

## Real Estate Training Program Directive

### Admissions

<b>Classification</b>	Real Estate Training Programs
<b>Responsible Authority</b>	Program Manager, Real Estate Training
<b>Executive Sponsor</b>	Senior Vice President, Academic
<b>Approval Authority</b>	Executive Director, Online and Professional Training
<b>Date First Approved</b>	2025-06-13
<b>Date Last Reviewed</b>	N/A
<b>Date to Complete Mandatory Review</b>	2026-06-12

### Purpose

To outline the admission requirements that learners must meet to enroll in the Real Estate Council of Ontario (RECO) approved Real Estate Training Programs at Algonquin College, in accordance with RECO's regulatory requirements.

### Scope

This directive applies to all learners, facilitators, and staff involved in the delivery of real estate training programs. These programs include the Real Estate Salesperson Program, consisting of the Pre-Registration Phase and the Post-Registration Phase, and the Real Estate Broker Program, offered through Algonquin College.

### Definitions

<b>Designate</b>	An entity with whom RECO has entered into a contractual agreement to deliver registration education on its behalf.
<b>RECO ID</b>	Unique learner identification number assigned by RECO.
<b>Education Equivalency Assessment (EEA)</b>	A process where an applicant's prior related learning and/or real estate licensing history is assessed for a determination of what education will be required for registration as an agent or broker in Ontario. EEA is governed and enforced by RECO.

## Directive

Real estate is a regulated profession and the Real Estate Council of Ontario (RECO) regulates the real estate brokerages and agents who trade in real estate in Ontario. It is the responsibility of each applicant to review and determine their eligibility to work in Ontario. More information on employment requirements can be found on the RECO website: <https://www.reco.on.ca/agents-and-brokerages/becoming-a-real-estate-agent>.

Before applying, applicants must ensure they meet the admission requirements for the program. All components of the Real Estate Education Programs and related support services are delivered in English. Learners must possess sufficient English language proficiency to successfully complete the program. It is the responsibility of the learner to provide supporting documentation to the College as requested, including proof of educational credentials.

### 1.0 General Admission Requirements - All Programs

All applicants must:

- a. Be at least 18 years of age at the time of application;
- b. Supply their unique RECO ID
- c. Apply using their full legal name, as it appears in their RECO account;
- d. Disclose any active sanctions imposed by RECO or another RECO Designate;
- e. Declare any valid Education Equivalency Assessment (EEA) decision issued by RECO;

#### 1.1 Salesperson Program – Pre-Registration Admission Requirements

In addition to the General Admission Requirements outlined in Section 1.0, in order to be admitted to the Pre-Registration Phase, learners must:

- a. Meet the minimum English language proficiency requirements, outlined in Appendix A.
- b. Provide acceptable proof of successful completion of one of the following academic criteria:
  - i. Canadian or U.S. secondary school diploma, or;
  - ii. General Education Diploma (GED), Canadian Adult Education Credential (CAEC), or equivalent, or;
  - iii. International credentials assessed as equivalent by World Education Services (WES) or International Credential Assessment Service of Canada (ICAS).

Applicants who do not meet the specified admission requirements may be considered for entry through an alternative admissions assessment. This assessment shall be administered solely by Algonquin College's Test Centre. Prospective applicants should contact the Program Support Officer to discuss their eligibility and initiate the assessment process or book their assessment directly by contacting the Test Centre, <https://www.algonquincollege.com/testcentre/admission-assessments/>.

#### 1.2 Salesperson Program – Post-Registration Admission Requirements

In addition to the General Admission Requirements outlined in Section 1.0, to be admitted to the Post-Registration Phase, learners must:

- a. Have successfully completed the Pre-Registration Phase;
- b. Be registered with RECO as a salesperson;

Completion of the Post-Registration Phase is required for registrants to be eligible to renew their registration with RECO at the conclusion of their initial two-year registration cycle. In order to renew their registration following the initial two-year registration cycle with RECO, applicants must complete the post-registration phase.

Applicants who do not complete the post-registration phase before their registration expiry date will not be permitted to renew. Applicants will have 24 months from the date their RECO registration terminates to complete the post-registration phase and to reinstate their registration. Applicants will not be permitted to trade in real estate or hold themselves out as being eligible to trade in real estate while their registration is terminated.

### **1.3 Broker Program – Admission Requirements**

In addition to the General Admission Requirements outlined in Section 1.0, to be admitted to the Broker Program, learners must:

- a. Be registered as a salesperson with RECO;
- b. Have successfully completed the Real Estate Training Salesperson Program;
- c. Pass the Broker Qualifying Exam;

In addition, applicants who completed the Salesperson Program with the Ontario Real Estate Association (OREA) College must provide proof of completion of Real Estate Law and Commercial Transactions courses. If they have not been completed, applicants must first complete the equivalent course requirements before enrolling in the Real Estate Training Broker Program.

## **Procedure**

	Action	Responsibility
01	Review program eligibility requirements and submit required documentation using Algonquin College's official program registration systems and processes.	Applicant
02	Verify application and confirm eligibility against RECO and College admission requirements.	Program Support Officer
03	Confirm in RECO's portal that the applicant: (a) has no active RECO or designate sanctions, and (b) if applicable, holds a valid Education Equivalency Assessment (EEA) decision.	Program Support Officer

- |           |   |                         |
|-----------|---|-------------------------|
| <b>04</b> | Communicate admission decisions and next steps to the applicant. Provide student onboarding information to admitted learners. | Program Support Officer |
|-----------|---|-------------------------|

## Related Policies and Directives

Real Estate Training Registration Directive

## Appendix

### English Language Proficiency Requirements

All applicants must demonstrate adequate English language proficiency through one of the following methods:

#### 01. Previous Education:

- Ontario Secondary School Diploma (or Canadian provincial equivalent) with English credit (Grade 12 U, M, or C)
- Completed secondary education in English in a country other than Canada where English is the primary/official language. This must include passing a grade 12 English course (not ESL/EFL)\*
- Completed at least one academic year of recognized, full-time post-secondary education (not language training) in English in Canada or in another country where English is the primary/official language\*
- Graduated from a Canadian university or public college ESL Pathway Program or English for Academic Purposes (EAP) Certificate Program

*\*Applicants with international credentials must provide proof of equivalent credentials through World Education Services (WES) or ICAS Canada.*

#### 02. Equivalent Credential:

- General Educational Development (GED) certificate or a Canadian Adult Education Credential (CAEC) completed in English
- Academic and Career Entrance (ACE) certificate completed in English

#### 03. Standardized English Language Proficiency Test:

English Proficiency Tests**	Minimum Required Scores
TOEFL iBT	Overall score of 80 and no component under 20
International English Language Testing System (IELTS) Academic	Overall 6.0 and no band below 5.5
Canadian Academic English Language Assessment (CAEL)	Overall 60
Cambridge English Qualification – General & Higher Education	169 and no component below 162
Duolingo Language Test	105
Pearson Test of English (PTE) Academic	53 and no component below 45

*\*\* To be accepted as proof of English proficiency at the time of admission, the test must have been taken within the 24 months prior to applying to the program.*