

## Real Estate Training Program Directive

### Attendance

<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>	2025-05-30
<b>Date Last Reviewed</b>	N/A
<b>Date to Complete Mandatory Review</b>	2026-05-29

### Purpose

To outline attendance expectations and requirements for learners participating in the synchronous components of 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

<b>Synchronous</b>	Courses that are facilitator-led, including Simulations Sessions (Salesperson Program) and Wrap-Up Sessions (Broker Program)
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### Policy

Learners must attend and actively participate in all required synchronous components of the program, as outlined in accordance with the Real Estate Council of Ontario's mandated course progression pathway. Examples of synchronous sessions include Simulation Sessions (Pre-Registration Program) and Wrap-Up Sessions (Broker Program).

### 01. Attendance Requirement

Learners must attend 100% of all required synchronous sessions. Learners are expected to actively participate in the learning activities. Attendance below this threshold will result in an incomplete grade, and the learner will be required to retake the entire component. Standard registration processes and fees apply for all retakes.

### 02. Attendance Tracking and Identity Verification

Attendance for synchronous components will be tracked and recorded by facilitators daily. At the beginning of the synchronous session, learners must present a valid, government-issued identification containing a photo and name (examples may include passport, driver's license, and permanent resident card). The name on the government-issued photo identification must match the name on the learner record.

### 03. Absence Reporting

Learners are responsible for reporting absences in advance to the Program Support Officer, or as soon as possible in the case of emergencies.

### 04. Make-Up Sessions and Cancellations

If a synchronous session is cancelled by the College, learners will be notified and rescheduled into a make-up session at no additional cost. Make-up sessions are subject to availability and scheduling constraints. Learners are responsible for confirming new session dates and ensuring attendance.

## Procedure

	Action	Responsibility
01	Track and record learner attendance and participation for all required synchronous sessions and provide attendance information to the Program Support Officer.	Facilitator
02	Verify learner identity at the start of each synchronous session.	Facilitator
03	Report absences to the Program Support Officer.	Learner
04	Maintain attendance record of learners, as reported by the session facilitators and self-reported by the Learner.	Program Support Officer

## Related Policies

Real Estate Training Learner Conduct Directive