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Broker Wrap-Up: Important Information

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Note from RECO



The launch of the Real Estate Broker Program marks an exciting time for the real estate industry as we raise the bar on professional standards and introduce a new approach to learning about managing a brokerage.

The Real Estate Broker Program consists of a qualifying exam, four eLearning courses, one wrap-up session and a final exam, preparing salespersons for brokerage management and leadership positions. The qualifying exam assures those entering the program possess a fulsome understanding of a salesperson's legislative obligations under the *Real Estate and Business Brokers Act, 2002* (REBBA) and other federal and provincial legislation. This allows the course content to focus on skills and knowledge relating to brokerage operations, management, and leadership.

The Broker Wrap-Up Session will provide learners the opportunity to practice observable on-the-job-skills and behaviours, with feedback and guidance from peers and expert facilitators.

The Wrap-Up Session is vital in helping learners consolidate their understanding and awareness of what a Broker of Record and/or Branch Manager is responsible for beyond the oversight of the day to day sales activities of real estate trades. The experience gives learners direct insight and added confidence to begin a career in brokerage management.

Joseph Richer
RECO Registrar

Broker Wrap-Up Overview:

The Real Estate Broker Program consists of a combination of mandatory eLearning courses, a final theory examination and a simulation-based Wrap-Up Session. The Wrap-Up Session is an opportunity to gain practical experience that can help you work through and understand what is required of brokers as you take this next step in your real estate career.

Broker Wrap-Up: Bringing it All Together

In this session, learners will take on the role of a broker of record for a fictitious brokerage. Learners will spend two days practicing core activities and tasks related to compliance with the *Real Estate and Business Brokers Act* (REBBA) and other legislative requirements and obligations. The session will be led by an experienced real estate broker.

The experience will enable learners to consolidate and apply the knowledge and skills gained from the eLearning portion of The Real Estate Broker Program. It is designed to help learners develop confidence and accelerate their journey to establish or take over a brokerage, manage risks on an ongoing basis, and ensure alignment with REBBA and other legislative requirements and obligations.

PREREQUISITE

You must successfully complete Course 4: Ongoing Oversight – eLearning in order to register for the Broker Wrap-Up.

BROKER WRAP-UP - STRUCTURE

There are two types of schedules offered for the Broker Wrap-Up.



There will be a scheduled one-hour lunch break and a few brief discretionary breaks throughout the day.

During the Broker Wrap-Up, you will work with colleagues or individually to practise tasks related to broker of record activities. Tasks associated with several activities are often delegated to administrative staff, but a broker of record must ensure these tasks are performed accurately and comply with REBBA.

Broker Wrap-Up Technology Requirements

You will need a laptop or a large screen tablet device that meets the requirements for Zoom meetings. Learners would also require a webcam to fulfill attendance requirements. Details around some of these requirements are available [here](#).

A Checklist to Help You Prepare for the Broker Wrap-Up

Review this checklist to ensure you are prepared for the Broker Wrap-Up:

- ✔ Login to the Humber Learning Management System (LMS) two days before the Broker Wrap-Up and download this orientation document from the References tab in the LMS
- ✔ Check your computer/laptop/large-screen table, webcam, and speakers/headset to ensure they are working
- ✔ Set up your second monitor in extended desktop mode to allow you to view both screens independently

For additional information, please visit the **resources section** on the program website.

Frequently Asked Questions

What is the attendance requirement for the Broker Wrap-Up?

Attendance in the Broker Wrap-Up is mandatory. You are required to attend and actively participate on both days because the activities follow a sequential flow.

The facilitator will record and monitor attendance. Exceptions will be handled on a case-by-case basis and you will be required to provide supporting documentation.

Attendance that falls below 80 per cent will require you to retake the entire Broker Wrap-Up.

Is the Broker Wrap-Up graded?

No, the Broker Wrap-Up is not graded. The purpose of the Broker Wrap-Up is to provide you with an opportunity to practise and apply the knowledge you gained from the eLearning and help prepare you for the broker final exam.

I registered for the Broker Wrap-Up but I can no longer attend on that date. Am I permitted to switch to a different session?

You may make changes to your registration up to seven (7) business days prior to the start of any Broker Wrap-Up session. All changes incur an administrative fee and are subject to all prerequisites and registration policies. Changes can only be made online using the Learner Portal. Please refer to our Registration Policy [here](#).

Frequently Asked Questions

If the session I have registered in is cancelled or rescheduled, how far in advance will I be informed?

There may be times when a session is cancelled by the Humber Real Estate Education Program Office, for example due to low enrolment. You will be notified by email at minimum five (5) business days in advance of the start date when a session is cancelled.

A cancellation notification includes re-scheduling instructions and options. Options may include:

1. Transfer without additional cost to another session, or
2. A full refund without any administration fee.

You are responsible for all costs associated with attending the sessions. In the event of a cancellation, Humber will not reimburse you for any associated costs.

Do I need to bring any devices or materials for the Broker Wrap-Up?

Please ensure you follow the technical requirements as previously outlined. Details about the technical requirements of the Broker Wrap-up can be found [here](#).

Do I need internet access?

Yes, please ensure that your upload and download speeds meet the requirements for Zoom meetings. Details about the technical requirements of the Broker Wrap-up can be found [here](#).

Frequently Asked Questions

Do I need to print anything in advance? Will I get course material?

You don't need to print anything in advance, although you are welcome to if that is your preference. However, before you start your first day, please ensure you have downloaded and thoroughly reviewed the Broker Wrap-Up orientation document and have access to the Participant Workbook, Forms Booklet, and Action Planning Workbook.

These documents will be available in the **References** tab of the LMS two days prior to the start of the session.



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