

Self-Directed Learning

What is self-directed learning under the Professional Development Program (PDP)?

Self-directed learning is professional development that has not been accredited by the Accreditation and Quality Assurance Committee but enhances your professional practice. It allows you to be recognized for learning that meets your individual needs.

How many self-directed PDP hours can I earn?

Each two-year licensing cycle, **six hours** of your PDP requirements can be met through self-directed learning. You may choose to fulfill all 18 required PDP hours through accredited learning opportunities, although we encourage you to explore the self-directed option!

Self-Directed Learning Opportunities

How do I know what learning opportunities count toward my self-directed PDP hours?

To be eligible for self-directed PDP hours, a learning opportunity must:

1. enhance your professional practice,
2. be verifiable and auditable, meaning you can provide proof of completion, and
3. be a minimum of one hour in length.

As self-directed learning is about greater flexibility and personal choice, there is no exhaustive list of learning opportunities that count toward self-directed PDP hours. Please use these three criteria to determine if a learning opportunity will count toward your self-directed PDP hours. If you're not sure, check with your real estate board.

What learning opportunities do not count toward my self-directed PDP hours?

To ensure high standards of professional development are maintained, learning opportunities that cannot be used toward your self-directed PDP hours include:

- professional development that can't be verified or audited, like reading or listening to a podcast,
- education taken to earn or maintain your licence with the BC Financial Services Authority (BCFSA),
- professional development that does not enhance your professional practice,

- education taken for disciplinary purposes, either as a result of disciplinary sanctions imposed by a real estate board or BCFSA; or
- duplicate courses taken within the same licensing cycle,
- networking and volunteering,
- office and sales meetings.

Can I take all self-directed PDP hours in one format (e.g., conferences)?

Yes. You can take self-directed PDP hours in the format of your choosing, provided it's auditable, verifiable and enhances your professional practice.

For more information on the learning formats and competencies that could count toward self-directed PDP hours, [click here](#).

Brokerage Training

Will brokerage training count toward self-directed PDP hours?

Yes, brokerage training can count toward your self-directed PDP hours provided it enhances your professional practice, is verifiable and auditable, and provides at least one hour of learning. To be verifiable and auditable, your brokers will need to provide you (or your board) with documentation that verifies your attendance. Office and sales meetings will not, however, count toward self-directed PDP hours.

Why do office and sales meetings not count as self-directed learning opportunities?

Many brokerages and franchises offer exceptional training for REALTORS®. Part of the rationale behind introducing self-directed professional development to the PDP is to acknowledge and recognize this learning. As such, brokerage or franchise training that serves to enhance professional practice and sets a *high standard* for self-directed learning will count toward self-directed PDP hours, while office and sales meetings that cover administrative topics and/or day-to-day operations will not.

Reporting

How do I report my self-directed PDP hours?

For self-directed learning carried out at your board, your PDP hours will be tracked and updated by your real estate board.

For self-directed learning opportunities hosted at your brokerage, you'll report these self-directed PDP hours to your board. Some boards may prefer that your brokerage submit an attendance list instead, so check with your brokerage to verify the process.

For self-directed learning opportunities taken from another provider, you'll report these self-directed PDP hours to your board after completing the learning opportunity. Please contact your board to check the reporting process and see how many hours you have accumulated.

What information do I need to report my self-directed PDP hours?

When you report your self-directed PDP hours, you will need to include the following information:

- name of self-directed learning opportunity,
- member number – V Number, Member ID, Agent ID (or appropriate language),
- name of learning opportunity provider,
- delivery method (webinar, panel, etc.),
- number of self-directed PDP hours (must be in hour increments; half hours round down),
- document upload (i.e. receipt, completion certificate, etc.),
- web link for offering (if relevant), and
- declaration of accuracy, honesty, and authenticity.

Depending on individual real estate board systems, there may also be the option to include:

- competency, and
- licence number (click [here](#) to find).

Do I only report up to six hours of self-directed learning?

You are encouraged to report all of your professional development hours, including those earned in excess of the minimum requirements.

How long do I need to keep my proof of completion for each learning opportunity?

You must retain your records verifying completion of a learning opportunity for at least three years after your licence renewal date, in the event that your board conducts an audit of self-directed PDP hours.

General Information

How many PDP hours do I need to complete?

You need to complete 18 hours of professional development for each PDP cycle, of which at least 12 hours are accredited learning. You can choose whether the rest of your professional development is accredited or self-directed.

Why are accredited and self-directed learning opportunities a minimum of one hour long?

Learning opportunities must meet a minimum standard of one hour to ensure a beneficial learning experience.

If I take extra PDP hours within a licensing cycle, can they be carried into my next licensing cycle?

No. Extra PDP hours won't be carried over into your next licensing cycle.

If I take a PDP course twice during my licensing cycle, do I receive PDP hours each time?

No. A learning opportunity only counts towards your PDP hours the first time you take it in your licensing cycle.

What's the difference between BCFSAs "regulatory education" and the Professional Development Program?

BCFSA provides mandatory education, referred to as "regulatory education," that you must complete every two years to renew your real estate licence. Learning and education under the Professional Development Program is required for you to maintain your status as a Realtor and your membership with your real estate board.

Does regulatory education, including Legal Update, count toward my PDP hours?

No. When you take a course to maintain your licence, it doesn't count toward your PDP hours.

If I choose to take Legal Update annually, will the second time I take it within the same licensing cycle count toward my PDP hours?

Yes. If you choose to take Legal Update a second time within your licensing cycle--meaning you're not taking it as a requirement to maintain your licence--it would count toward your accredited PDP hours.