

Real Estate Training Program Directive

Curriculum

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

Purpose

To outline the curriculum structure, requirements, and expectations for completion of the Real Estate Council of Ontario (RECO) real estate training programs.

Scope

This directive applies to all learners, faculty, 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

Assessment Service Provider (ASP)	Designated Exam Provider. A Designate that develops and administers exams on behalf of RECO.
eLearning Course	Asynchronous online learning component.
Simulation Session	Synchronous instructor-led learning. Simulation sessions may be scheduled as in-person or virtual learning.
Prerequisite	A course or requirement that must be completed before progressing to the next component in the program.
Education Equivalency Assessment (EEA)	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.

Policy

1.0 Curriculum

The Real Estate Council of Ontario (RECO) sets the education requirements and curriculum standards for individuals pursuing registration as real estate salespersons and brokers in Ontario. While Algonquin College is responsible for delivering the program, all course content and learning outcomes for the Real Estate Training Programs are governed and approved by RECO.

2.0 Program Outline

The Real Estate Registration Training programs include the Real Estate Salesperson Program, consisting of the Pre-Registration Phase and the Post-Registration Phase, and the Real Estate Broker Program.

2.1 Real Estate Salesperson Program

The Salesperson Program consists of two phases:

- Pre-Registration Phase: Composed of five eLearning courses, two simulation sessions, and associated theory exams. All components must be completed to be eligible to apply for registration as a salesperson with RECO.
- Post-Registration Phase: Includes one mandatory compliance course and two elective courses. Learners must complete this prior to the end of their first two-year registration cycle in order to renew their registration with RECO.

2.2 Real Estate Broker Program

The Broker Program consists of a Qualifying Exam, four eLearning courses, a mandatory two-day wrap-up session, and a final Broker Exam. All components must be completed to be eligible to apply for broker registration with RECO.

3.0 Program Progression

Learners must complete courses in the sequence outlined in the RECO-approved curriculum. Progression through the program is dependent on the successful completion of each prerequisite component. Course prerequisites are listed on the program registration site. Learners must adhere to RECO's mandated timelines for completion:

- Salesperson Pre-Registration: within 24 months of initial course access
- Salesperson Post-Registration: within 24 months of RECO registration
- Broker Program: within 12 months of initial course access

4.0 Program Components

4.1 eLearning Courses

eLearning courses are offered in a self-paced format. Each course must be completed within the designated timeframe specified at the time of registration. If a learner does not complete the course within the allotted time, an Incomplete will be recorded. In such cases, the course must be retaken in full. In such instances, learners are required to re-register and pay the applicable fees for all course retakes.

4.2 Simulation Session

Simulation Sessions are mandatory components of the Real Estate Salesperson Program that assess a learner's ability to apply knowledge of the program content through practice, activities, and case studies. These sessions are instructor-led and may be delivered in person or synchronously online. Attendance is mandatory to fulfil completion requirements, attendance below 100% will result in an incomplete grade. Refer to Real Estate Training Program Attendance Directive.

4.3 Examinations

An evaluation designed to assess a learner's understanding of the course or program's learning objectives or performance outcomes. Exams are developed and administered by RECO's approved Assessment Service Provider (ASP).

5.0 Post-Completion Access to Course Content

Learners will retain access to all completed eLearning course materials for a period of 12 months following program completion. This includes learners who have transferred from another college or who have completed the program under an approved Education Equivalency Assessment (EEA) decision. Access is provided through the College's Learning Management System (LMS).

Procedure

Action	Responsibility
01 Maintain currency of required program components and prerequisites on the program webpage for prospective learners to review prior to registration.	Program Manager
02 Update course materials, as directed by RECO.	LMS Manager
03 Monitor learner progression against RECO-mandated timelines and flag non-compliance.	Program Manager / Program Support Officer
04 Confirm and apply Education Assessment (EEA) decisions for eligible learners.	Program Manager
05 Ensure all course material remains accessible to learners in the LMS for a period of 12-months following course completion.	LMS Manager

Related Policies and Directives

Real Estate Training Admissions Directive

RECO Education Equivalency Assessment Directive

Real Estate Training Grading & Exam Directive

Real Estate Training Registration Directive