

POLICY ON MANDATORY CONTINUING EDUCATION OF THE OACIQ



2023-2025 CYCLE OF THE MCEP

The OACIQ reserves the right to make changes to the MCEP during the cycle that may be necessary should a change or major event occur, such as the revision of the *Real Estate Brokerage Act* or its regulations, or changes to the forms. Therefore, the number of mandatory training activities to be completed and the number of CEUs to be earned during the cycle may be adjusted.

Section I MOTIVES AND PURPOSE

1. The purpose of this Policy on mandatory continuing education is to define the framework in which continuing education activities recognized in accordance with section 50 of the *Regulation respecting broker's and agency licences* must be completed by holders of licences issued by the Organisme d'autoréglementation du courtage immobilier du Québec ("the OACIQ" or "the Organization").

The purpose of continuing education activities is to protect the public by enabling brokers and agency executive officers to gain, maintain, update, improve and perfect the skills and knowledge relating to the practice of their professional activities.

This Policy does not prevent the OACIQ from exercising any other power conferred by the *Real Estate Brokerage Act* and its regulations relating to continuing education required of all or some of the brokers or agency executive officers. This is in accordance with the OACIQ's mission of protecting the public in the area of real estate brokerage.

2. In this Policy, the following definitions apply:

"**Provider**": trainer, organization or education establishment able to offer a continuing education activity in accordance with the *Regulation respecting broker's and agency licences*.

"**CEU**": continuing education unit equivalent to one hour of an eligible training activity, the duration of which is set by the Organization in accordance with the *Regulation respecting broker's and agency licences*.

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Section II CONTINUING EDUCATION REQUIREMENTS

- 3. Real estate brokers and certified real estate brokers:** The holder of a residential, commercial or full-service real estate broker's licence must complete training activities relating to real estate brokerage practice to accumulate a minimum of 20 CEUs per two-year cycle, 10 CEUs by completing the OACIQ mandatory training activities for the 2023-2025 cycle, in addition to 10 elective CEUs.

Agency executive officers and certified brokers AEO: The licence holder who has the "certified AEO" qualification or the title "AEO" must complete training activities relating to real estate brokerage practice to accumulate a minimum of 24 CEUs per two-year cycle, 12 CEUs by completing the OACIQ mandatory training activities for the 2023-2025 cycle, in addition to 12 elective CEUs.

The licence holder chooses, among training activities recognized by the OACIQ, those that best suit his needs to earn elective CEUs. However, he is also required to complete the mandatory training activities of the Organization.

The current cycle will begin on May 1, 2023 and end on April 30, 2025.

If the number of CEUs obtained by a licensee during this cycle exceeds the number specified in this article, the additional CEUs will be transferred to the next cycle, up to a maximum of 3 CEUs in the elective category. If a broker adds an area of practice or the agency executive officer qualification to his licence, the training requirements will be adjusted accordingly. A broker who has completed his MCEP at the time of this addition may need to take additional training activities to comply with the new training requirements.

- 4.** The licence holder cannot be granted CEUs for the same training activity, more than once within the same cycle, even if the selected language is different.

The licence holder who completes a short version of a training activity, while he has already completed its long version, will be awarded continuing education units for the training offering the most CEUs only.

- 5.** The training activities recognized by the OACIQ cover subject-matters identified in section 49 of the *Regulation respecting broker's and agency licences*.

Any training activity must help protect the public and allow brokers and agency executive officers to acquire, maintain, update, improve and perfect the skills required in a real estate brokerage transaction, and must be related to at least one of the following topics:

- General or special legal rules that apply to brokerage transactions described in section 3.1 of the *Real Estate Brokerage Act*;
- Any legislative or regulatory reform other than the *Real Estate Brokerage Act* that may affect the activities of brokers and agencies;

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- Content, use and drafting of contracts and forms relating to brokerage transactions described in section 3.1 of the *Real Estate Brokerage Act*;
 - 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 and professional conduct of brokers and agency executive officers;
 - Management of the 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*.
6. Any person who is issued a licence by the OACIQ during the cycle must complete training activities provided by the Organization, for a total of 10 CEUs (see section 3 of this Policy). He must also complete elective training activities, totalling the number of CEUs required under the table of *Calculation of CEUs to be earned based on the date the licence was obtained*.

Notwithstanding the above, any person benefiting from any of the conditions specified in paragraphs 3 and 4 of article 1 of the *Regulation respecting broker's and agency licences* must complete continuing education activities to accumulate the total number of CEUs required for the current cycle, as specified in section 3.

7. Training courses or activities completed by a person as a requirement from the inspection or discipline committee, Licence Issue and Maintenance Committee or following a voluntary undertaking on the licence holder's part, are not recognized activities under this Policy. Therefore, no CEUs can be counted under the MCEP if the training course is related to a commitment.
8. Acting as trainer for a continuing education activity recognized by the Organization gives the licence holder a number of CEUs equivalent to that obtained by licence holders who completed this training, up to a maximum of 3 CEUs. However, the same training cannot be recognized more than once during the same cycle. The trainer cannot be granted equivalent CEUs more than once.

A licensee who develops a new accredited training activity in addition to delivering it, will be granted double CEUs to recognize the research time; for example, a 3-hour accredited training course (3 CEUs) would entitle this provider to 6 elective CEUs.

No CEUs will be granted to someone acting as a trainer for a training activity that is not recognized under the Mandatory Continuing Education Program.

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9. The holder of a revoked licence who has maintained his acquired rights and plans to return to real estate practice must, before applying for a licence, meet the continuing education requirements based on the date his licence was issued, and the cycles of the Mandatory Continuing Education Program (MCEP) he completed.

Section III

RECOGNITION OF A CONTINUING EDUCATION ACTIVITY

10. Recognition of a training activity by the OACIQ is done in accordance with the criteria outlined in the *General accreditation procedure for continuing education activity* in effect at the time of the application for recognition.
11. A licence holder may submit, in accordance with the criteria outlined in the Individual recognition procedure for continuing education activity in effect, an application to be granted CEUs for a training activity that is not already recognized, but which meets the accreditation criteria defined in the recognition procedure.

This recognition only applies to the licence holder concerned and is only valid for the cycle during which the activity is held.

Section IV

MONITORING METHODS

12. To obtain CEUs, the licence holder must make sure his attendance is acknowledged by the provider for the entire duration of the training, including by signing the attendance sheet at the beginning and end of a classroom training, or by connecting to a webinar or online training from beginning to end. The training must have been paid for.

In addition, the licence holder must participate in learning activities and, if applicable, pass the final evaluation of the knowledge acquired during the training to obtain CEUs. The OACIQ reserves the right to crack down on any breach, up to the withdrawal of CEUs.

The licence holder who fails the evaluation of the knowledge acquired during a mandatory continuing education activity may retake the evaluation. If he fails during this supplemental evaluation, he must take the entire training once again.

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13. Except in the case of a continuing education activity recognized under section 11 of this Policy, the provider must enter the CEUs in the licence holder's training record within a maximum period of 10 business days following the training or before April 30, 2023 at 11:29 p.m., whichever occurs first.
14. The licence holder is responsible for ensuring that the CEUs obtained during the cycle have been entered in his training record, and for notifying the provider of any error.
15. Information relating to continuing education activities completed in the current cycle, as well as CEUs obtained by a licensee, are recorded in his or her record on the [Professional Development Portal](#).
16. The list of training courses completed during the current cycle by brokers is also published on their record in the Register of licence holders on the Organization's website.

Section V

DISPENSATION FROM TRAINING

17. A licence holder is dispensed from some or all of his obligations to complete continuing education activities if he is absent or on leave for at least four (4) consecutive weeks due to illness or accident, or for family or parental reasons. For the application of this section, the causes and terms of such absence or leave are those outlined in V.0.1 and V.1 of Chapter IV of the *Act respecting Labour Standards*.

The licence holder may obtain a dispensation in accordance with the above paragraph by applying in writing to the Organization, specifying the reasons for the dispensation and submitting a supporting document or a medical certificate.

The Organization shall grant the dispensation for the duration and under the terms outlined in the supporting document or medical certificate.

Should the Organization decide to reject the application for dispensation in whole or in part, it shall notify the licence holder in writing and inform him of his right to submit written comments by the deadline indicated by the Organization.

The Organization shall make a decision on the application and notify the licence holder of its decision.

18. As soon as the situation described in section 17 and which led to a dispensation of indeterminate duration ceases, the licence holder must immediately notify the Organization in writing, and comply with the obligations under this Policy by completing the continuing education activities needed to obtain the number of CEUs prorated based on the number of full months, remaining or not, during which he was not dispensed of his obligations. The prorated number of CEUs is rounded up to the highest whole number, according to the requirements specified in section 3.

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19. A licence holder is partially exempted from his obligations to take continuing education activities if he demonstrates to the Organization that he has successfully completed one of the training programs recognized in an agreement between the Organization and an educational institution, and which deals with the skills that a real estate agency executive officer must possess. To be awarded 10 elective CEUs, the licence holder must also pass the agency executive officer certification examination. The continuing education units are awarded for the cycle during which the examination was successfully completed. Licence holders who received CEU recognition for an agency executive officer program cannot avail themselves of them.

Section VI DEFAULTS AND SANCTIONS

20. The OACIQ shall send a written notice, ninety (90) days before the end of the cycle, to any licence holder who has not obtained all the CEUs required under section 3 or section 6, minus the exemptions he benefits from.

The notice shall indicate to the licence holder:

- 1° the deadline by which he must meet his obligation;
- 2° the sanction to which he exposes himself if he does not meet his obligation by the deadline.

21. At the end of the cycle, if the licence holder is in default, his licence shall be suspended in accordance with section 15 of *Regulation respecting broker's and agency licences*.

The training hours accumulated following this default may only be applied to the cycle concerned by the default, until such default is remedied by the licence holder.

22. This Policy shall come into force on May 1, 2023.