

Real Estate Training Program Directive

## Learner Transfer Between Designates

<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 document the process and criteria for learners in Real Estate Training Programs to transfer between RECO-designated education delivery institutions, ensuring consistency, academic continuity, and fairness for both sending and receiving learners.

### 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>Current Designate</b>	The institution the learner is enrolled with at the time of the transfer request.
<b>Receiving Designate</b>	The institution the learner wishes to transfer to.
<b>RECO ID</b>	Unique learner identification number assigned by RECO.
<b>Accommodation</b>	Academic supports granted due to a documented need.
<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.

## Policy

### 1.0 Learner Eligibility and Limitations

Learners enrolled in the Real Estate Salesperson Program or Real Estate Broker Program at Algonquin College may request a transfer to another RECO-designated institution. Algonquin College may also receive learners from other RECO-designated institutions.

Transfers are permitted only if the learner is within the maximum allowable timeframe to complete the applicable program component (Salesperson Pre-Registration Phase: 24 months; Salesperson Post-Registration Phase: 24 months; Broker Program: 12 months) and meets all eligibility criteria.

Learners are not eligible for transfer if they:

1. Are subject to an active exam misconduct investigation
2. Are serving an exam-related sanction that prevents participation in registration training
3. Are completing courses under an Education Equivalency Assessment (EEA) decision issued by RECO.

Algonquin College reserves the right to apply additional eligibility criteria, subject to RECO's approval, provided such criteria do not unreasonably limit transfer opportunities.

### 2.0 Institutional Responsibilities

Algonquin College will ensure a fair and timely process when acting as either the sending or receiving institution. This includes clearly communicating transfer procedures and timelines; verifying or providing learner documentation within five (5) business days; validating transfer eligibility through RECO systems; and applying original program timelines based on the learner's initial access to eLearning content. Where applicable, program extensions or academic accommodations granted by a prior designate will be honoured upon receipt of appropriate documentation. Administrative fees associated with the processing

or support of transfer requests will be communicated to learners and disclosed to RECO prior to implementation.

### 3.0 Academic Continuity and Documentation

To support academic continuity, Algonquin College will provide or validate official records of completed coursework, including dates of access and any approved program accommodations or extensions. Transcripts and other supporting documents will reference the learner's RECO ID. Learners will also be informed of how to retain access to completed course materials following a transfer.

For courses with required exams, the course is only considered complete if the learner has successfully passed the corresponding exam. Documentation of course completion must reflect this. Learners will be informed of how to access or retrieve course materials from the original institution after the transfer is complete (e.g., PDF download, LMS access).

## Procedure

Action	Responsibility
<b>01</b> Submit a transfer request, including all required supporting documentation, through the designated application process. Learners must ensure they are within the permitted timeframe and eligible for transfer under RECO guidelines.	Learner
<b>02</b> Review the transfer request for completeness and eligibility, including checking the learner's RECO ID and program timeline through RECO's system.	Program Support Officer
<b>03</b> If Algonquin is the sending institution: within five (5) business days, issue an official transcript, include the date of first access to eLearning content, confirm exam completion where applicable, confirm any granted accommodations or program extensions (with supporting documentation, if applicable), and advise the student on how to retain access to completed course materials.	Program Support Officer
<b>04</b> If Algonquin is the receiving institution: within five (5) business days, validate incoming documentation, ensure the student is eligible for transfer, and confirm that there is sufficient time remaining for program completion based on the date of first access to eLearning content.	Program Support Officer

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| <b>05</b> | Honour any approved program extensions or accommodations granted by the sending institution, provided valid documentation is received.   | Program Support Officer |
| <b>06</b> | Apply any approved course exemptions or accommodations to the learner's record and notify the student of the result of the transfer request within five (5) business days of receiving a complete application. | Program Support Officer |
| <b>07</b> | Collect from the learner any applicable administrative fees associated with processing or supporting the transfer.   | Program Support Officer |

## Related Policies

Real Estate Training Admissions Directive

Education Equivalency Assessment Policy