Real Estate
Career Guide

See where a future in real estate can take you.

The Model of Education
September 2017
Welcome to your Real Estate Career

Today’s fast-paced market holds great promise for those with the drive to succeed. Every day, millions of dollars change hands in the real estate marketplace. Hard work and a positive spirit can turn dreams into reality.

Building a successful real estate career, as in most professions, is not easy but potential rewards are many. Thousands of people, just like you, have achieved personal career goals, built solid reputations, and received the rightful rewards of diligently serving the real estate market.

Results are rarely immediate. Hard work and conscientious effort are essential. From the outset, be prepared to invest time and money in a life-long learning pursuit. Tomorrow’s pacesetters not only build strong knowledge foundations, but also continuously update professional skills. Fortunately, new salespeople find help along the way from many sources. The Association of Saskatchewan REALTORS® (ASR) and the Saskatchewan Real Estate Commission (Commission), along with practicing brokers provide the backup needed with training, knowledge, support, and guidance.

Discover opportunities that await you in all types of real estate. This Career Guide provides information to point you in the right direction and it offers detailed course information, practices and procedure requirements, and insights into this chosen profession. Join thousands of professionals who have decided to make real estate a lifetime career.

The Career Guide is a summary of course details reflecting current policies at the time of publication only. Provisions in this guide do not constitute a contractual relationship between the students and the ASR. The ASR reserves the right to amend course schedules, fees, content, policies, standards, workbooks, encyclopedias, provincial reference manuals, and other reference materials without notice at its sole and absolute discretion.
Millions of dollars are exchanged every day in the real estate marketplace. Corporate balance sheets are supported by real estate holdings and most personal wealth is directly or indirectly associated with real estate equity. Historically, land was the main negotiable commodity, but now real estate ownership includes condominiums, cooperatives, timeshare, mineral rights, air rights...the list goes on and on! So much potential awaits those who grasp its importance.

Every day, thousands of professionals make dreams come true from St. John's to Victoria. Real estate salespeople assist buyers in making the single largest purchase they may ever undertake, and sellers work with those signing agreements that will forever alter their future.

Most real estate salespeople will tell you there's nothing quite like the emotional and financial satisfaction that comes from the successful negotiation of a real estate transaction. Enter a world that offers career flexibility, financial paybacks and growth potential for those willing to make the commitment.

Commitment is Key

The real estate market doesn’t take holidays. In the heat of negotiations, most buyers and sellers have little regard for time of day, or day of week...there is no Monday to Friday, 9 to 5 in real estate!

Personal sacrifices are a reality of real estate professionals. Critics point to long hours, high stress levels, and a reduced social life. But the advocates insist it’s all a matter of perspective and balance. No one questions that trade-offs are necessary, but a great deal of personal freedom and job satisfaction make this career choice well worth the effort!

Once you’ve committed, be prepared to manage daily activities with a positive, proactive mindset. A career in real estate is anything but routine. Sales representatives are constantly in and out of the office, making contacts, procuring listings, showing homes and negotiating agreements. No two transactions or homes are ever exactly the same, so there is no status quo. Successful real estate professionals thrive on the opportunities and challenges presented each day.

Because the market is dynamic, with ever-changing legislation and technology, tech-savvy salespeople are making inroads into how real estate is transacted. Today’s marketing goes well beyond listing forms and a measuring tape. A new generation of professionals rely on integrated databases, tablets, social media and virtual house tours. Get in on the ground floor - the digital revolution is your welcome mat to the future!
The Association of Saskatchewan REALTORS® was founded in 1949 to organize real estate activities and develop common goals across the province, such as promoting higher industry standards, protecting the general public and preserving private property rights. Today the ASR represents over 1600 real estate professionals and multiple real estate boards and councils. The ASR continually strives to improve the image of its members by enhancing educational and professional standards. Every salesperson who joins a local real estate board in Saskatchewan automatically becomes a member of the ASR and the Canadian Real Estate Association (CREA).

Mission Statement: The Association of Saskatchewan REALTORS® is the primary advocate for organized real estate in Saskatchewan and provides the direction, leadership and support services necessary to enhance the professionalism and profitability of our members.

The ASR is charged with the responsibility, from the Commission, to develop and administer real estate training courses for all prospective salespeople in the Province of Saskatchewan. The ASR’s Learning Department is directly responsible for the coordination of all such programs.

The ASR enthusiastically pursues benefits and services that prepare its members for tomorrow’s challenges, particularly in the areas of registration and continuing education, government relations, member savings through discount plans, public relations and real estate board services. Over the years, the ASR has grown and developed into a full service organization that not only benefits members, but also the public at large. The ASR is committed to the profession, now and into the future.
The Commission Keeps things Running Smoothly

The Saskatchewan Real Estate Commission was established in 1988 to administer The Real Estate Act on behalf of Saskatchewan Justice. Consumers are the principle clients of the Commission, and they serve to protect these clients in cooperation with three major stakeholders:

1. Registrants (brokers, branch managers, associate brokers and salespeople)
2. Industry Association
3. Government

Mission Statement: to protect the public by ensuring that registrants act within a professional framework that promotes ethical conduct and integrity and strengthens consumer trust and confidence.

The Commission is responsible for the registration of all persons seeking real estate registrant status in Saskatchewan. They are also involved in all matters concerning registration renewals, investigations and audits, professional standards and other activities in the interest of consumer protection.

A dynamic force in the marketplace, the Commission is committed to developing exciting new programs and initiatives that will not only advance consumer protection, but also promote the professional image of real estate professionals throughout the province.

Registration

To be registered to trade in real estate in Saskatchewan, a person must:

• Enroll and successfully complete the necessary courses;
• Submit proof of English Language Proficiency prior to registering for an exam;
• Submit a criminal record check by fingerprint comparison prior to registration;
• Complete the required registration form and submit it to the Commission, along with appropriate registration fees; and
• Be employed by a registered broker.
Maximizing Personal Skills

Experience suggests that certain talents, qualities and personal traits improve the odds of building a satisfying career. Successful salespeople tend to excel in many of the following areas.

**People Skills:** An ability to gain the trust and respect of buyers and sellers. Rapport comes easily to those who enjoy working with people, genuinely take interest in their well-being and understand their needs and wants.

**Self Discipline:** The ability to work independently to get the job done. Real estate demands self-motivation, discipline and personal commitment.

**Negotiation Skills:** A fundamental part of any real estate transaction. Salespeople routinely negotiate on behalf of buyers and sellers to arrive at mutually agreeable terms.

**Confidence/Persistence:** An enviable quality built on a mature and objective attitude. Real estate sales do not always go smoothly and salespeople must routinely deal with setbacks and disappointments, in addition to success.

**Organization/Planning:** An ability to organize personal affairs as well as conduct business activity in a logical, efficient manner. These qualities are useful in obtaining listings, showing properties, handling offers and conducting negotiations.

**Research:** A practical knowledge of how to locate, read and understand legal documents. Familiarity with basic document structures will assist when researching materials concerning property ownership.

**Problem-Solving:** An ability to address difficulties and arrive at plausible, practical solutions given conflicting interests of parties involved. This attribute is particularly useful in listing and selling activities. Often the success or failure of a real estate transaction will hinge on this ability.

**Computer Knowledge:** An understanding of computer hardware and software. Computers and other electronic devices are mainstays in today’s real estate brokerages.

**English Language Proficiency:** An essential skill. Salespeople must understand, draft and explain real estate agreements, listings and other related forms. They must also ensure that documents are correctly prepared and properly reflect the wishes of parties.

**Math:** A basic grounding in math fundamentals, with proficiency in multiplication, division, fractions and factors. These skills are required when measuring structures and land, as well as evaluating property and arranging mortgage financing.

**Interview Techniques:** A basic understanding of questioning methods. Real estate success often depends on asking the right question at the right time. This skill is particularly valued when helping buyers determine their purchasing needs.
Dealing with Dollars

Income Potential
As a salesperson in Saskatchewan, you'll need to be employed by a real estate brokerage. Compensation varies, but is normally based on a commission structure. Some of the things that could affect potential earnings include area, property type, local market conditions, number of properties sold or leased, and specific brokerage policies.

The income received from a particular transaction is typically subject to the number of brokerages and salespeople involved in the transaction. For example, if a salesperson lists and sells a property, the commission is paid to the brokerage who then splits the amount with the salesperson.

Differing compensation plans and management styles are found in the marketplace. Commissions paid to salespeople may vary, as will monthly fees, which are payable regardless of whether commissions are earned or not. New salespeople are encouraged to do their homework and choose a brokerage that best supports their career goals.

Predicting income can be a difficult task when it comes to working in real estate. It may take a number of years before you can accurately predict income.

As with most business ventures, an individual contemplating a real estate career should have sufficient capital available to be financially independent for at least six months. No one can predict the future, so the best advice is to be prepared in case personal goals do not immediately materialize.

How long does it take to receive a commission?
First, a property is listed, shown to interested buyers and ultimately an agreement is drafted and accepted. Typically, conditions must then be fulfilled. The closing date is normally set 60 to 90 days in the future. From start to finish, the time lag can be four, six or even eight months - and much longer for commercial properties.

Bottom line: Plan your finances carefully and resist the urge to spend tomorrow’s dollars today!

Budgeting
When entering/beginning a career in real estate, course costs will be just one part of your total investment. Careful budgeting is essential to your financial success.

Students are reminded that no commission can be earned until registration occurs with the Saskatchewan Real Estate Commission. There is a fee to register with the Commission, as well as a cost to complete Continuing Professional Development (CPD) courses, required annually to maintain your registration. Approximately 90% of Saskatchewan salespeople, branch managers, brokers and associate brokers are members of local real estate associations. Association dues will vary throughout the province, and additional association fees for services may be incurred.

Some typical brokerage fees include long distance telephone fees, administration fees relating to listings and transactions, technology services, photocopy/fax services, etc. Ensure you are diligent in learning what costs you will be responsible for as a salesperson, and research various brokerages to find the one best suited to your requirements.

Some other expenses to consider are vehicle operation and maintenance, personal attire, computer equipment and electronic communication devices.
**Future Possibilities**

**Residential Resale:** Listing/selling of existing homes is perhaps the most people-oriented and popular of all specialties. The ability to effectively communicate and work independently must be complemented with a number of technical skills.

**New Home Sales:** Typically involves selling exclusive products for one or more builders. This activity demands technical knowledge concerning house construction, models, options, and available upgrades.

**Condominium Sales:** Requires specialized knowledge concerning legislative requirements and unique ownership factors. Many salespeople have found rewarding careers within even small niche markets.

**Rural and Recreational Sales:** Salespeople encounter wide diversity ranging from seasonal waterfront cottages to year-round, fully winterized homes. Extensive knowledge is required concerning rural/recreational planning, municipal regulations, environmental legislation, and unique restrictions impacting these properties.

**Commercial Sales and Leasing:** Commercial activities can involve industrial, retail, office and/or business operations. This career direction is probably the most demanding given heavy reliance on technical knowledge, investment calculations and transaction complexity. Commercial sales can involve millions of dollars, lengthy negotiations and long closing dates.

**Farm Sales:** Farm sales require highly specialized knowledge of legal issues and provincial statutes, tax issues in the sale of farms, different types of crops and livestock and a whole array of environmental issues.

**Property Management:** This demanding function requires administrative expertise, organizational abilities and record-keeping skills. Property managers perform day-to-day tasks such as buildings/grounds maintenance, tenant relations, rent collection and employee management. At the same time, the manager is expected to achieve the owner’s financial goals.

**Additional Career Options**

If selling is not your primary interest, consider a career based on services complimentary to real estate (please note, these are not offered through the ASR).

**Appraisal:** Property appraisal is an exacting field involving value estimates for various reasons, including litigation, mortgage financing, expropriation and domestic issues. Appraisal techniques rely on sophisticated formulae. A solid knowledge of mathematics is essential.

**Mortgage Financing:** Persons specializing in mortgage financing assist both buyers and sellers in securing satisfactory financial packages for residential and commercial transactions.
Learning Options

The Association of Saskatchewan REALTORS® provides several learning opportunities:
- Pre-registration training is offered via self-directed courses.
- Continuing Professional Development (CPD) is completed annually as part of your ongoing registration. We offer both in-class and online versions of CPD to suit diverse learning styles.
- The ASR is committed to offering a variety of optional professional development courses, at multiple locations throughout the year.

A Commitment to Excellence

A strength of any learning system is built on well-researched and meaningful criteria. All courses developed by the Association of Saskatchewan REALTORS® for pre-registration training will meet and exceed:
1. Common education standards as developed by the real estate regulatory bodies across Canada.
2. National standards as set out in the National Code of Real Estate Education.
3. Curriculum requirements established by the Alliance for Canadian Real Estate Education (ACRE). ACRE was a partnership of provincial and territorial real estate associations that worked together to develop and advance excellence in real estate education products throughout Canada.

Strict adherence to nationally recognized standards ensures that students receive factual, vital and interesting course content and pursue meaningful learning routes in their new career. Courses are continuously updated by experts in various specialties to ensure timely and informative sessions.

Learning Styles

Classroom: The ASR provides classroom workshops for CPD, and other professional development courses throughout the year.

Classroom instruction uses a combination of teaching methods emphasizing case studies and problem solving exercises. The ASR instructors are active and experienced salespeople in the field of real estate, and other related disciplines, who have met criteria established by the ASR.

Self-Directed: Home study offers students an opportunity to work through course material, research references and complete exercises and examination study guide questions within the confines of their homes and offices, and at their own pace. The ASR provides pre-registration training in this format, followed by a scheduled online exam at one of several exam centres in the province, and also provides online CPD options for registrants.

Commitment and self-motivation are imperative when tackling self-directed programs. But they allow for accessibility to courses and information throughout the province, with learning assistance just a call or email away! As new technology emerges, the ASR is committed to expanding resources and choices in the area of self-directed learning.
The integrated reference/workbook approach is well suited to adult learners. Students readily gain knowledge through guided research, true-to-life case studies and active learning exercises.

**Manuals:** Course manuals are fully integrated and cross referenced to both the Real Estate Encyclopedia and Provincial Reference Manual (see below). Practical hands-on exercises ensure that participants encounter scenarios relevant to today’s real estate marketplace.

Students take part in drafting agreements of purchase and sale, calculating investment property cash flows and rates of return, analyzing situations involving property defects and resolving legal/ethical issues encountered in real estate transactions. Reviews and exercises confirm ongoing comprehension.

Detailed answers are located in the appendix for self-evaluation and for assessing the learning progress. Course content is updated to reflect the latest changes in legislation, legal matters and market practices that impact the real estate profession.

**Examination Study Guide:** Examination study guides have been developed for the pre-registration courses in order to assist in preparing for exams.

**Real Estate Encyclopedia:** The Real Estate Encyclopedia is the online central resource linking academic study and marketplace realities. The material focuses on nationally-recognized terms and accepted practices for real estate activities. This unique reference tool, designed exclusively for the real estate marketplace, has become a standard go-to resource for registered salespeople and brokers.

**Provincial Reference Manual:** The Provincial Reference Manual, a companion resource to the online Real Estate Encyclopedia, guides students through province-specific topics and practices affecting real estate trading. This digital reference tool is divided into 14 sections covering diverse topics such as condominiums, planning, taxation, tenancy and title/ownership.

***Anywhere, Anytime***

Self-directed study is available for courses required for registration and re-registration through home-study and online offerings. In addition, classrooms are strategically located in key centres across the province when personal attendance is required to maximize the learning experiences, such as Continuing Professional Development courses.
Ready to begin your career as a real estate professional?
Choose the path that works for your career goals!

Phase 1
Real Estate as a Professional Career

All streams begin with Phase 1. Within two years of purchasing Phase 1, you’ll need to complete the Phase 1 course plus all Phase 2 courses in your chosen stream.

Become a Salesperson

Phase 2
Residential Real Estate as a Professional Career

Phase 2
Farm Real Estate as a Professional Career

Phase 2
Commercial Real Estate as a Professional Career

or

Become a Property Manager

Phase 2
Property Management as a Professional Career

Complete either the Salesperson stream or the Property Manager stream.

You may complete the Phase 2 courses in the Salesperson stream in any order you wish. All three courses are required, regardless of the area you choose to work in.

Once you have completed all Phase 1 and Phase 2 courses, align yourself with a brokerage - all new registrants are required to work under the guidance of a broker.

Register with the Saskatchewan Real Estate Commission.

Ongoing Continuing Professional Development is required to maintain your registration - you will need to complete one mandatory course per registration year.

Become a Broker

Phase 3
Real Estate Office Management and Brokerage

Once you have completed your broker course, you may register as a Broker, Associate Broker or Branch Manager. Current requirements, in addition to completing Phase 3 education, include two years of experience as a registered real estate professional.
Course Descriptions

**Real Estate as a Professional Career**
$1,399 (Home study – Pass mark 70%)
Designed for the prospective salesperson, the material covered in this course is very practical in nature. You will learn the basics of property evaluation, mortgage financing, building construction, property registry, contract and agency law, *The Real Estate Act*, The Real Estate Regulations, Commission Bylaws, CREA Code of Ethics, mandatory and standard forms, technology, and privacy issues.

**Residential Real Estate as a Professional Career**
$799 (Home study – Pass mark 70%)
Designed for participants embarking on a career in residential real estate, this course provides the practical knowledge and expertise necessary to be successful. Material covered includes an overview of residential real estate, evaluating property, representing the seller, representing the buyer, the contract of purchase and sale and other applicable forms plus mortgage underwriting.

**Commercial Real Estate as a Professional Career**
$799 (Home study – Pass mark 70%)
Designed as a competency-based course for commercial practitioners, this course recognizes the unique requirements of commercial clients and customers in a sophisticated marketplace. The focus is on commercial skills and knowledge with particular regard to acceptable standards and levels of consumer protection expected of salespeople entering this field. Material covered includes an overview of commercial real estate, professional conduct, seller/landlord representation, buyer/tenant representation, retail and office leasing, sale of a business, industrial real estate, investment real estate, the offer to purchase and other applicable forms.

**Farm Real Estate as a Professional Career**
$799 (Home study – Pass mark 70%)
Designed for participants planning to specialize in the sale of farm properties, this course provides the product knowledge and expertise necessary to be successful. Material covered includes an overview of farm real estate, soils, crop and livestock production, utilities and services, listing/selling of farm properties including applicable forms, plus the environment and associated risks.

**Property Management as a Professional Career**
$799 (Home study – Pass mark 70%)
Designed as a competency-based course for property managers, this course recognizes the unique requirements of property managers, tenants and landlords in an increasingly sophisticated marketplace and focuses on property management skills and knowledge. Material covered includes an overview of property management, the law and property management, leases and tenancy agreements, property management accounting, management and administrative procedures, physical and operational property management, professional conduct and the property management plan.
**Real Estate Office Management and Brokerage**

$1,249 (Home study – Pass mark 70%)

Designed for the prospective broker, associate broker and branch manager, this course addresses managerial implications including building a business plan, marketing, bookkeeping, financial statements, budgeting, personnel, operations manuals, employment contracts, human resources, training programs and the *Competition Act*. Material covered also includes *The Real Estate Act* (plus its interpretations and exemptions), the Real Estate Regulations and Commission Bylaws. In addition, the history, structure and mandate of the Saskatchewan Real Estate Commission and how it impacts on the trade of real estate is closely examined.

**Real Estate Reciprocity Information Materials**

For those individuals who qualify for reciprocity or licensing/registration to trade in real estate in Saskatchewan, a link to the Association of Saskatchewan REALTORS® will be provided to obtain the Real Estate Reciprocity Materials which includes relevant legislation, practices and procedures followed in Saskatchewan (contact the Commission to determine eligibility).

It is the responsibility of the individual to review and become familiar with the information and once comfortable with the material provided, sign a declaration that acknowledges the individual’s obligations. The declaration is then submitted to the Saskatchewan Real Estate Commission, and a Registrant Application Form may be completed through a brokerage in Saskatchewan.

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Real Estate is the best investment in the world because it is the only thing they’re not making anymore.

- Will Rogers
Education Requirements

The Saskatchewan Real Estate Commission is responsible for the administration of *The Real Estate Act*. The Act requires that those who wish to earn a living by selling real estate must register with the Commission as a salesperson, broker, associate broker or branch manager. Each category has specific education requirements.

Over the years, names and content of the educational courses have changed and evolved, and will continue to do so. Therefore, the timing of when your real estate education was obtained will determine the courses that are required, and this will vary.

Saskatchewan real estate courses are developed and delivered by the Association of Saskatchewan REALTORS®. All course registrations are completed through the ASR. Information can be found online at saskatchewanrealestate.com or by contacting:

Association of Saskatchewan REALTORS®
2811 Estey Dr | Saskatoon, SK  S7J 2V8
p. 306.373.3350  | t.f. 877.306.7732
education@saskatchewanrealestate.com

In addition to education requirements, certain broker roles also require real estate experience. Contact the Commission...
Criminal Record Check

The Saskatchewan Real Estate Commission is the regulatory body that registers individuals to trade in real estate. They require each applicant to submit an acceptable fingerprint record check.

Individuals may go to a Commissionaire’s office located in either Regina or Saskatoon or you may choose to go to the local police authority to request a criminal record check by fingerprint comparison. Locations that provide this service are included in the Phase 1 course material. You will be required to provide two pieces of identification, one of which must verify your date of birth (i.e., driver’s license, health card, social insurance card, birth certificate, etc.). Please call ahead for an appointment and note that each organization charges a fee for this process - that payment may be requested by cash only.

Individuals should apply in sufficient time to allow for the processing of the criminal record check. Because the process may take a few weeks or longer, we recommend starting on this process after the purchase of your Phase 1 course. Your fingerprints will be submitted electronically on your behalf. Please ensure that you request the results be sent directly to the Saskatchewan Real Estate Commission.

If the criminal record check is returned directly to you, it is your responsibility to ensure that the Saskatchewan Real Estate Commission receives the form.

Student Photo

Students are required to have a photo on file that will be used for identification purposes for all examinations.

Students currently enrolled in a real estate course are asked to send a jpeg or tiff copy of their photo (head and shoulders) to the following email address: education@saskatchewanrealestate.com. A selfie taken on a smart phone is acceptable, as long as it doesn’t contain anything distracting in the photo.

Please note that PDFs, pictures of pictures, and scanned copies are not acceptable. A high resolution jpeg or tiff version of your photo is required.
Language Proficiency Requirement

English is the language of contracts in Saskatchewan and the language of instruction for real estate education in the province. In order to ensure that registrants are competent to communicate in English with other registrants and consumers, the Saskatchewan Real Estate Commission has instituted a Language Proficiency Requirement.

All students will be required to satisfy the Language Proficiency Requirement before they can register for an examination. The Language Proficiency Requirement can be satisfied by obtaining a Level 4 or higher in all skill areas on the Canadian English Language Proficiency Index Program (CELPIP) General Test or by qualifying for an exemption. Exemptions are under the sole jurisdiction of the Saskatchewan Real Estate Commission, and are subject to change at any time.

Exemption from the Language Proficiency Index requirement is available to applicants who:

1. Have graduated from a high school in Canada or the United States and have completed Grade 12 Language Arts or its equivalent. OR
2. For Quebec residents, have completed four (4) courses in English as a First Language at a Collèges d’enseignement général et professionnel if a program was completed after 1996. Prior to 1996, two (2) courses are acceptable. A high school diploma completed prior to the 1977 Charter of the French Language verifying the school was English speaking is also acceptable. OR
3. Have obtained their high school equivalency in a school/institution at which English is recognized as the primary language of instruction. (This would include successful completion of General Education Diploma (GED) or successful completion of Advanced “A” level examinations of English in the United Kingdom.) OR
4. Have graduated from a recognized degree (see note i) program at an accredited (see note ii) university, college or technical institute at which English is the primary language of instruction. OR
5. Have successfully completed a three-credit course in English Composition or English Literature at an accredited (see note ii) university, college or technical institute at which English is the primary language of instruction. OR
6. Who are currently licensed, qualified to be licensed or who have been unlicensed for less than two (2) years in another Canadian jurisdiction and have satisfied that jurisdiction’s language requirements.

Additional Information

• The easiest and most efficient way to satisfy the language proficiency requirement is to provide a high school transcript (not diploma or certificate). If you completed high school in Saskatchewan, information on how to obtain your high school transcript can be found at: http://www.education.gov.sk.ca/transcripts or by calling 306-787-9525.
• Exemptions based on experience will not be considered.
• Courses provided in a language other than English, or in an English as a Second Language (ESL) or an equivalent setting, do not satisfy the credit course exemption requirement.
• More information about the Canadian English Language Proficiency Index Program (CELPIP) - General Test can be found at celpip.ca.
**Notes:**

i) A Diploma or Certificate from a technical institute or College is not considered equivalent to a degree. Individuals who entered College or Technical school with a high school diploma should present their high school transcripts to satisfy the requirement.

ii) Individuals who successfully completed an English Language or Literature course as detailed in exemption 5 above may satisfy the requirement by providing their college or technical institute transcript.

iii) An accredited university, college or technical institute shall meet the following criteria:
- For US Institutions – a US college or university accredited by a regional accrediting agency (for example, Middle States Association of Colleges and Schools).
- For International Institutions – an institution outside of Canada and the United States that is recognized by the country’s ministry in charge of higher education or the official regulating body.

iv) International students are advised to complete the CELPIP General test. However, you may choose to have your credentials assessed by the International Qualifications Assessment Service (IQAS). IQAS reports should be sent directly to the Association of Saskatchewan REALTORS®: 2811 Estey Drive, Saskatoon, SK S7J 2V8. See the IQAS website http://work.alberta.ca/Immigration/apply.html for further details. The report must state clearly English as the only language of instruction and the degree must be found to be equivalent to a degree in Canada.

For additional information, contact the Saskatchewan Real Estate Commission.
Specific Course Policies, Rules, & Procedures

Purchase of Courses
1. Individuals wishing to enroll in any one of the courses offered by the ASR may do so by creating an account on our website, by contacting the Education Department, or visiting the ASR office.
2. The ASR office is open Monday to Friday from 8:30 am to 4:30 pm, and is located at 2811 Estey Drive, Saskatoon, SK S7J 2V8.
3. Course and administration fees are payable to the Association of Saskatchewan REALTORS®. The ASR accepts payments by major credit card (VISA, MasterCard or American Express), cheque, cash or money order. Payments made online must be made by credit card.
4. Any cheque returned by the bank due to NSF (or any other reason) must be replaced immediately by a certified cheque, cash or money order, covering the original amount of the returned cheque plus an additional NSF charge in the amount of $25.00.
5. The course material will be sent out to the student by mail/courier, when requested, at the student’s expense or can be picked up at the ASR office.

Course Registration
1. Time limits – the enrollment period for all pre-registration courses (i.e., Phase 1 and 2) is two years from the purchase date of the Phase 1 course. (See the Model of Education earlier in this publication.)
2. The enrollment period for Real Estate Office Management and Brokerage or any Phase 2 specialty course being taken by a registrant, is one year from the date of purchase of the course.
3. Transferring course enrollments from one individual to another is not permitted; each individual must enroll on his/her own (and obtain the required materials).
4. An identification number is assigned to each student upon enrolling for a course. The number assigned to the student will remain the same for each subsequent course taken.

Registration Extensions
1. If a student’s course enrollment expires prior to the examination date for that month, his/her enrollment is automatically extended so that he/she may write on the examination date scheduled for that particular month.
2. If a student requests an extension to his/her expiry date of the course, he/she is asked to submit a letter to the ASR’s Education Department. The letter must outline the request, amount of time requested and reason for the request.
   • Enrollment extensions due to medical reasons are dealt with on an individual basis, and must include a doctor’s letter.
   • The ASR, upon written application from a student, may extend the time period to complete the course requirements if, in the opinion of the ASR, the candidate’s failure to complete the course requirements in the prescribed time was due to exceptional circumstances.

Refunds
1. The cost of a course will be refunded in full if all course material is returned to the Association within thirty (30) days of the purchase, provided that the material is returned in good reusable condition. No refunds will be made after thirty (30) days. To meet Canada Revenue Agency requirements, the original receipt for payment of the course must accompany a refund request.
2. Requests for a refund due to medical or bereavement reasons are considered on an individual basis. Requests should be submitted to the ASR in the form of a letter (and be accompanied by a medical certificate where applicable).
Examinations
1. All examinations are in an online multiple choice format. The initial exam is included in the cost of the course. If a re-write is required, there is a $243 fee (plus GST) per examination that must be paid by credit card or PayPal at the time you book your re-write. Feel free to contact the ASR for further information if you have any questions regarding online examinations.
2. Students must successfully pass the examination with a mark of not less than 70%.
3. A student may register to write the final examination for the course that he/she is enrolled in anytime before Tuesday at noon the week prior to the scheduled examination date.
4. Personal identification with a signature and photograph will be requested at the examination. A government issued photo ID card is required.
5. Students are permitted a maximum of two (2) rewrites of examinations relating to a particular course (for a total of three (3) writings).
6. Rewriting an examination involves repeating the examination process. Students will not be provided with the same examination utilized in their first attempt.
7. All rewrites will be charged a fee of $243 (plus GST), payable at the time of booking.
8. Students registering for a supplementary examination may do so anytime before Tuesday at noon the week prior to the scheduled examination.
9. If a student is scheduled to write an examination and is unable to do so, the student must withdraw from it no later than Wednesday at 4 pm the week prior to the scheduled exam, by using the Yardstick exam site where he/she initially registered for the exam. Failure to appear for an examination without proper withdrawal is treated as if the examination had actually taken place (and counts as one of the three writings allowed).
10. Examinations represent 100% of the final mark.
11. All rewrites for pre-registration courses (i.e., Phase 1 and 2) must be completed within two-years of purchasing the Phase 1 course. After that time the student will be required to re-register and pay the required fee for the applicable courses.
12. All rewrites for Real Estate Office Management and Brokerage or any of the Phase 2 courses being taken by a registrant must be completed within the one year enrollment period for the course, after that time the student will be required to re-register and pay the required fee for the applicable course.
13. Examination results will be provided electronically upon completion of the examination.
14. The privacy of students will be protected by the ASR; no personal information will be communicated to a third party without the express written consent of the student (unless required by law).
15. Students with any concerns or complaints with regard to the examination location or procedures are asked to submit an email to Yardstick (support@getyardstick.com) as soon as possible, outlining the concerns. The concerns or complaints will be reviewed and handled accordingly.
16. All examinations will consist entirely of multiple choice questions. Students are allowed three hours to complete exams. To avoid unnecessary disruption to other students in the examination process, personal business (use of washrooms, etc.) should be attended to prior to entering the examination room. The examination supervisor’s permission is required to leave the room during an examination.
17. All examinations are closed book. Therefore, you may not bring any manuals or written materials into the examination room. Do bring a pen and an acceptable calculator where applicable; scrap paper will be provided. Personal belongings cannot be on or near a student and will have to be left with the examination supervisor.
18. Upon completing the examination, students must turn in all examination material (including sheets used for rough work) before leaving the examination room. Once a student leaves the room, he/she cannot return.
19. The examination supervisor may exclude a student from the examination if the student:
   • removes unauthorized material from the testing centre;
   • creates a disturbance or is uncooperative or abusive;
   • attempts or uses a restricted electronic device during an examination (a silent non-programmable calculator is not restricted); or
   • attempts or uses false or fictitious identity or knowingly provides false information.
20. Examination Schedule

- Examinations are held on the fourth Monday of the following months in the designated centers.
  - Months: January, March, May, July, September and November
  - Centres: North Battleford, Prince Albert, Swift Current, Weyburn and Yorkton
  - Months: February, April, June, August, October and December*
  - Centres: Estevan, Kindersley, Lloydminster, Melfort and Moose Jaw
  *(Examinations written in December for the above centres will be held on the second Monday of the month.)

- Examinations are held in Regina on the first and third Monday of each month. There will be only one examination in December and it will be held on the first Monday.
- Examinations are held in Saskatoon on the second and fourth Monday of each month. There will be only one examination in December, scheduled on the second Monday.

Violations/Decisions/Appeals

The process for reviewing violations is outlined as follows:
1. The alleged violation is received by the ASR and reviewed by the Director of Learning.
2. Upon review, if the Director of Learning is of the opinion that a potential violation has occurred, the student will be notified and provided with a written summary of the alleged violation.
3. The Director of Learning may request additional information from the student.
4. The student and/or his/her representative has the opportunity to make his/her representation of the facts to the Director of Learning.
5. The Director of Learning will make a decision as to whether or not the student is guilty of violating education policy and will determine the appropriate action to be taken.
6. The decision will be communicated to the student in writing.
7. The student may appeal any decision of the Director of Learning within 21 days of the decision and be heard by the Hearing Committee within 14 days of the appeal. The appeal will be directed to the Chief Executive Officer. The President of the ASR will appoint the Hearing Committee. The Committee will be made up of three individuals, one of whom must be a member of the ASR Board of Directors who will serve as the chairperson of the Committee. There is a $300.00 fee to register an appeal, which is refundable in the event that the appeal is successful. The student and/or his/her representative has the opportunity to make his/her representation of the facts to the Hearing Committee. In addition, the Director of Learning, or an appointed designee, has the opportunity to make his/her representation of the facts to the Hearing Committee.
8. The Hearing Committee will make a decision as to whether or not the student is guilty of violating educational policy and determine the appropriate action to be taken.
9. The decision will be communicated to the student in writing and will be considered final.

Miscellaneous
1. A student who has lost his/her receipt may request one from the ASR. An administration fee of $25.00 is required prior to the release of this form.
2. A form for income tax purposes will be issued to the student for the income tax year in which the course was completed.
3. The Association must be notified in writing regarding a change to a home address. The student’s name and the new and old addresses should be included.
Frequently Asked Questions

I have never been in real estate. How do I get started?
• Visit Saskatchewanrealestate.com and purchase Phase 1: Real Estate as a Professional Career.
• Provide the ASR with the Language Proficiency document and a head and shoulders photo.
• Successfully pass the exam with a mark of 70% or greater.
• Request a criminal record check by fingerprint comparison (see instructions included with Phase 1 course). You won’t need this until you register with the Commission, however it’s best to have it ready before you need it!

I’ve completed the first course. What’s the next step?
• Choose the education stream you wish to pursue: Salesperson or Property Manager.
• Purchase and complete all required phase two courses. These need to be completed within 2 years from the date you purchased Phase 1.
• Successfully pass the exam(s) with a mark of 70% or greater.
• Register with the Commission as a registered salesperson or property manager within two years of the date of completion of the last Phase 2 course in your chosen stream.

I’m thinking about working as a broker, branch manager or associate broker. What do I need to do?
• Purchase and complete Phase 3: Real Estate Office Management and Brokerage.
• There are requirements in addition to education for becoming registered as a broker, branch manager or associate broker. Contact the Commission for more details.

I am currently registered as a salesperson, but I did not complete the Real Estate as a Professional Career course. I would like to register as a broker, branch manager or associate broker. What courses do I need to complete?
• Please contact the Commission for direction regarding course requirements.

I was once registered with the Commission, and wish to return to the industry. What courses should I take?
• Please contact the Commission for direction regarding course requirements.

I am currently registered or was registered to sell real estate in another jurisdiction. What do I need to do to become registered to sell real estate in Saskatchewan?
• The Commission will recognize applicants trading in real estate from all Canadian jurisdictions that have occupational standards. These applicants will be eligible for licensing/registration reciprocity without additional educational requirements. However, individuals are required to review information on Saskatchewan-specific issues and to sign a declaration (included in the application) that acknowledges their obligations to:
  • know, understand and practice in strict accordance with The Real Estate Act, Regulations and Bylaws;
  • be familiar with the laws of Saskatchewan as pertaining to real estate;
  • only engage in work or provide services when competent to do so; and
  • abide by any restrictions/conditions imposed upon the issuance of their registration (i.e., specific areas of practice or educational requirements unique to Saskatchewan).
• If you were previously licensed/registered in another country, please contact the Commission.
It's a beautiful thing when a career and a passion come together.

Contact the Association of Saskatchewan REALTORS® for more information or for any questions you may have:

Chasidy Bateman, Learning Advisor
2811 Estey Drive | Saskatoon, SK S7J 2V8
f. 306.373.3350 | t.f. 1.877.306.7732 ext. 4
e. education@saskatchewanrealestate.com | saskatchewanrealestate.com