

Vendor Guidelines for Creating a Self-Directed Learning Opportunity

Are you thinking of offering a learning opportunity that could count toward self-directed Professional Development Program (PDP) hours? Read the requirements below to determine if your learning opportunity is eligible for self-directed PDP hours.

Self-Directed Learning

What is 'self-directed learning' under the PDP?

Self-directed learning is professional development that has not been accredited by the Accreditation and Quality Assurance Committee, but that enhances REALTOR® professional practice.

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

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

Content

What kind of competencies can be covered in a self-directed learning opportunity?

Self-directed learning opportunities are intended to enhance Realtor professional practice and meet individual learning needs. Therefore, many competencies may be covered by self-directed learning opportunities.

Examples of **core competencies** that may be covered during self-directed learning:

Agency	Privacy
Assignments	Professional Standards
Building Design and/or Construction	Property Marketing

Building Health	Property Valuation
Commercial	Regionally Specific Requirements
Contracts/Standard Forms	Risk Management
Disclosure	Rural Properties
Economics Trends and Statistics	Short-Term Rentals
Energy Efficient Housing	Statutory Requirements
Environmental Due Diligence	Suites – Legal or Illegal
Ethics	Tenancies
Forms of Ownership	Title Searches
Negotiations	Transaction Related Taxation

Examples of **elective competencies** that may be covered during self-directed learning:

Business Development	Real Estate Investing
Feng Shui	Realtor Safety
Home Photography	Social Media
Home Staging	Technology
Public Speaking	And many more!

Format and Delivery

What learning formats can count toward self-directed PDP hours?

Many learning formats can count, including:

- conferences,
- panel discussions,
- webinars,
- brokerage or franchise training,
- workshops and seminars,
- courses, and
- other in-person and online learning.

Determining Eligibility

How can I be sure a learning opportunity will count for self-directed PDP hours?

As a starting point, ask yourself:

1. Does this learning opportunity enhance Realtor professional practice?
2. Is it verifiable and auditable? Am I providing proof of completion?
3. Is it at least one hour of learning?

If you're still not sure if your learning opportunity would count toward self-directed learning and can be marketed as such, consult with [BCREA](#) or your local [real estate board](#).

Can my learning opportunity be added to a list of “approved” learning opportunities?

As self-directed learning is about greater flexibility and personal choice, there is no exhaustive list of all learning opportunities that could count toward self-directed learning. Realtors and boards use the criteria of enhancing professional practice, being verifiable and auditable, and lasting a minimum of one hour to determine if a learning opportunity will count toward self-directed PDP hours.

Marketing Guidelines

How can I market my self-directed learning opportunity?

When marketing a self-directed learning opportunity, it's a good idea to highlight how the learning opportunity satisfies the three requirements for self-directed learning:

1. *Enhance professional practice* – How does this learning opportunity enhance Realtor professional practice?
2. *Be verifiable and auditable* – Will you provide learners with proof of completion (see details below)?
3. *Be a minimum of one hour long* – How many hours of learning (rounded down to the nearest hour) can a Realtor report for this self-directed learning opportunity?

When marketing a self-directed learning opportunity, please adhere to the following guidelines:

1. As stated, there is no “approved” list of self-directed learning opportunities, so do not use the word “approved” in your marketing.

2. There is a distinct difference between accredited and self-directed learning under the new PDP framework, so do not use the word “accredited” when referring to a self-directed learning opportunity.
3. Do not use the word “credits.” Realtors earn hours of professional development.
4. Unless working directly with a real estate board or BCREA, do not refer to a board or BCREA or use a board or BCREA logo in your marketing.

Proof of Completion

What do I need to provide attendees so they can report their self-directed PDP hours?

When reporting their self-directed PDP hours, Realtors need digital or hard copy proof of completion that includes the following information:

- name of supplier of learning opportunity,
- name of learning opportunity,
- date,
- name of attendee, and
- length of learning opportunity (in hour increments, rounded down to the nearest hour).