

Self-Directed Learning

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

Self-directed learning is new to the PDP as of January 1, 2020. Self-directed learning is professional development that has not been accredited by boards or BCREA but enhances your professional practice. The addition of self-directed learning to the PDP allows you to be recognized for learning that meets your individual needs.

How many self-directed PDP hours can I earn under the new PDP framework?

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 new 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 local 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 Real Estate Council of BC,

- professional development that does not enhance your professional practice,
- education taken for disciplinary purposes, either as a result of disciplinary sanctions imposed by a member board or the Real Estate Council of BC; or
- duplicate courses taken within the same licensing cycle,
- networking and volunteering,
- office and sales meetings.

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 meeting 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 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.

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 member 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.