

Real Estate Training Program Directive

Registration

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| 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 | 2026-02-27 |
| Date to Complete Mandatory Review | 2027-02-26 |

Purpose

To outline the terms, conditions, and expectations for learners registering in the Real Estate Council of Ontario (RECO) Real Estate Registration Training Programs offered at Algonquin College.

Scope

This directive applies to all learners, facilitators, and staff involved in the delivery of Real Estate Registration 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

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| Learner Portal | The official online platform(s) used to apply, make payments, and manage student enrolment. |
| Learning Management System (LMS) | The official online platform used to access courses. |
| 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 in Ontario. EEA is governed and enforced by RECO. |

Policy

1.0 Registration – Program Components

Learners must be formally admitted to a Real Estate Training Program before they are eligible to register for any courses. Registration requirements, including prerequisites, vary depending on whether the learner is pursuing the Real Estate Salesperson or Real Estate Broker Program. Refer to **Real Estate Training Admission Directive** for further information.

2.0 Registration Process – Courses

Once admitted to the program, learners must register for courses through Algonquin College's website. Learner registration information must match the information provided to RECO's MyWeb under their Reference ID. Registration is permitted only in accordance with the Real Estate Council of Ontario's mandated course progression pathway. Learners are not permitted to register for any program component if they have not completed and/or passed any prerequisite. It is the learner's responsibility to be aware of any program component prerequisites.

Most courses are delivered asynchronously and may be registered for and completed at the learner's own pace, within overall program timelines. Access to asynchronous course materials in the College's Learning Management System (LMS) will be provided within **three (3) business days** of confirmed payment. Simulation sessions are facilitator-led and offered on a scheduled basis. Learners must register for these sessions in advance, according to published timelines. Access and participation are subject to minimum and maximum class size requirements. For more information, refer to *Section 6: Class Sizes and Waitlists*.

Payment is required at the time of course registration for all program components, including asynchronous courses and simulation sessions.

3.0 Fees, Payments, and Refunds

3.1 Fees:

A schedule of all fees—including mandatory courses, optional courses, administrative charges, remediation fees, mandatory ancillary materials, and facilitated-review sessions—is published on the College website and provided in Appendix 1 below. Updated schedules are filed with RECO before implementation.

Any changes to program component fees and administrative fees may be made annually and will be announced on the program website.

3.2 Payments

Payment must be made online through the website.

We accept Visa, Visa Debit, MasterCard, and MasterCard Debit. We do not accept prepaid credit cards or INTERAC payments. We also accept Google Pay.

3.3 Course Fees and Refunds

Course fees for asynchronous (self-paced) courses are non-refundable upon registration and payment by the learner.

For scheduled Simulation Sessions (synchronous courses):

- Learners who officially withdraw more than 10 business days before the start date of the Simulation session are entitled to receive a refund of the course fee paid, less a \$25 administrative fee.
- Learners who officially withdraw after 10 business days before the start date of the Simulation session are not entitled to a refund. Learners will still be liable for payment of any outstanding fees owing to the College.

If the College cancels or reschedules any course component for which a learner is registered, the registered learner is entitled to a full refund including the administrative fee.

The application fee is a one-time fee applicable to new learners to the Algonquin College Real Estate Salesperson Program, Pre-Registration or Post-Registration phase. The application fee is non-refundable. Applicants or learner transfers into the Broker Program do not pay an application fee.

Refunds or partial refunds may be considered under **exceptional circumstances**, such as:

- Serious medical situations
- Death of the student, parent, spouse or child
- Life-threatening illness to spouse, parent or child

For consideration under the exceptional refund process, students are required to submit a written request for withdrawal and refund to the **Program Support Officer**, including their full name, RECO ID, the reason for the exceptional request, and any relevant supporting documentation.

4.0 Program Timelines and Completion Deadlines

Learners are required to complete their program within RECO-mandated timelines according to the Curriculum Directive.

Learners with an Education Equivalency Assessment (EEA) decision must follow the completion timelines outlined in their RECO decision letter. These deadlines will be verified by the College using RECO's system.

5.0 Class Sizes and Waitlists

Scheduled (synchronous) course components will operate within defined minimum (12) and maximum (24) enrolment limits for the Pre-Registration Training Program and 3 learners for the simulation in the Broker program. If the minimum enrolment is not reached, the course may be rescheduled. Waitlists will be maintained for oversubscribed classes, and learners will be notified by email as space becomes available. Upon receiving the notification, a learner will have 48 hours to complete their online registration and payment, or the seat will be made available to the next learner on the waitlist.

Related Directives

Real Estate Training Admissions Directive

Real Estate Training Curriculum Directive

Appendix 1 – Fees Schedule

| Algonquin College Real Estate Salesperson and Broker Program Fees | |
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| One-time fees | Fee |
| Program Application Fee – Real Estate Salesperson (including learner transfers) | \$75 |
| Program Application Fee – Broker (including learner transfers) | No fee |
| Administrative Fee (for eligible course withdrawals before deadline) | \$25 |
| Pre-Registration Course Fees | |
| Requirements | Total |
| Course 1: Real Estate Essentials - (eLearning) | \$600 |
| Exam 1: Invigilated Theory Exam - (2 hrs) | \$120 |
| Course 2: Residential Real Estate Transactions - (eLearning) | \$685 |
| Exam 2: Invigilated Theory Exam (3 hrs) | \$120 |
| Course 3: Additional Residential Real Estate Transactions - (eLearning) | \$360 |
| Exam 3: Invigilated Theory Exam - (3 hrs) | \$120 |
| Simulated Session 1: Residential Real Estate Transactions - (Virtual Instructor Led) | \$740 |
| Simulation Session 1 Exam - (3 hrs) | \$120 |
| Course 4: Commercial Real Estate Transactions- (eLearning) | \$360 |
| Exam 4: Invigilated Theory Exam - (3 hrs) | \$120 |
| Simulated Session 2: Commercial Real Estate Transactions - (Virtual Instructor Led) | \$575 |
| Simulation Session 2 Exam - (3 hrs) | \$120 |
| Course 5: Getting Started - (eLearning) | \$100 |
| <i>Optional Facilitated Review Sessions Course 2</i> | \$320 |
| <i>Optional Facilitated Review Sessions Course 3</i> | \$140 |

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| <i>Optional Facilitated Review Sessions Course 4</i> | \$185 |
| Post-Registration Course Fees | |
| Requirements | Total |
| Compliance - eLearning | \$345 |
| Elective Course (two electives required - see list below) | \$155 |
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| Post-Registration Course Titles (All eLearning) | Requirements |
| Compliance | mandatory |
| Real Estate as an Investment Strategy: Commercial Properties- Fundamentals | elective |
| Real Estate as an Investment Strategy: Residential Properties | elective |
| Working in Real Estate: Ownership Alternatives and Complexities | elective |
| Working in Real Estate: Rural, Recreational, Waterfront Properties | elective |
| Real Estate as an Investment Strategy: Commercial Properties- Advanced | elective |
| Broker Program Fees | |
| Requirements | Total |
| Broker Qualifying Exam | \$120 |
| Course 1: Planning and Start-Up eLearning | \$295 |
| Course 2: Business Management eLearning | \$295 |
| Course 3: Human Resources eLearning | \$295 |
| Course 4: Ongoing Oversight eLearning | \$295 |
| Wrap-up: Bringing it All Together - VILT | \$400 |
| Broker Final Exam | \$120 |