



Legal Update– Relicensing Education Program

LEGAL UPDATE 2019

1. When can I take Legal Update 2019?

Legal Update 2019 is effective March 1st. For any courses before March 1st, please register to Legal Update 2018

2. I took the Legal Update 2018 course. Do I need to take the Legal Update 2019 course as well?

If you took the Legal Update 2018 before March 1st, 2019 during your current licence period, you have already satisfied the Real Estate Council's Relicensing Education Program requirement. You will not need to take another Legal Update course to satisfy your Relicensing Education Program requirements until your next licensing period. Make sure you provide proof of course completion with your renewal application.

3. I need to renew my licence before March 1st, 2019. What should I do?

If your license is expiring before March 1st, 2019 and you have not completed a Legal Update course in your current licensing cycle, you have to complete Legal Update 2018.

If your license is expiring after March 1st, 2019 and you have not completed a Legal Update course in your current licensing cycle, you have 2 options:

a) complete the Legal Update 2018 course

OR

b) complete the Legal Update 2019 course

Either course will be accepted as satisfying the Council's Relicensing Education Program requirement.

REGISTRATION

4. What is the course cost?

The Legal Update course fee is \$275 + tax.

5. How do I register for the course?

Please go to: <https://rep.bcrea.bc.ca/>

The Council strongly recommends that you register for the Legal Update course at least 8 weeks in advance of your licence expiry date, to ensure that you have ample time to complete the course and submit your licence renewal application.



6. What is my licence number?

Your license number is different from your Board Membership ID. Your unique licence number was issued by the Real Estate Council of BC when you became licensed. You can find your licence number here: <http://online.recbc.ca/public-search>

7. My payment was rejected, what do I do?

Please ensure you are entering the security code on the card (CVV). The security code can be found on the back of your card (or on the front for American Express). It is a 3-digit or 4-digit number. It will either be the only 3 or 4 digits on the signature strip or will be the last 3 or 4 digits on the right if there are more digits on the strip. If you still have any issues for payment, you can email us at rep@bcrea.bc.ca

8. I've registered for a course but haven't received a confirmation email, what should I do?

Check your junk/spam folder. The email is system generated and may have gotten trapped there. If you do not see it there, please call BCREA at 1.604.683.7702, Option 2, and we will resend it to you.

9. I've registered for the course, when can I access it?

You will have access to the online component of the course approximately 3 weeks before your in-classroom session. All the information will be in your confirmation email. You have 2 weeks to successfully complete the online component.

10. When does my online component start and end?

Your online component starts roughly 3 weeks before your scheduled classroom day. You have 2 weeks to successfully complete the online component. The exact dates of your online component will be outlined in the confirmation email you receive after you register for the course.

11. I received my registration confirmation email. What do I do next?

You will receive your login information either the day before or on the day your course opens. This email will come directly from UBC. Please be sure to check your spam/junk folder for this email.

ONLINE COURSE

12. What communication can I expect to receive from BCREA and UBC regarding my Legal Update course?

Throughout Legal Update, you will receive emails and reminders from BCREA through a platform called "Wavelength" and from a platform in "Blackboard". Please look in your junk mail folder to ensure these emails do not end up there. You can also select the option "Add to My Calendar" when registering for the course so you can receive additional reminders.



13. I've completed my online component but haven't received any confirmation. When will I receive official confirmation?

Email confirmation that you've successfully completed all online requirements will be sent the day after the online component ends.

14. I've already done my online component but keep getting reminder emails from BCREA about the closing deadline, why is that?

The emails you receive from BCREA are a general reminder sent to all learners. If you have completed all requirements of the online component, you can disregard it.

15. How long does the course take?

The online component of the course is self-paced, however, you must complete the online component **at least one week before the classroom component**. The deadline for the online component can be found in your Enrollment Confirmation email. In most cases, it will likely take a total of 12-15 hours to complete the online component of the course. You can retake the quizzes in the online component as many times as needed during the duration of the online component.

16. I find the online modules hard. Is there an instructor or someone who can help me with the content and the quiz?

No, unfortunately we cannot provide any assistance with the course content or quizzes. We recommend you use the section on the top right corner of the course labeled "My Notes", which will have some questions that you can answer while taking the course. You can save the notes on your device, print them, or export them as a PDF. These notes can be very helpful when taking the quizzes.

17. If I do not complete the online component, can I still attend the in-class session?

No. The online component must be successfully completed by the specified deadline to attend the classroom date. Both the online and classroom components need to be completed to fulfill your relicensing education requirements and no exceptions are granted.

18. Who do I contact if I experience technical difficulties?

If you are experiencing any technical difficulties, please contact IT Support at support@ubc.bc.ca and if you have any administrative questions, please contact BCREA at rep@bcrea.bc.ca



DISTANCE -BASED COURSE:

19. What is the distance-based course?

The distance-based model allows learners to attend the classroom component remotely via video conferencing at home or in a convenient location with reliable internet access. Due to the limited number of spaces, the distance-based model is offered for learners who cannot attend the classroom sessions due to weather conditions; distance; specialty offerings (e.g. commercial, managing brokers); or disabilities that prohibit access to the classroom. You do not need to attend your local real estate board.

20. What do I need for the distance-based classroom session?

We use video conferencing platform called Zoom for the distance-based offerings. This is a software used for audio conferencing, wireless screen sharing, and video conferencing. As a distance-based learner, you will need a(n):

- a) internet connected device (desktop/laptop/tablet) with camera,
- b) headset or microphone, and
- c) reliable , high speed internet access.

The video conferencing software will work with all Mac, PC, and Android devices: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

21. Can I complete the course anywhere?

The distance-based session requires you to be actively participating verbally and to have a camera on always. We request that you be in a stationary space at your home or office with no background noise or distractions. Due to safety and engagement concerns, driving while doing the course is strictly prohibited. You might be asked to reschedule the course if you fail to comply with these instructions, as they may impede your learning and/or distract other learners.

22. When will I get all the video conferencing details for the session?

You will receive all the details to join the distance-based class after you complete the online component via email. The emails will come from Wavelength. Check your junk/spam folder. The email is system generated and may have gotten trapped there. If you do not see it there, please call BCREA at 1.604.683.7702, Option 2, and we will resend it to you.



TRANSFERS AND CANCELLATIONS

23. Can I cancel or transfer from my course?

- a) Requests to transfer or withdraw from a course must be made via email to rep@bcrea.bc.ca. Please note: You must attend the “Classroom Component” within 60 days of successfully completing the “Online Component” or you will have to re-take the online portion.
- b) Requests made more than twelve (12) calendar days prior to the online portion start date and will be subject to a transfer fee of \$25. The \$25 fee is applicable for each transfer request made.
- c) Transfer requests made less than twelve (12) calendar days prior to the online portion start date and more than eleven (11) calendar days prior to the classroom component date will be subject to an administrative fee of 50% (\$137.50) of the course fee.
- d) Transfer requests made eleven (11) calendar days or less prior to the classroom component date will be subject to an administrative fee of 100% (\$275.00) of the course fee.

24. What happens if I don't complete the course before my licence renewal application date?

If you do not successfully complete the appropriate course by the time your licence renewal application is due, your real estate licence will not be renewed. For questions about relicensing requirements or renewal applications, contact the Real Estate Council of British Columbia via email, at education@recbc.ca.

For more information on policies, please refer to: <https://rep.bcrea.bc.ca/lupolicies.html>