

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 BCREA or a member board, 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:

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

5. 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.
6. Do not use the word “credits” as this terminology no longer applies to the PDP. REALTORS® earn hours of professional development under the new PDP framework.
7. Unless working directly with a member 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).