

Vendor Guidelines for Creating an Accredited Learning Opportunity

Are you thinking of applying to have your learning opportunity accredited under the Professional Development Program (PDP)? Read the requirements below to determine if this is the right fit for your learning opportunity. If not, it may be eligible to count toward [self-directed PDP hours](#).

Accredited Learning

What is 'accredited learning' under the PDP?

Accredited learning is professional development that's been accredited by member boards and/or BCREA and contributes to the fundamental skills, experience and knowledge required of REALTORS® throughout the province.

Who can create a PDP accredited learning opportunity?

1. BCREA and member boards can create their own accredited learning opportunities.
2. BCREA and member boards can co-create an accredited learning opportunity with an external vendor.
3. External vendors can create an accredited learning opportunity and have their accreditation application sponsored by BCREA or a member board.
4. Learning institutes with a large catalogue of learning opportunities can contact BCREA directly as a streamlined application process may be applicable.

The requirements for course creation are the same for all, but the accreditation application for external vendors is different from the application for BCREA and member boards. Details on the accreditation application and review process are outlined below.

Content

What guidelines must an accredited learning opportunity follow?

To be accredited, a learning opportunity must follow best practices in adult learning and reflect the guiding principles of the PDP framework. This means the learning opportunity must:

- Integrate the main principles of adult learning¹, provide opportunities to reinforce the main learning points and create a positive, effective and impactful learning experience for REALTORS®;
- Provide a learning opportunity beyond the profession’s “entry” (licensing) level;
- Enhance the learner’s knowledge, skill or attitude in **one or more of the core competencies**;
- Involve and actively engage learners in the process and delivery of their instruction;
- Consider, acknowledge and integrate learner experience into learning activities and delivery methods;
- Enhance the learner’s understanding and ability to apply and integrate the knowledge and/or skills gained through active learning, and the applications of content areas covered;
- Have problem-centered rather than content-oriented content and/or delivery method (Kearsley, 2010);
- Have immediate relevance and impact to the learner’s profession; and
- Contain opportunities for reflective practice, such as case studies, paired exercises, small group activities and personal reflection, such as action planning.

If your learning opportunity does not follow these principles, it may be eligible to count toward for [self-directed PDP hours](#).

What is a core competency for REALTORS®?

Core competencies consist of fundamental areas of knowledge and proficiency that improve REALTOR® professional practice. They could also be areas of important contextualized knowledge, skill and attitude that aid a REALTOR® in conducting their professional practice. The core competence areas are detailed below.

Examples of core competence and knowledge areas include:

Agency	Privacy
Assignments	Professional Standards
Building Design and/or Construction	Property Marketing
Building Health	Property Valuation
Commercial	Regionally Specific Requirements

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

Contracts/Standard Forms	Risk Management
Disclosure	Rural Properties
Economics Trends & Statistics	Short Term Rentals
Energy Efficient Housing	Statutory Requirements
Environmental Due Diligence	Suites – Legal and Illegal
Ethics	Tenancies
Forms of Ownership	Title Searches
Negotiations	Transaction Related Taxation

Learning opportunities that focus on elective competencies, such as technology or organizational skills, may be eligible to count toward self-directed PDP hours.

Format and Delivery

What format can this learning opportunity be?

PDP hours are allocated based on the deemed time invested in learning opportunities that address core competencies, not based on delivery modality. Therefore, the delivery mode of the learning opportunity is not a driver in determining the allocation of PDP hours, as long as best practices in instructional design and quality standards are maintained.

How long does the learning opportunity need to be?

Accredited PDP hours will be assigned based on the time required to complete. Learning opportunities must be a minimum of one hour and total hours received must be in complete hour increments, rounded down to the nearest hour. For example, a 3.5-hour accredited learning opportunity will receive 3 PDP hours. Some learning opportunities may include a maximum allotment for hours. Maximum allotments will be determined by BCREA, the member board or Accreditation and Quality Assurance Committee during the accreditation process. As a general guideline, 50 minutes of activity and instructional time is expected to meet the requirement of one accredited PDP hour.

Can the learning opportunity be made available to all REALTORS® in the province?

An accredited learning opportunity must be available to REALTORS® throughout the province, though it may not always be offered in all board areas.

Accreditation Application and Approval Process

How do I gain sponsorship for my learning opportunity?

An external vendor can approach BCREA or a member board or vice versa to begin sponsorship talks.

What do I need to submit to the Accreditation and Quality Assurance Committee?

To apply, you need to submit the following documentation:

- completed Accreditation and Sponsorship Application form (provided by your sponsor);
- copies of all resources and course materials e.g., PPT, learner workbook, handouts; and
- feedback from previous learner evaluations or the evaluation questions.

How do I submit my application to the Accreditation and Quality Assurance Committee?

To submit your application to the Accreditation and Quality Assurance Committee, please send all resources and documentation to pdpeducation@bcrea.bc.ca

For an accredited learning opportunity created by a member board or BCREA, what is the process?

After the Accreditation and Sponsorship Application form is completed and submitted to Accreditation and Quality Assurance Committee, it will be reviewed and, if approved, added to the [library of accredited courses](#) on the BCREA website.

For an external vendor learning opportunity sponsored by BCREA or a member board, what is the process?

The sponsor and external vendor will complete the Accreditation and Sponsorship Application form and submit it to the Accreditation and Quality Assurance Committee for review. If the course is hosted before accreditation is approved, the offering may be eligible to count toward self-directed PDP hours.

Marketing and Hosting Guidelines

What guidelines must I follow when marketing and hosting an accredited learning opportunity?

While details of the contract will be finalized between the external vendor and their sponsor, all vendors must abide by the following guidelines:

1. Accredited opportunities must clearly state the learning objectives or learning outcomes, the instructor (where applicable), provincial or regional content, delivery format, and allotment of accredited PDP hours in the promotional material.
2. Sponsored accredited opportunities can only be offered in collaboration with the member board and/or BCREA to be applicable for accredited PDP hours. Learning opportunities hosted independently may count toward self-directed PDP hours.
3. Sponsored accredited opportunities may not involve any self-promotion or sales, or utilize learner's personal information for any marketing purposes.
4. Specifics for advertising, including the use of the PDP accredited logo and correct terminology, should be confirmed with your sponsor.

Reporting

What do I need to provide attendees so they can report their accredited PDP hours?

REALTORS® who attend an accredited learning opportunity must be supplied with a completion certificate (digital or hard copy) so they can report these hours to their member board.

The certificate must include the following information:

- name of learning opportunity,
- name of vendor,
- venue,
- date,
- name of REALTOR®, and
- approved accredited PDP hours.