



REAL ESTATE
EDUCATION



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Explore the
possibilities

Real Estate Salesperson Program Learning Path



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Real Estate Salesperson Program Learning Path

STEP 1: PRE-REGISTRATION PHASE

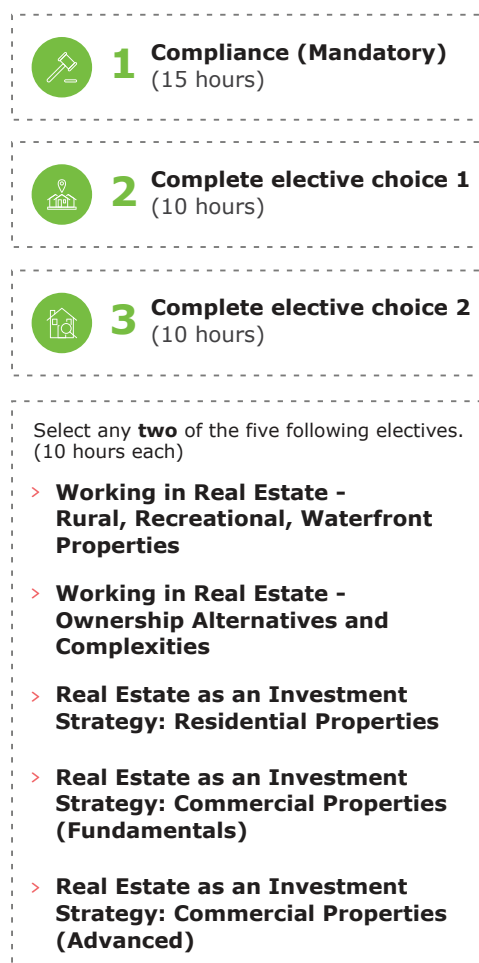
Get started here with pre-registration and complete the courses, exams and simulation sessions sequentially as shown below. You will have a maximum of 24 months to complete pre-registration.

STEP 2: REGISTER WITH RECO

Upon completing STEP 1, you are now eligible to register with RECO. You have one year to complete your registration from the time you complete pre-registration. Once you are registered, proceed to STEP 3: Post-Registration Phase.

STEP 3: POST-REGISTRATION PHASE

To be eligible to renew your registration at the end of your initial two-year registration cycle with RECO, you must complete the post-registration phase. Complete the mandatory compliance course and then complete any two of the remaining 5 electives.



3

steps to complete
the Real Estate
Salesperson
Program

NOTE: Successful completion of the Real Estate as an Investment Strategy: Commercial Properties (Fundamentals) is a prerequisite to registering for Real Estate as an Investment Strategy: Commercial Properties (Advanced).

*As learning is self-directed, time indicated is an estimation. Actual time will vary by learner.



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STEP 1: PRE-REGISTRATION PHASE

The **Pre-Registration Learning Path** outlines the first phase of the Real Estate Council of Ontario's (RECO) Real Estate Education Programs. Learners must complete this first phase before applying for registration with RECO. Get started here with the pre-registration phase and complete the courses, exams and simulation sessions sequentially as shown below. You will have a maximum of 24 months to complete pre-registration.

Through an immersive structure that follows the flow of a real estate transaction, courses lay out the fundamentals of the profession and applicable legislative rules and obligations. Mandatory in-person exams and simulation sessions give learners an opportunity to show that they have an understanding of theory and can apply practical skills before advancing to the next course.



COURSE 1

Real Estate Essentials (40 Hours)

This course provides an introduction to the fundamentals of real estate and lays out the role of a salesperson in relation to their obligations under the *Real Estate and Business Brokers Act, 2002 (REBBA)* and its associated regulations, including the Code of Ethics. It also touches on other relevant legislation.

Course Modules

1. Introducing the Real Estate Profession

2. Introducing the Fundamentals of Real Estate

3. Introducing Property Ownership, Rights and Limitations

4. Introducing Land Description and Land Registration

5. Introducing the *Real Estate and Business Brokers Act (REBBA)*

6. Introducing the Key Legislation & Regulations

7. Introducing Other Relevant Legislation & Regulations



EXAM 1:

This will be a two-hour in-person invigilated theory exam covering content from Course 1.



COURSE 2

Residential Real Estate Transactions (150 Hours)

Following the flow of the real estate transaction, this course details the requirements and processes for listing, selling, and completing residential real estate transactions. Modules explore a variety of topics, including: seller and buyer services; residential dwellings and attributes; advertising and marketing; and the agreement of purchase and sale.

Course Modules

1. Explaining Services Available to a Seller or a Buyer
2. Documenting Relationships
3. Understanding Residential Property Types, Ownership, and Planning
4. Factors Impacting Residential Real Estate Negotiations
5. The Financial Aspects of the Buying and Selling Process and the Role of Third-Party Professionals
6. Understanding Residential Construction – Structural Components
7. Understanding Residential Construction – Mechanical Systems
8. Understanding Residential Construction – Internal & External Finishes
9. Preparing to Market a Residential Real Property
10. How Property Conditions Impact Disclosure Requirements
11. Property Value and Listing Price Considerations
12. Listing and Marketing Properties
13. Showing Residential Properties and Advising on Properties of Interest

14. The Offer Process and Regulatory Obligations

15. Introducing a Residential Agreement of Purchase and Sale

16. Completing a Residential Agreement of Purchase and Sale Including Terms for a Buyer or Seller

17. Writing Conditions to be Included in an Agreement of Purchase and Sale

18. Completing a Residential Agreement of Purchase and Sale, Countering an Offer, and Working with Competing Offers

19. Additional Sale-Related Documents and Other Legal Obligations

20. Completing Real Estate Transactions



EXAM 2:

This will be a three-hour in-person invigilated theory exam covering content from Course 2.



COURSE 3

Additional Residential Real Estate Transactions (95 Hours)

This course expands on the content presented in the Residential Real Estate Transactions course, exploring how key concepts are applied in other types of residential transactions, including: condominiums; new construction; rural properties; residential multi-family dwellings; and residential leasing.

Course Modules

1. Introducing Residential Condominiums
2. Preparing to Sell Residential Condominiums
3. Completing Agreements of Purchase and Sale for Residential Condominiums
4. Transactions Involving New Construction
5. Transactions Involving Rural Properties
6. Transactions Involving Residential Multi-Unit Dwellings
7. Preparing to Lease Residential Real Properties
8. Preparing to Lease Residential Condominiums
9. Completing Agreements to Lease for Residential Tenancies



EXAM 3:

This will be a three-hour in-person invigilated theory exam covering content from Course 3.



SIMULATION SESSION 1

Residential Real Estate Transactions (35.5 Hours)

In this simulation session, learners will spend 5 days practicing core activities and tasks related to residential real estate transactions with an experienced real estate professional acting as a coach. The simulation and related assessments will work through all stages of a typical transaction and will cover various property types (for example, single-family homes and condominiums).

The experience will let learners apply knowledge and skills gained from the eLearning portion of the program in realistic simulated interactions.



COURSE 4

Commercial Real Estate Transactions (115 Hours)

This course introduces learners to the unique requirements and processes for listing, selling and leasing various types of commercial properties—including office, retail, industrial and agricultural properties—as well as brokering the sale of businesses. Modules explore a variety of topics, including: commercial construction; requirements for different types of commercial transactions; and, how to prepare contractual agreements.

Course Modules

1. Introducing Commercial Real Estate
2. Understanding Commercial Construction
3. Identifying Requirements for Office and Retail Properties
4. Preparing to Sell Office and Retail Properties
5. Preparing to Sell Commercial Condominiums
6. Identifying Requirements for Industrial Properties
7. Preparing to Sell Industrial Properties
8. Showing Office, Retail or Industrial Properties and Advising on Properties of Interest
9. Completing Agreements of Purchase and Sale for Office and Retail Properties
10. Completing Agreements of Purchase and Sale for Commercial Condominiums
11. Completing Agreements of Purchase and Sale for Industrial Properties
12. Preparing to Lease Office, Retail and Industrial Properties
13. Transactions Involving Commercial Leasing
14. Transactions Involving Development Land and Farms
15. Transactions Involving Brokering the Sale of a Business



EXAM 4:

This will be a three-hour in-person invigilated theory exam covering content from Course 4.



SIMULATION SESSION 2

Commercial Real Estate Transactions (28 Hours)

In this simulation session, learners will spend 4 days practicing key aspects of commercial real estate transactions with an experienced real estate professional acting as a coach. The simulation and related assessments will work through all stages of a typical commercial transaction and will cover various property types (for example, industrial, retail/office, commercial condominiums). This simulation will focus on parts of the commercial transaction that are different from what is done in a residential context.



COURSE 5

Getting Started (5 Hours)

This course guides learners on how to launch their careers, with a focus on topics, including how to obtain and maintain registration and insurance, and strategies for how to select a brokerage for employment.

Course Modules

1. Obtaining and Maintaining Your Registration and Insurance
2. Exploring Areas of Focus and Choosing a Brokerage

STEP 2: REGISTER WITH RECO

Upon completing STEP 1, you are now eligible to register with RECO. You have one year to complete your registration from the day you completed the pre-registration phase. Once you are registered, proceed to STEP 3: Post-Registration Phase.

For more information on getting registered, [Click Here](#)

STEP 3: POST-REGISTRATION PHASE

To be eligible to renew your registration at the end of your initial two-year registration cycle with RECO, you must complete the post-registration phase. Complete the mandatory compliance course and then complete any two of the remaining 5 electives.

NOTE: Successful completion of the Real Estate as an Investment Strategy: Commercial Properties (Fundamentals) is a prerequisite to registering for Real Estate as an Investment Strategy: Commercial Properties (Advanced).



COURSE 1

Compliance (15 Hours)

This course provides a thorough review of a registrant’s regulatory and compliance obligations. Learners will review how REBBA impacts their careers, looking at compliance requirements during all the stages of a trade.

They will also see how noncompliance and complaints are addressed by the Registrar. Finally, learners will see how one’s registration under REBBA is maintained.

Course Modules

1. Reviewing REBBA and Other Legislation in Practice

2. Reviewing Compliance When Initiating Activities in Respect of a Trade

3. Reviewing Compliance During Activities in Respect of a Trade

4. Reviewing Compliance When Completing Activities in Respect of a Trade

5. Addressing Non-Compliance and Complaints

6. Maintaining Registration

Elective Courses: Learners must complete an additional 2 elective courses from the list below.

Elective Course: Working in Real Estate: Rural, Recreational, Waterfront Properties (10 hours)

In this course, learners get a deeper understanding of rural, recreational, and waterfront properties. Learners will examine the specific requirements and obligations for these transactions.

Course Modules

1. Understanding Rural, Recreational, Waterfront Properties

2. Transactions Involving Rural Properties

3. Transactions Involving Recreational Properties

4. Transactions Involving Waterfront Properties

Elective Course: Working in Real Estate: Ownership Alternatives and Complexities (10 Hours)

In this course, learners get a deeper understanding of non-traditional ownership options, including: leasehold interests, cooperative ownership, co-ownership, life-leases, land-leases, etc. The course will also present information on the complexities of residential condominiums and the legislation impacting this type of property. New property development trends such as infill development, conversion projects, laneway and coach housing are also discussed.

Course Modules

1. Understanding Alternative Forms of Ownership
2. Transactions Involving Co-Operative Ownership and Co-Ownership
3. Transactions Involving Life-Lease and Land Lease
4. Transactions Involving Infill Developments, Conversion Projects, and Laneway and Coach Housing
5. Using Properties for Other Purposes than Intended

Elective Course: Real Estate as an Investment Strategy: Residential Properties (10 Hours)

This course provides learners with a comprehensive overview of residential real estate as an investment strategy, reviewing topics related to landlords, tenants and valuation approaches. Learners will examine the specific requirements and obligations for these transactions.

Course Modules

1. Introduction to Residential Investment Properties
2. Requirements for Residential Properties
3. Valuing a Residential Investment Property
4. Requirements Under the Residential Tenancies Act
5. Introduction to the Landlord and Tenant Board
6. Interactions with Tenants

Elective Course: Real Estate as an Investment Strategy: Commercial Properties – Fundamentals (10 Hours)

This course presents fundamental concepts on commercial real estate as an investment strategy including mortgage calculations property analysis & valuation, capitalization and operations cash flow. Learners will examine the specific requirements and obligations for these transactions.

NOTE: Successful completion of this course is a prerequisite to registering for Real Estate as an Investment Strategy: Commercial Properties (Advanced).

Course Modules

1. Understanding Commercial Real Estate as an Investment
2. Fundamentals of Investing in Commercial Real Estate
3. Understanding Mortgage Calculations
4. Property Analysis and Valuation Fundamentals
5. Capitalization Foundations
6. Operations Cash Flow Fundamentals

Elective Course: Real Estate as an Investment Strategy: Commercial Properties - Advanced (10 Hours)

This course presents advanced concepts on commercial real estate as an investment strategy. The course will explore more advanced forms of cash flow analysis and examine the specific requirements and obligations for transactions involving more complex investment property types.

NOTE: Successful completion of the Real Estate as an Investment Strategy: Commercial Properties (Fundamentals) is a prerequisite to registering for this course.

Course Modules

1. Understanding Investment Valuations
2. Operations Cash Flow Analysis
3. Sale Proceeds Cash Flow Analysis
4. Discounting Cash Flows
5. Discounting and Market Evaluation
6. Leasing Fundamentals



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