

## 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 the Accreditation and Quality Assurance Committee and contributes to the fundamental skills, experience and knowledge required of REALTORS® throughout the province as outlined by the Accreditation policy.

#### Who can create a PDP accredited learning opportunity?

1. BCREA and real estate boards can create their own accredited learning opportunities.
2. BCREA and real estate 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 reviewed and/or sponsored by BCREA or a real estate board.
4. Learning institutions and professional associations 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 real estate 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:

- have a primary focus on developing knowledge, skill or aptitude in **one or more of the core competencies as outlined by the accreditation policy**;
- integrate the main principles of adult learning<sup>1</sup>, 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;
- 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 immediate relevance and impact to the learner’s profession; and
- contain opportunities for reflective and applied practice, such as case studies, scenarios, paired exercises, small group activities and/or personal reflection.

If your learning opportunity does not follow these principles, it may be eligible to count toward [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 aptitude that aid a Realtor in conducting their professional practice. The core competency areas recognized for accreditation are detailed below.

Examples of core competency and knowledge areas include:

Agency	Privacy
Assignments	Professional Standards

<sup>1</sup> Based on and adapted from Knowles’ 4 Principles of Andragogy

Building Design and/or Construction	Property Marketing
Building Health	Property Valuation
Commercial	Regionally Specific Requirements
Contracts/Standard Forms	Risk Management
Disclosures	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 other valuable knowledge areas and skills for example technology, organizational skills, personal branding, photography and others, 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 real estate board or the 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**

### **What do I need to submit for accreditation consideration?**

- You will need to send the following documentation to [pdpeducation@bcrea.bc.ca](mailto:pdpeducation@bcrea.bc.ca): copies of all resources and course materials (e.g., PowerPoint, learner workbook, handouts); and
- feedback from previous learner evaluations or the evaluation questions.

If you have already approached a real estate board for sponsorship, you will need to complete the Accreditation and Sponsorship Application form (provided by your sponsor).

### **How do I submit my application to the Accreditation and Quality Assurance Committee if the course materials and feedback provided are eligible for accreditation review?**

To submit your application to the Accreditation and Quality Assurance Committee, please send all resources and documentation to [pdpeducation@bcrea.bc.ca](mailto:pdpeducation@bcrea.bc.ca). You will also be invoiced an application fee.

### **For an accredited learning opportunity created by a real estate board or BCREA, what is the process?**

After the Accreditation and Sponsorship Application form is completed and submitted to the 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 real estate 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?

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. Instructor-led accredited learning opportunities can only be offered in collaboration with a real estate board and/or BCREA to be eligible for accredited PDP hours. Learning opportunities hosted independently may count toward self-directed PDP hours. Once approved for accreditation, self-paced online learning opportunities can be offered as accredited.
3. The BCREA Professional Development Program accredited logo can be used only for learning opportunities approved by the Accreditation and Quality Assurance Committee.
  - Example of correct terminology:
    - “Course Name” has been approved for 6 accredited hours in the BCREA Professional Development Program.
    - Successfully complete “Course Name” and receive 6 accredited hours in the BCREA Professional Development Program.
4. The approved learning opportunity will be added to the [BCREA Library of Accredited Courses](#). BCREA will not provide additional promotion or contact information for Realtors. The vendor must contact the real estate boards directly to discuss bookings of the course if instructor led.
5. External vendor accredited learning opportunities may not involve any self-promotion or sales, or utilize learner’s personal information for any marketing purposes.

### 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 real estate 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.