BC and the Victoria Real Estate Board. He played a fundamental role in the change to Designated Agency as Chair of the joint RECBC/BCREA task force on agency from 2004 - 2013.

Michael is a former Residential Trading Services Applied Practice Course instructor and author/lecturer of the BCREA PDP course on Disclosure; in addition, teaches the Agency and Trends courses and is a member of the BCREA Standard Forms Committee. He is recognized as an authority on real estate Agency and Disclosure and has regularly attended the Supreme Court of BC as an expert witness.



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