

INDIVIDUAL RECOGNITION PROCEDURE FOR CONTINUING EDUCATION ACTIVITY



2023-2025 CYCLE OF THE MCEP

INTRODUCTION

A licence holder who attends a training activity that is not accredited by the OACIQ may submit an application for individual recognition of a continuing education activity in order to have this activity recognized as part of the Mandatory Continuing Education Program (the Program).

A licence holder can obtain continuing education units (CEUs) recognized under the Program if the following conditions are met:

- Ensuring that the training meets the applicable criteria;
- Providing the documentation required; and
- Paying the analysis and CEU allocation fee.

The OACIQ makes its decision after this analysis.

1. RECOGNITION CRITERIA FOR A CONTINUING EDUCATION ACTIVITY

1.1 ELIGIBLE TRAINING TOPICS

The training activity must cover at least one of the topics referred to in section 49 of the *Regulation respecting the issue of broker's and agency licences*:

- General or special legal rules set out in the Real Estate Brokerage Act and its regulations;
- The content, use and drafting of contracts and forms relating to brokerage transactions described in section 3.1 of the Real Estate Brokerage Act;
- Professional conduct of brokers and agency executive officers;
- General or special legal rules that apply to brokerage transactions described in section 3.1 of the *Real Estate Brokerage Act*;

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- Any legislative or regulatory reform, other than the *Real Estate Brokerage Act*, that may affect the activities of brokers and agencies;
- Any material, physical or environmental consideration that may affect the object of a brokerage transaction described in section 3.1 of the *Real Estate Brokerage Act*;
- Ethics of brokers and agency executive officers;
- Management of professional activities of brokers and agency executive officers;
- Assessment of the value of an immovable or enterprise;
- Assessment of the quality and construction features of an immovable;
- Financial implications of transactions described in section 3.1 of the *Real Estate Brokerage Act*;
- Financing of transactions described in section 3.1 of the *Real Estate Brokerage Act*.

1.2 ELIGIBILITY CRITERIA

To be eligible, an activity must also:

- have been attended or successfully completed, as applicable, during the current training cycle;
- support the OACIQ's public protection mission;
- Comply with broker ethics and the legal environment of brokerage and agency management;
- include at least 30 minutes of training;
- contain a learning structure and have education value;
- comply with the OACIQ's position-taking;
- have a clear and direct link with practice and professional development needs in residential or commercial real estate brokerage, or agency management;
- be delivered (in a classroom, self-study or webinar setting) as part of a general training activity (other than the basic training required to become an OACIQ licence holder), a training workshop, seminar, conference, convention or symposium;
- cover one of the subject matters eligible for accreditation under the Program (see clause 1.1).

1.3 EXAMPLES OF NON-ELIGIBLE ACTIVITIES:

- Any training activity required to become an OACIQ licence holder;
- Personal growth activity;
- Activity or portion of activity dedicated to the promotion of a product or service;

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- Activity mainly involving the internal procedures of a given company;
- Activity that does not include educational content, such as a cocktail reception or a study or interest group (board, committee, etc.);
- Coaching or mentoring activity.

2. CONTINUING EDUCATION UNITS

For a CEU to be allocated, it must represent one hour of eligible training. To be eligible, this one-hour training must meet the recognition criteria. There are cases where the number of CEUs differs from the actual duration of the activity. For example: in an activity such as a convention or seminar, the periods scheduled for representation, non-eligible topics and meals do not count as training hours.

In addition, a maximum of 10 CEUs will be granted per recognition application. For example, for a 45-hour university course or a two-day seminar, there will be no more than 10 CEUs allocated to the activity.

The continuing education units (CEUs) accumulated by brokers and agency executive officers are entered in their records on the [Professional Development Portal](#).

3. SUBMISSION OF AN APPLICATION FOR INDIVIDUAL RECOGNITION OF A CONTINUING EDUCATION ACTIVITY

A licence holder must submit an application for individual recognition of a continuing education activity only after attending it or successfully completing it, as applicable. However, he may submit an application for recognition before attending the training activity to make sure it will be recognized.

A licence holder cannot submit a recognition application for an entire degree from an educational institution (technical, baccalaureate or certificate for example). Only courses can be individually recognized. CEUs will be allocated to the licence holder once the OACIQ receives proof that the course in question has been successfully completed.

Recognition of a training activity applies only to the licence holder who submits an application.

3.1 PROCEDURE FOR SUBMITTING AN APPLICATION:

3.1.1 Email the duly completed "Application for individual recognition of a continuing education activity" (including the applicable fees) and all the documents required to examine the training to accreditation@oaciq.com.

3.1.2 Required documents:

- Application for individual recognition of a training activity;
- Proof of attendance or successful completion of training, if applicable;
- Outline of the course or program of the event;

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- Information on provider;
- Documents handed out during the training activity (PowerPoint presentation, participant's guide, etc.).

3.1.3 The decision of the OACIQ will be sent to the applicant by email (see 4.2 Processing time of an application for individual recognition of a continuing education activity).

3.1.4 The fees for the individual recognition application are applicable whether or not the application is accepted.

3.1.5 It is possible to apply for recognition before the continuing education activity takes place to ensure that it is eligible. The licence holder will then benefit from an individual recognition acceptance conditional upon the successful completion of the entire training, if applicable. The CEUs allocated to this training will be entered in his record only when he sends the certificate of attendance or proof of successful completion to the OACIQ.

3.2 PERIOD IN WHICH TO SUBMIT AN APPLICATION FOR INDIVIDUAL RECOGNITION OF A TRAINING ACTIVITY

For the CEUs to be allocated in the current cycle, the application for individual recognition of a training activity must be complete and submitted no later than 45 days before the end of the current cycle of the Program, i.e. March 15, 2025.

4. ANALYSIS OF THE TRAINING ACTIVITY

4.1 ANALYSIS CRITERIA

The OACIQ will analyze the training activity based on the criteria outlined in section 1.

4.2 PROCESSING TIME OF AN APPLICATION FOR INDIVIDUAL RECOGNITION OF A TRAINING ACTIVITY

The decision of the OACIQ will be sent to the applicant by email, within approximately 45 days of receipt of a duly completed Application for individual recognition of a continuing education activity, including all required documents as listed in section 3.1 of this Procedure.

5. UNDERTAKING BY THE LICENCE HOLDER APPLYING FOR THE RECOGNITION OF A CONTINUING EDUCATION ACTIVITY

The licence holder must:

- abide by all the rules outlined in the OACIQ's Policy on continuing education;
- undertake to provide to the OACIQ accurate information that is not false, misleading or incomplete;
- complete, in a rigorous, integral and successful manner, the entire training activity for which he is submitting an application for individual recognition;
- acknowledge that any misrepresentation shall result in the cancellation of the recognition granted and the withdrawal of the CEUs allocated.

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6. ALLOCATION OF CONTINUING EDUCATION UNITS

The continuing education units accumulated will be entered in the licence holder's record on the *Professional Development Portal*, only once the application for individual recognition has been accepted and the training has been attended or successfully completed, as applicable, and the OACIQ has received all documents requested.

CEUs for a given training activity shall be allocated only to the licence holder having submitted an application, provided the documents required and paid the fee for the analysis of the application and allocation of CEUs.

CEUs shall be allocated only once for a given training activity, even if the licence holder has attended this training activity more than once during the same cycle.

7. REFUSAL OF AN APPLICATION FOR RECOGNITION

An application for recognition by another licence holder for an activity recognized in the past could be refused, including in the following cases:

- If the content of the training is no longer relevant;
- If it was demonstrated to the OACIQ that the quality of the training was unsatisfactory;
- For any other reasonable motive concerning the educational establishment, the organization or the trainer, such as:
 - being the subject of a guilty decision or an accusation under the *Real Estate Brokerage Act*;
 - breaching one's duty of integrity.