

Category B: Application for Accreditation by BCREA

Thank you for your interest in having your course approved for accreditation under the BCREA Professional Development Program.

How does the accreditation process work?

The information you provide will be used by the Accreditation Committee to decide whether the course satisfies the following criteria to ensure consistent quality standards. All courses must be available for audit by the Accreditation Committee including attending a live presentation of the course, if possible.

If approved, the course will be listed as accredited for two years. The course must then be reviewed again to remain on the accredited list. If you wish to reapply for accreditation for another two-year cycle you must contact BCREA and complete the application process.

It is expected that all courses will be updated to remain in line with all current legislative and regulatory changes.

What is defined as a Category B course?

Category B courses will address one or more primary REALTOR® competencies:

- Agency
- Disclosure
- Ethics
- Contracts/Standard Forms

Category B courses can also address a secondary competency which is an area of specialization. Examples of this include, but are not limited to, the following:

- Strata
- Tax
- Foreclosures
- Multiple offers
- Technology
- Appraisals

[Last updated:19-Feb-13]

Design and delivery of Category B courses integrate the main ***principles of adult learning***¹, provide tangible materials to reinforce the main learning points and create a positive, effective and impactful learning experience for REALTORS®:

- Learners are provided with learning opportunities beyond the profession’s “entry” (licensing) level
- Learners are involved and actively engaged in the process and delivery of their instruction
- Learner past experience is considered, acknowledged and integrated into learning activities
- Content has immediate relevance and impact to the job or personal life of the learner
- Content and/or delivery method is problem-centered rather than content-oriented. (Kearsley, 2010)
- The course enhances the learner’s understanding and ability to apply and integrate the knowledge and/or skills gained

Please fill in the form below, attach any relevant documentation and send to education@bcrea.bc.ca

Date of application
Course Title
Course Provider
Name of course provider, name and contact details of point of contact during accreditation process
Format of course: <i>(Select the appropriate box)</i>

¹ Based on and adapted from Knowles’ 4 Principles Of Andragogy

[Last updated:19-Feb-13]

If this course is available in more than one format, please specify which format is being referred to in this application process. Each format must have a separate application. If the application is for an online course, please provide access to the online materials.

- **Classroom**
- **Online**
- **Blended (elements in the classroom and online)**
- **Other**

Length of course (*Include hours, duration, frequency as required*)

Course Writers and Subject Matter Experts (SME)

Provide name, educational and professional background of writer(s) and SME(s) including name of other relevant courses created by this person/team.

Instructor(s) Name and Qualifications

Provide name, educational and professional background of instructor(s) including other relevant courses taught by the instructor.

Date of creation of course

Specify how the course is current and consistent with current and local legislation, where relevant.

Revision Schedule

Outline how often the course content has been/will be reviewed and updated.

Regulatory Changes

Outline how you plan to deal with any regulatory changes that may occur while in the course is accredited?

Is this course scheduled to be offered? Outline when, where and frequency of offerings.
Will this course be made available to REALTORS® throughout the province? Outline any restrictions to registration or prerequisites.

Is this course part of a series of courses or a stand-alone offering? *(If part of a series of courses, please identify the other courses in the series)*

Has this course been approved for accreditation by other organizations or associations? Specify by whom and in what year.

Was this course created specifically for the instruction of REALTORS® or was the content adapted from another intended audience (e.g. architects, contractors)

Course description

Provide a clear description of what is covered in the course.

Identify the benefit to the professional practice of the REALTOR® and to consumer protection.

What are the issues, problems or areas of practice being addressed?

Course information URL

Insert the URL for course information and/or registration you wish to have listed on the BCREA website if approved for accreditation.

Style of delivery

Provide an outline of the instructional approaches and strategies incorporated in the course e.g. lecture based, reading, interaction, presentation by learners, questions to and from the learner or group work. Provide a brief description of each.

Learning Objectives

Learning objectives are statements that define the expected goal of a curriculum, course, lesson or activity in terms of demonstrable skills or knowledge that will be acquired by the learner as a result of instruction. Effective learning objectives include measurable, active verbs such as “identify”, “describe”, “list”, “demonstrate”, “develop”, “analyze”, “assess”, “adapt”, etc.

A Category B course typically includes between 4 and 8 clearly defined, achievable learning objectives.

Which primary competency does the course address? Identify which competencies are addressed in the course and to what degree of detail.

- **Agency**
- **Disclosure**
- **Ethics**
- **Contracts/Standard Forms**

Category B courses can also address a secondary competency which is an area of specialization. Examples of this include, but are not limited to, the following:

- **Strata**
- **Tax**
- **Foreclosures**
- **Multiple offers**
- **Technology**

- **Appraisals**

Does this course address any secondary competencies?

Learners

Based on content and level of difficulty, specify to whom this course would be of most benefit (e.g. newly qualified or experienced REALTORS®, residential or commercial, etc.)

Content Relevance

Is the content specific to British Columbia? How is the content tailored to be relevant in the British Columbia context, is it specific to a region or locality?

Course materials e.g. PPT, workbook, manual and resources/documents

List and provide a brief description of each and attach for review.

Assessment

What elements of assessment are incorporated in this course e.g. formal exam, quiz, self-assessment?
Outline and/or attach the pass rate, rubric, answer key or other relevant materials.

Technical requirements for offering the course

For example, broadband requirements, PC's, Mac or IOS device requirements, software installed, AV requirements, 2 screens etc.

Feedback from previous learner evaluations

Attach if available. If no evaluations are available, please attach the evaluation form that will be used.

How is participation verified?

Attach a copy of completion certificate.

To enable efficient tracking of REALTOR® participation will you be able to request and include member board and member board number in each attendance list?

