

# Re-Licencing Education (RLE) 2015

## Seminar Guidelines and Procedures



## **RLE Seminar Guidelines and procedures**

The Manitoba Real Estate Association (MREA) is a non-profit society representing the interests and concerns of licenced REALTORS® in Manitoba.

Our membership includes over 2000 real estate professionals and their three real estate boards in all regions of the province.

The Manitoba Securities Commission (MSC) is mandated to protect the public interest by ensuring that registrants act within a professional framework that promotes ethical conduct and integrity and strengthens consumer trust and confidence.

All registrants in Manitoba are required to complete six hours of re-licencing (RLE) education per year through classroom seminars approved by the MSC and offered by the MREA in several locations in Manitoba.



The RLE program is designed to deliver current and comprehensive information, and to ensure that registrants come away from the seminar with material they can reference later.

RLE is in place to improve public protection, improve the professional image of registrants, and reduce potential claims against registrants.

Failure to complete the re-licencing education will result in purchase of the RLE seminar materials and a closed-book examination in order to renew your licence.

**For further information, or for clarification of any information contained in this publication, please contact the MREA education department at 204.772.0405.**

## Re-licencing Education Guidelines

1. It is your responsibility to read, understand and adhere to all guidelines contained herein.
2. Registration forms have been mailed and emailed to all brokerage offices. In addition, registration forms may be obtained from the MREA website at [www.manitobarealestate.com](http://www.manitobarealestate.com) and on REALTORLink®. Completed registration forms may be mailed, faxed, or dropped off to the MREA office. Seminar fees must accompany the registration form.
3. Seminar fees are payable to MREA by VISA, MasterCard, cheque, money order, or cash.
4. MREA office hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.  
REALTOR® Place  
1873 Inkster Blvd.  
Winnipeg, MB R2R 2A6  
Phone: 204.772.0405; Fax: 204.775.3781  
Website: [www.manitobarealestate.com](http://www.manitobarealestate.com)
5. The RLE program will be offered through approximately 30 seminars throughout the province during the one-year period. The majority of seminars are held in Winnipeg at REALTOR® Place.
6. Minimum and maximum enrollment per seminar varies with location.
7. The MREA requires two business days' notice to transfer seminars; if sufficient notification is not given there will be a fee of \$15.00 plus GST. If you are unable to attend on the day of the seminar please call to notify us; there will be a re-registration fee of \$15.00 plus GST. If no attempt is made to contact MREA you will be required to re-enroll in another seminar at a cost of \$115.00,( GST included).
8. Registrants arriving later than 9:15 a.m. or returning later than 1:15 p.m. will not be admitted into the seminar and must re-register for a future full-day session at a cost of \$15.00 plus GST. RLE participants are given a 15-minute grace period to make allowances for weather, traffic, etc. at seminar commencement, and after lunch, with no exceptions. Doors open for registration at 8:30 a.m. to ensure there is time for registration, coffee, and settling in prior to the start time of 9:00 a.m. In order to be fair to everyone there must be a defined deadline and it must be consistently applied.
9. Requests for refund or transfer of fees due to medical or bereavement reasons etc. will be considered on an individual basis. Notice should be provided prior to the designated seminar. Requests may need to be accompanied by supporting documentation.
10. Any cheque declined by our bank must be replaced immediately. A certified cheque, cash or money order covering the original amount, plus an additional NSF fee of \$25.00 will be required.
11. Registration is on a first come first served basis and spots cannot be reserved or held without registration and payment.

12. All registrants are required to sign in before they are admitted into the seminar. At time of registration each attendee will receive a card with a number on it; registrants must hold onto this card until the end of the day in order to receive credit for the seminar. No more than one card will be accepted from each registrant.
13. Seminar credit is given for 100 per cent attendance of the seminar. Attendance at all sessions will be closely monitored. Personal breaks will be limited to 15 minutes for the entire day (outside of the classroom scheduled breaks). Late arrival will result in forfeiture of your additional 15 minute allowance.
14. MREA reserves the right to cancel or reschedule seminars if minimum enrollment is not reached. MREA also reserves the right to change seminar locations or dates as deemed necessary. Any changes will be communicated to all registrants affected as soon as the changes are known.
15. MREA does not assume responsibility or liability concerning any inconvenience, expense, or other resulting losses incurred by registrants due to seminar cancellations or changes.
16. Seminar guides will be issued at registration; all other supplies (e.g. pens and paper) must be provided by the registrant.
17. To minimize disruption and ensure full attention, all electronic devices should be set to silent or vibrate, side conversations should not occur during the session, and attendees should show a raised hand to ask questions.
18. Newspapers, magazines, and books other than the supplied seminar materials are not permitted in the classroom.
19. Sessions may be monitored for any inattentive or disruptive behavior (such as use of electronic devices, side conversations, etc.). Non-compliance may result in the responsible individual(s) losing credit for the RLE seminar and/or writing a closed-book examination at a cost of \$200.00 plus GST.
20. Upon completion of the seminar, registrants will be provided with a seminar feedback sheet to evaluate the seminar and instructors. All feedback is appreciated and will be used to plan and develop future seminars.
21. The privacy of registrants will be protected by MREA. No information will be communicated to a third party without the express written consent of the registrant (other than required by law).