

CURRENT MEMBER REGULATION	PROPOSED MEMBER REGULATION
1.8 EDUCATIONAL REQUIREMENTS (PROFESSIONAL DEVELOPMENT PROGRAM) 1.8.1 Definitions “Accreditation category” means the category of courses/seminars/learning opportunities that count towards fulfilling the PDP requirements. The accreditation categories are: Accredited and Self-Directed. “Accredited category” means learning opportunities that are approved by the Accreditation & Quality Assurance Committee. “PDP” means the Professional Development Program administered by the Society in conjunction with BCREA. “PDP cycle” means the two-year term coinciding with the Active Member’s two-year licence period during which the Active Member must fulfill the PDP requirements. “PDP hours” means the hours assigned to approved learning opportunities within the Accredited and Self-Directed categories, which count towards fulfilling the PDP requirements. “Self-Directed category” means learning opportunities which have not been approved under the Accredited category but address core or elective competencies that enhance a REALTOR®’s professional practice and which are verifiable on audit and otherwise meet the Self-Directed criteria set out herein. 1.8.2 PDP Requirements Members shall accumulate 18 PDP hours in each PDP cycle. Members shall fulfill their PDP requirements by selecting from learning opportunities within the Accredited and Self-Directed categories. It shall be the responsibility of each Active Member to ensure that any course/seminar/learning opportunity they attend has been pre-approved for PDP accreditation and to confirm the number of PDP hours and Accreditation category assigned thereto.	1.8 EDUCATIONAL REQUIREMENTS (PROFESSIONAL DEVELOPMENT PROGRAM) 1.8.1 Definitions “Accreditation category” means the category of courses/seminars/learning opportunities that count towards fulfilling the PDP requirements. The accreditation categories are: Accredited and Self-Directed. “Accredited category” means learning opportunities that are approved by the Accreditation & Quality Assurance Committee. “PDP” means the Professional Development Program administered by the Society in conjunction with BCREA. “PDP cycle” means the two-year term coinciding with the Active Member’s two-year licence period during which the Active Member must fulfill the PDP requirements. “PDP hours” means the hours assigned to approved learning opportunities within the Accredited and Self-Directed categories, which count towards fulfilling the PDP requirements. “Self-Directed category” means learning opportunities which have not been approved under the Accredited category but address core or elective competencies that enhance a REALTOR®’s professional practice and which are verifiable on audit and otherwise meet the Self-Directed criteria set out herein. 1.8.2 PDP Requirements Members shall accumulate 18-21 PDP hours in each PDP cycle. Members shall fulfill their PDP requirements by selecting from learning opportunities within the Accredited and Self-Directed categories. It shall be the responsibility of each Active Member to ensure that any course/seminar/learning opportunity they attend has been pre-approved for PDP accreditation and to confirm the number of PDP hours and Accreditation category assigned thereto.

Members shall accumulate the required number of PDP hours in each Accreditation category, in each PDP cycle. The minimum number of PDP hours required in the Accredited category is twelve (12); however, Active Members may accumulate all eighteen (18) required PDP hours within the Accredited category.

There is no minimum number of PDP hours required in the Self-Directed category; however, the maximum number of PDP hours to be allotted in the Self-Directed category is six (6).

PDP hours will not be allotted for the following:

- (a) Mandatory licensing education,
- (b) Courses/seminars that are required to be taken as a result of disciplinary action imposed by a real estate board or the provincial licensing and/or regulatory body,
- (c) Duplicate courses taken within the same PDP cycle (same course/seminar taken more than once).

PDP hours will be applied in the PDP cycle in which the course/seminar/learning opportunity is completed. No PDP hours may be carried forward into the member's next PDP cycle.

1.8.3 Accredited Category Requirements

Where seminars/courses are held in person, Members must produce a valid photo ID upon signing in prior to commencement of the course/seminar. Where a seminar/course is held virtually, Members must provide their name and remain on camera for the entire duration of the seminar/course.

Members must be present for the entire duration of the course/seminar in order to be allotted the PDP hours. PDP hours may be withheld, at the discretion of the Society, if the Active Member:

- (a) arrives late and/or leaves early; or
- (b) leaves and returns to the classroom frequently or for an extended period during the course; or

Members shall accumulate the required number of PDP hours in each Accreditation category, in each PDP cycle. The minimum number of PDP hours required in the Accredited category is twelve (12); however, Active Members may accumulate all ~~eighteen (18)~~ Twenty-one (21) required PDP hours within the Accredited category.

There is no minimum number of PDP hours required in the Self-Directed category; however, the maximum number of PDP hours to be allotted in the Self-Directed category is ~~six (6)~~ nine (9).

PDP hours will not be allotted for the following:

- (a) Mandatory licensing education,
- (b) Courses/seminars that are required to be taken as a result of disciplinary action imposed by a real estate board or the provincial licensing and/or regulatory body,
- ~~(c) Duplicate courses taken within the same PDP cycle (same course/seminar taken more than once).~~

PDP hours will be applied in the PDP cycle in which the course/seminar/learning opportunity is completed. No PDP hours may be carried forward into the member's next PDP cycle.

PDP hours will not automatically be allotted for duplicate courses within the same PDP cycle. However, the Society may approve hours for duplicate courses at its discretion in cases where repetition is deemed beneficial to the Member's professional development.

1.8.3 Accredited Category Requirements

Where seminars/courses are held in person, Members must produce a valid photo ID upon signing in prior to commencement of the course/seminar. Where a seminar/course is held virtually, Members must provide their name and remain on camera for the entire duration of the seminar/course.

Members must be present for the entire duration of the course/seminar in order to be allotted the PDP hours. PDP hours may be withheld, at the discretion of the Society, if the Active Member:

- (a) arrives late and/or leaves early; or

- (c) exhibits inattentive, disruptive or non-participatory behaviour during the course, including driving a vehicle while participating in any seminars/ courses held virtually.

If an assignment and/or examination is required to pass a course, an Active Member must complete the assignment(s) and pass the examination in accordance with the course provider's criteria in order to be allotted PDP hours for the course.

Where a course/seminar/learning opportunity has a current accredited challenge examination, PDP hours may be obtained by successfully passing the challenge exam without taking the course. A charge may be levied for a challenge exam. The PDP hours allotted are the same number of hours for which the course is accredited. A challenge exam for any given course may be written only once. An Active Member who fails a challenge exam will be required to attend that course/seminar/ learning opportunity in order to obtain those PDP hours.

1.8.4 Self-Directed Category Criteria

A course/seminar/learning opportunity will be eligible for approval within the Self-Directed category provided it meets all of the following accreditation and reporting criteria:

- (a) Content which addresses core or elective competencies that enhance a REALTOR®'s professional practice;
- (b) Must be a minimum of one hour, and total hours allotted must be in complete hour increments (e.g. a 3.5-hour accredited learning opportunity will be allotted three (3) PDP hours);
- (c) Auditable – the Society must be able to access information showing that the course/seminar/learning opportunity took place as reported; and
- (d) Verifiable – the Active Member must have proof of attendance and/or completion (e.g. completion certificate).

Reporting of attendance and/or completion must include:

- (a) the Active Member's name, Active Member number and/or licence number, and email address;

- (b) leaves and returns to the classroom frequently or for an extended period during the course; or

- (c) exhibits inattentive, disruptive or non-participatory behaviour during the course, including driving a vehicle while participating in any seminars/ courses held virtually.

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- (c) Auditable – the Society must be able to access information showing that the course/seminar/learning opportunity took place as reported; and
- (d) Verifiable – the Active Member must have proof of attendance and/or completion (e.g. completion certificate).

Reporting of attendance and/or completion must include:

- (b) the title, supplier, and delivery method of the course/seminar/learning opportunity, and a web link or other means of audit;
- (c) the number of hours;
- (d) an uploaded/attached document constituting proof of attendance and/or completion; and
- (e) a Declaration of accuracy, honesty and authenticity.

1.8.5 Failure to Complete PDP Requirements

Where a Member fails to complete the required PDP hours during their PDP cycle, the Society shall send the Member a notice advising of the non-compliance. A copy of such notice will also be sent by the Society to a Member-Link or Sub Member-Link of the Corporate Member employing such non-compliant Member. If the non-compliance is not rectified within fourteen (14) days from the date of the notice then, in accordance with Article 2.5.3 of the Bylaws, the Member shall automatically cease to be in good standing.

Notice that a Member is no longer in good standing may be sent by the Society to such Member by any of the following means:

- (e) personally;
- (f) by either prepaid registered mail or couriered to the last address on record with the Society for such Member; or
- (g) by email where such Member has provided an email address to Society.

If the Member fails to complete the required PDP hours within fifty-six (56) days of the date the Society sent notice to the Member informing them that they are no longer in good standing then, in accordance with Article 2.6 of the Bylaws, the Member shall automatically cease to be a Member.

1.8.6 Reinstating Membership

An Active Member who has not accumulated the required number of PDP hours during their PDP cycle at the time they voluntarily resign their membership with the Society, or are suspended or cease to be

- (a) the Active Member's name, ~~Active Member number and/or licence number, and email address;~~
- (b) the title, supplier, and delivery method of the course/seminar/learning opportunity, ~~and a web link or other means of audit;~~
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1.8.6 Reinstating Membership

an Active Member of the Society, will be deemed to have outstanding educational requirements indefinitely. In the event of an application for reinstatement of Society membership, any outstanding educational requirements must be fulfilled prior to the application being processed. An individual required to requalify for licensing (i.e. retake the Real Estate Trading Services Course and the Commercial/Residential Trading Services Applied Practice Course) will be deemed to have met the PDP reinstatement requirements and will not be required to complete any outstanding PDP requirements from their previous cycle.	An Active Member who has not accumulated the required number of PDP hours during their PDP cycle at the time they voluntarily resign their membership with the Society, or are suspended or cease to be an Active Member of the Society, will be deemed to have outstanding educational requirements indefinitely. In the event of an application for reinstatement of Society membership, any outstanding educational requirements must be fulfilled prior to the application being processed. An individual required to requalify for licensing (i.e. retake the Real Estate Trading Services Course and the Commercial/Residential Trading Services Applied Practice Course) will be deemed to have met the PDP reinstatement requirements and will not be required to complete any outstanding PDP requirements from their previous cycle.