

The **Mandatory Continuing Education (MCE)** course is determined by the Committee of Examiners and approved by the Financial and Consumer Service Commission. Anyone who holds a real estate license, whether it be salesperson, manager or agent, must take their course(s). Members licensed as Agents or Manager may have a second course which must also be completed each year.

This information guide is intended to provide registrants with an overview of the guidelines and procedures for the MCE courses offered by the New Brunswick Real Estate Association. **It is your responsibility to read, understand and adhere to all guidelines.**

The MCE program is in place to assist real estate professionals in gaining knowledge to better serve and protect the public, to improve the professional image of industry and to reduce potential claims against registrants. For further information, or for clarification of any information contained in this publication, please contact the NBREA's Director of Education at education@nbrea.ca.

2015 MCE Course

- **The 2015 MCE course, 'REALTOR® Update: Legislation and REALTOR® Responsibility, must be completed by all NBREA members by December 11, 2015.** The MCE course will be offered at 14 sessions throughout the province. Please refer to the Course Schedule for dates and locations. There are more than sufficient spaces to meet the needs of all members. This year's requirement will be completed in two parts. Part One is a classroom component on Federal and Provincial legislation impacting REALTORS® and case studies, which you must register for online through the NBREA website (\$125 +HST). Part Two is an online course entitled "CASL: Canadian Anti-Spam Legislation" through REvia (\$75 + HST). Members, please register as soon as you can to avoid disappointment and to avoid penalties for not completing your mandatory continuing education requirement by December 11, 2015.

Members who have not completed their educational requirements during the set schedule for the year will be referred to the Registrar for evaluation of membership status.

Registration and Payment

Registrants are advised to register as soon as possible.

- Registration for all classroom courses is done online through the NBREA website (www.nbrea.ca). Select 'Events Calendar' to login and register for the education course of your choice.
- Registration is on a first come, first served basis. Minimum enrollment in each class is 25 students and a maximum of 65 students.
- Registration for all online courses is completed through the REvia website. You must go to learn.revia.ca/register to register and get your password prior to registering for the CASL course. **When registering you must go to the Atlantic portal and choose the CASL course.**
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- Course fees are payable to the Association by Visa or MasterCard online as outlined above. If you prefer, you can also pay by cheque or debit at our office in Fredericton. , NO CASH payments will be accepted. *(Any cheques declined by your bank must be replaced immediately. A certified cheque or money order covering the original amount, plus an additional NSF fee of \$25.00 will be required.)* No space will be reserved until the payment transaction is complete.

- Income tax receipts will be emailed upon payment to the email address on file with the Association. It is your responsibility to notify the Association of any name, address or email address changes.

If NBREA is required to schedule additional classes, the registration fee for the additional classes will be double the original fee as per the Financial and Consumer Services Commission approved Committee of Examiners Policy. (\$250.00 + HST for the classroom session).

- NO SHOW POLICY:** A \$50.00 plus HST No Show fee will be charged to those members who do not attend a course for which they have registered. If you do not show up for the next class for which you transfer, you will forfeit your registration fee and will have to pay the full price to register for your course to complete your requirement.

Cancellation and Refund Policy

- Class fees are non-refundable.** Registrants enrolled in a class may have the class fee transferred to a later class date provided that **written** notice is given to NBREA at least two weeks prior to the date of the class for which the registrant is cancelling. Registrants who give less than two (2) weeks notice of the need to transfer to a different class prior to the course date will be assessed a \$15 + HST transfer fee.
- Requests for refund or transfer of fees due to extenuating circumstances (i.e.: medical or bereavement reasons) will be considered on an individual basis. If possible, notice should be provided prior to the designated class. Requests should be submitted in writing to the Director of Education and should be accompanied by supporting documentation.
- The Association reserves the right to cancel or reschedule classes if minimum enrollment is not reached. The Association also reserves the right to change class locations or dates as deemed necessary. Any changes will be communicated to registrants via email.
- The Association does not assume responsibility or liability concerning any inconvenience, expense, or other resulting losses incurred by registrants due to class cancellations or changes.
- Inclement weather can pose difficulties in New Brunswick. Registrants must use their own judgement regarding travel as conditions differ throughout the province. If you cannot attend, please notify NBREA by email at education@nbrea.ca on the morning of your scheduled course and also specify which course you would like to be transferred to. Failing to do so would mean that you will be considered a no show (and subject to the no show policy).

Classroom Attendance and Procedures

- Pre-enrollment and confirmation from NBREA is required for all courses. **No walk-ins will be allowed.**
- All students must sign in to the class at least 15 minutes prior to the start of the course and again at the beginning of the afternoon session. Sign out will be completed at the end of the day.
- Course credit is given only for 100% attendance in the session. It is your responsibility to sign in at the beginning of the morning and afternoon sessions and sign out at the close of the session to receive credit for attendance.
- Personal breaks will be limited to fifteen (15) minutes in total for the entire day (outside of the classroom scheduled breaks).
- Students arriving more than fifteen (15) minutes after the start of the course will not be admitted and will be required to re-enroll in a later class as per the no show policy.
- Course materials will be issued at the start of each class; all other supplies (e.g., pens and paper) must be provided by the student.

Mandatory Continuing Education Course Guidelines

- Members must be actively engaged in the course to receive credit:
 - **All communication devices (including smartphones and tablets) must be turned off or put on silent during the sessions.**
 - Give your full attention to the presenter
 - Actively participate in the interactive activities
- Upon completion of the class, registrants may be asked to evaluate the course content and course delivery. All feedback is appreciated and will be used to plan and develop future courses.
- ***Members who have not completed their educational requirements during the set schedule for the year will be referred to the Registrar for evaluation of membership status.***