

Relicensing Education (RLE)

Seminar Guidelines and Procedures



Introduction

The Manitoba Real Estate Association (MREA) is a non-profit society representing the interests and concerns of licensed REALTORS® in Manitoba. Our membership includes over 2200 real estate professionals and 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 (6) hours of relicensing education through a combination of three (3) hours in-person classroom learning and three (3) hours of online computer-based learning. From April until December 2017 MREA will deliver the MSC-approved classroom seminars in several locations across Manitoba.

Note: MREA's learning management system will provide the platform for the required online training portion. Registrants are required to complete the in-person classroom portion of RLE 17 prior to the online portion. The online computer based learning will be available for completion until March 31, 2018.

Failure to successfully complete both parts of the Relicensing Education (RLE) for the given year may result in purchase of the RLE course materials and the writing of a closed-book examination.

The RLE program is designed to deliver current and comprehensive information, and to ensure that registrants are provided with seminar materials for future reference. RLE is in place to enhance consumer protection, further the professional image of registrants, and mitigate potential claims against registrants.

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

Course 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 MSC website at www.mbrealestate.ca, the MREA website at 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.

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5. The RLE three (3) hour in-person classroom learning will be offered through approximately 45 seminars throughout the province from April to December 2017. The majority of seminars are held in Winnipeg at the REALTOR® Place office.
6. Minimum and maximum enrollment per seminar varies with location.
7. A registrant may transfer to another seminar with no additional fee as long as two business days' notice is given. Requests to transfer seminars received within 2 business days' will be charged a transfer fee of \$15.00 plus GST. If a registrant does not contact us, and does not attend their session, there will be a no-show fee of \$70.00 charged.
8. 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. Registrants arriving later than 9:00 a.m. or 1:00 p.m. for their respective seminar will not be admitted into the seminar and must re-register for a future half-day session at a cost of \$15.00 plus GST. RLE participants will no longer be given a 15 minute grace period.
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 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 to the seminar. Registrants are required to complete a mandatory evaluation form and proof of participation form prior to the end of the session. No more than one form 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.
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 affected registrants 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 course books 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 are not permitted 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. 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 concerned (other than required by law).