2025 Education Policy

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1.0 COURSES

The Real Estate Institute of Canada (REIC) offers a wide range of courses designed to enhance the knowledge and skills of real estate professionals. These courses cover various aspects of the industry, including sales and leasing, property management, finance, ethics, and legal issues.

1.1 Course Availability

Refer to the REIC website for course offerings. REIC reserves the right to make changes to the course schedule, including but not limited to course dates, times, and locations, without prior notice. We strive to provide timely updates and minimize any inconvenience; however, participants are encouraged to regularly check for the latest information. REIC is not responsible for any costs or damages incurred as a result of schedule changes.

1.2 Course Delivery

REIC is committed to providing flexible and accessible learning opportunities to meet the diverse needs of registrants. We offer a variety of course delivery methods, including virtual classes and in-person learning options. This ensures that registrants can choose the format that best suits their learning style and schedule.

In-Person

- On-site at REIC's National Office Training Centre at 500-2680 Skymark Avenue in Mississauga, Ontario with a certified REIC Instructor. The training centre is fully insured and offers ample parking, including designated accessible parking spaces. The facility is fully accessible, featuring ramps, automatic doors, and elevators. Additionally, accessible washrooms and seating areas are available.
- Off-Site at a training facility in Canada or abroad with a certified REIC Instructor.

Real-Time-Remote (RTR)

- A virtual learning environment whereby registrants attend course sessions live virtually with a certified REIC instructor.

1.3 Course Registration

Course registration will open on the REIC website through the course calendar. Course registration will close when the course has reached capacity and not less than seven (7) calendar days prior to the start date of the course. If registration for a

course is desired after the registration period has closed, please email education@reic.com.

1.4 Course Confirmation

REIC will confirm a course five (5) calendar days prior to the start of the course. Course confirmation will include the session details, course materials and if the course if virtual, the link to join the course session(s).

1.5 Course Materials

All educational materials will be provided to attendees in advance of the course through our online platform. If students prefer to receive printed materials, they can purchase them from our e-store and have them mailed directly to their address.

1.6 Course Etiquette

Maintaining a respectful and productive learning environment is essential for the success of all students. This policy outlines the expected standards of behaviour and etiquette for both in-person and online courses. By adhering to these guidelines, registrants can contribute to a positive and engaging educational experience for everyone involved.

In-Person

To ensure a respectful and productive learning environment, it is important for all registrants to adhere to the following guidelines during in-person classes.

- **Punctuality**: Arrive a minimum of 10 minutes prior to the start time of the class. To ensure the course can begin on time. Late arrivals can disrupt the learning environment.

- **Preparation**: Come prepared with all necessary materials and completed assignments.

- **Respect**: Show respect to instructors and fellow students. Listen attentively and avoid interrupting when others are speaking.

- **Electronic Devices**: Use electronic devices only for class-related activities. Keep phones on silent mode to avoid distractions.

- **Classroom Environment**: Maintain a clean and orderly classroom. Dispose of trash properly and respect shared spaces.

Real-Time-Remote (RTR)

Online learning requires a different set of etiquette to ensure a smooth and engaging virtual classroom experience. Please follow these guidelines to contribute positively to our online learning community.

- **Punctuality**: Log in to online classes a minimum of 10 minutes early. Ensure your technology is set up and functioning before the class begins.

- **Preparation**: Have all necessary materials ready and complete any pre-class assignments

- **Respect**: Use respectful language in all communications. Be mindful of your tone in written messages.

- **Camera and Microphone:** RTR is a camera-on learning environment. Keeping your camera on to foster a sense of community. Mute your microphone when not speaking to minimize background noise.

1.7   Participation and Engagement

To ensure a high-quality learning experience, it is essential that all students are fully engaged and focused during class sessions. This policy sets clear expectations for registrants' participation and engagement in both in-person and online courses.

Participation

Registrants are expected to actively participate in class discussions, break out rooms and activities. This includes asking questions, contributing to discussions and engaging with the course materials. Instructors will assess participation and engagement based on active involvement in discussions, timely completion of assignments, and overall contribution to group activities, which can impact a registrant's final grade in the course.

Engagement

Registrants are expected to be engaged with the course material at all times. Multitasking is not permitted. Registrants must attend real-time-remote (RTR) classes from a suitable learning environment. Being seated at a desk or table in a quiet, distraction-free location is considered appropriate. Registrants are required to keep their cameras turned on at all times. Students should ensure their background is appropriate and free from distractions.

2.0 COURSE CANCELLATION

2.1 Cancellation

Real-Time-Remote (RTR)

REIC will provide written notice (via email) seven (7) calendar days prior to the course start date, should it be cancelled or rescheduled. Registrants will be provided with the option to be refunded the course registration fee or transferred to the next available session of the course.

In-Person

REIC will provide written notice (via email) thirty (30) calendar days prior to the start date of the course, should the course need to be cancelled or rescheduled. Registrants will be provided with the option to be refunded the course registration fee or transferred to the next available session of the course.

2.2 Registrant Requesting Course Transfer or Refund

Real-Time-Remote (RTR)

For REIC, IREM and NAR courses, if a registrant requests a refund or transfer:

- More than ten (10) calendar days prior to the start date of a course, an Administrative Fee plus applicable taxes will apply. Please see appendix 7.1 for a list of all education fees.
- Less than ten (10) calendar days prior to the start date of a course, no transfer or refund request will be permitted.

In-Person

For REIC, IREM and NAR courses, if a registrant requests a refund or transfer:

- More than thirty (30) calendar days prior to the start date of a course, an Administrative Fee plus applicable taxes will apply. Please see appendix 7.1 for a list of all education fees.
- Less than thirty (30) calendar days prior to the start date of a course, no transfer or refund request will be permitted.

3.0 EXAMS AND ASSIGNMENTS

3.1 REIC Exams and Assignments

To successfully complete a course, registrants are required to pass the end-of-course exam and/or assignment. Registrants will be provided an exam and/or assignment deadline after their attendance has been approved.

REIC Course Exams

Registrants will have seven (7) calendar days to complete the final exam. To pass the course, registrants must achieve the minimum passing grade as determined by the Education Team. See appendix 7.2 for a full list of course exam requirements.

REIC Course Assignments

Registrants will have thirty (30) calendar days to complete the final assignment. In extenuating circumstances, if the deadline is not met, an administrative fee plus applicable taxes, will apply to extend the deadline. To pass the course, registrants must achieve the minimum passing grade as determined by the Education Team. See appendix 7.2 for a full list of course assignment requirements.

REIC Exam Rewrite

Registrants who do not achieve the minimum passing grade will be granted one (1) opportunity to rewrite the exam or assignment. An Exam Rewrite Fee plus applicable taxes must be paid. See appendix 7.1 for a full list of education fees. Registrants have thirty (30) days to schedule their exam rewrite. If the passing grade is not achieved on the exam rewrite, the registrant must retake the course and pay the full registration fee.

Accommodations

REIC will offer accommodations for students experiencing extenuating circumstances. Our goal is to ensure that all students have the flexibility and support they need to succeed, even in times of unexpected difficulty. Registrants are required to email education@reic.com for all accommodation requests.

Accessibility

Our institution is dedicated to fostering an equitable learning environment that supports the diverse needs of all students. We are committed to supporting individual learning needs to ensure equal access to educational opportunities. Registrants are required to email education@reic.com a minimum of five (5) calendar days prior to the start date of the course to discuss accessibility.

3.2   IREM Exams and Assignments

IREM's statement of policy is subject to change at anytime. Refer to IREM's statement of policy here.

Course Exams

To successfully complete a course, registrants are required to pass the end-of-course exam. Registrants have unlimited attempts to pass the exam within a thirty (30) calendar day period. If a passing grade is not achieved within this period, the

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registrant must retake the course and pay the full registration fee. No extensions are permitted.

MPSAXM Exam

To successfully complete MPSAXM: Management Plan Skills Assessment, registrants are required to pass the end-of-course exam. Registrants will have thirty (30) calendar days from the end of the course to complete the exam. Registrants are given four (4) hours and one (1) attempt. If a passing result is not achieved, the registrant must retake the course and pay the full registration fee.

MPIND Assignment

To successfully complete MPIND: Management Plan Independent, registrants are given twelve (12) months to complete and submit their assignments and must achieve a minimum passing grade of 700 points. If a plan does not achieve a passing grade, it will be reviewed by a second grader. If the initial finding is upheld, the failing grade will stand. If the second reviewer passes the plan, the plan will pass, and the registrant will receive both grading sheets. If a plan receives a failing grade, the registrant can either register for the MPIND again and choose a different property for the plan or register for the MPSAXM: Management Plan Skills Assessment at full price.

Certification Exam

CPM®, ARM®, and AcoM® certification exams provide registrants with thirty (30) calendar days to complete the certification exam. Registrants are given one attempt to pass the exam. If a registrant receives a failing grade, they must register for the exam again and pay the full registration fee.

4.0   GRADING

4.1   REIC Course Exams

Grading for REIC exams can take up to ten (10) calendar days following the exam deadline. Results will be provided as either a pass or fail; no numerical grade will be given. Registrants will receive their results via email in the form of an official letter.

4.2   REIC Course Take-Home Assignments

Grading for REIC exams can take up to ten (10) calendar days following the take-home assignment deadline. Results will be provided as either a pass or fail; no numerical grade will be given. Registrants will receive their results via email in the form of an official letter.

4.3   REIC Expedited Grading

Should a registrant require their results sooner than the regular grading period, they can request expedited grading. An administrative fee, plus applicable taxes will apply. Please see appendix 7.1 for a full list of all education fees.

Results will be delivered within three (3) days of the grading fee being paid. Registrants must email education@reic.com to schedule expedited grading.

4.4   Grading Appeals

REIC is committed to ensuring a fair and transparent grading process. Registrants who believe their grades do not accurately reflect their performance have the right to appeal. The following outlines the formal grading appeals process:

1. **Submission of Appeal**: Registrants must submit their appeal via email to education@reic.com. The appeal should include a detailed explanation of the grounds for the appeal, along with any supporting documents.

2. **Review by Second Grader**: Upon receipt of the appeal, the institution will assign a second grader to review the registrant's work independently. This ensures an unbiased re-evaluation of the grade.

3. **Outcome and Grading Fee**: If the second grader's assessment concurs with the original grade, the original result will stand. If the second grader's assessment does not concur with the original grade, an average of both results will be taken to determine the result of the assessment.

Our goal is to maintain the integrity of our grading system while providing students with a clear and equitable process for addressing their concerns.

5.0   ACADEMIC INTEGRITY

The Real Estate Institute of Canada (REIC) is committed to fostering an environment of academic excellence and integrity. This policy outlines the expectations and responsibilities of all students, faculty, and staff in maintaining the highest standards of academic honesty.

5.1   Plagiarism

Plagiarism is the act of presenting someone else's work or ideas as your own without proper acknowledgment. This includes:

- Copying text, images, or data from any source without proper citation.

- Submitting work that has been purchased or obtained from the internet or other sources.

Instances of plagiarism will result in disciplinary actions, which may include but is not limited to, failing the assignment, failing the course and/ or being reporting to regulatory boards.

5.2   Cheating

Cheating involves any dishonest behaviour intended to gain an unfair advantage. This includes:

- Using unauthorized materials or devices during exams.

- Copying from another student during an exam or assignment.

- Collaborating on assignments that are meant to be completed individually.

Cheating will result in severe penalties which may include but is not limited to, failing the assignment, failing the course and/ or being reporting to regulatory boards.

5.3   Artificial Intelligence (AI)

The use of AI tools in academic work must adhere to the following guidelines:

- AI tools may be used for research and learning purposes but must be properly cited.

- Submitting AI-generated content as one's own work without acknowledgment is prohibited.

- Students must disclose the use of AI tools in their submissions and ensure that their work reflects their own understanding and effort.

Misuse of AI tools will be treated as a form of academic dishonesty and will be subject to the same penalties as plagiarism and cheating.

6.0   RECOGNITION OF PRIOR LEARNING (RPL)

Individuals holding a degree or diploma in business may apply for advanced standing towards an REIC-sanctioned designation, potentially reducing the number of required courses. Registrants who have completed some business courses may also qualify for individual credits, facilitating a faster path to earning the designation.

6.1 Course Equivalency

Referred to by the Institute as "recognition of prior learning" (RPL), fast-tracking, course credits, or advanced standing; applicants who can demonstrate the successful completion of equivalent subjects at a recognized post-secondary academic institution may be eligible for course credit towards earning a designation at REIC. Note: course exemptions are only granted for subjects studied at the diploma or undergraduate level.

6.2 Definitions

The following definitions will assist applicants and program candidates in understanding the Institute's policy on recognizing prior learning:

- **Advanced standing**: Credit granted for any previous applicable learning.

- **Block credit**: Credit granted by the Institute for components or groups of subjects within a course as part of an articulation agreement or on an individual basis, subject to satisfying defined program criteria.

- **Credit**: The value assigned for the recognition of equivalence in both course content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be achieved through credit transfer, articulation, recognition of prior learning, or advanced standing.

- **Credit transfer**: A process that provides registrants with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

- **Fast-track**: A formally established or structural program stream that allows registrants to accelerate through the educational requirements of a designation program.

- **Recognition of prior learning (RPL)**: An assessment process deployed by the Institute that involves evaluating an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual application for credit.

- **Specified credit**: Credit that can be granted towards particular or specific components of a qualification or course of study.

- **Unspecified credit**: Credit granted towards elective components of a course, where an exact or near exact subject equivalence cannot be determined.

6.3   Agreements with Other Institutions

Articulation Agreements are formal higher education partnerships between at least two post-secondary academic institutions. The goal is to create a seamless transfer from one academic institution to another for registrants. Several articulation agreements are being established between REIC and external partner institutions, whereby registrants completing education within a designated program of study (e.g., property management) at the partner institution can receive credit upon their acceptance into a designation program at REIC. Registrants can search for educational partners on our website to determine if an agreement exists with their current place of study. If an institution is not listed and registrants wish to find out if they can receive credit for prior learning, they should contact education@reic.com.

7.0   APPENDIX

7.1   Additional Education Fees

This section outlines the types of additional fees that may apply, the rationale behind them, and the policies governing their implementation and management. By understanding these fees, registrants can better prepare for the financial aspects of their educational journey and ensure they have access to all the opportunities and support available.

Academic Administrative Fee

An administrative fee is applied to the following requests to cover processing costs. This fee is subject to an annual review and may be adjusted to reflect current operational expenses. Registrants will be notified of any changes in advance, ensuring transparency and allowing for adequate financial planning.

- **Course Transfer or Refund Requests:** When a registrant requests to be refunded or transferred from one course session to another a fee may apply. This fee covers administrative processing costs.
- **Expedited Grading Requests:** When a registrant requires expedited grading, a grading fee is charged to prioritize and accelerate the evaluation process. This fee covers the additional administrative and faculty resources needed to meet the expedited timeline.
- **Grade Appeals:** If a registrant appeals their grade and the result of the appeal confirms the original grade, a grading fee is applied. This fee compensates for the time and effort involved in re-evaluating the work and ensures that the appeals process remains fair and sustainable.

The 2025 Education Administrative Fee is $225.00 plus applicable taxes and can be paid here.

Exam Rewrite Fee

The Exam Rewrite Fee is applicable to students who wish to retake an exam or resubmit an assignment after an initial failure. This fee is designed to cover the administrative and instructional costs associated with providing additional assessment opportunities.

The 2025 Exam Rewrite Fee is $275.00 plus applicable taxes and can be paid here.

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7.2   Course Completion Requirements

To fulfill the course completion requirements, students must attend the class sessions in full and complete a final exam and/or assignment. This section of the appendix outlines the course completion requirements for each course.

REIC Courses

REIC courses expand your knowledge, increase your productivity and improve your performance. Our programs are designed for experienced professionals in all real estate disciplines. They are a great way to begin or continue your professional development journey.

COURSE CODE	DAYS OF ATTENDANCE	EXAM	DAYS TO SUBMIT EXAM	FINAL ASSIGNMENT	DAYS TO SUBMIT ASSIGNMENT
REIC2351	4			✓	30
REIC2360	4	✓	7		
REIC2361	4	✓	7		
REIC2600	3	✓	7	✓	7
REIC2270	2.5	✓	7		
REIC2280	2			✓	30
REIC2400	0.5				

IREM Courses

IREM courses are completed with a mandatory course evaluation and a final exam. Registrants are provided thirty (30) days and unlimited attempts to submit the final exam.

MPSAXM is a two (2) day course that is completed with a proctored final exam. Registrants are provided thirty (30) days and one (1) attempt to submit the final exam.