REAL ESTATE UPDATE
2012-2013
Workshop Version

Continuing Professional Development Course Completion required by May 31, 2013

WORKSHOP GUIDELINES & PROCEDURES

ASSOCIATION OF SASKATCHEWAN REALTORS®
communicate · educate · advocate ·
Introduction

The workshop and online reference guides offered by the Association of Saskatchewan REALTORS® (ASR) are intended to provide registrants with an overview of the workshop and direction to the online version, 'Guidelines, Policies and Procedures.' For information about the Continuing Professional Development (CPD) workshops see below. To download the PDF of the online version go to the ASR CPD/Guidelines webpage and find the 'Click here to download the Online Course Guidelines & Procedures.'

The ASR is a non-profit organization mandated to serve, represent and provide direction and leadership to its members. The Saskatchewan Real Estate Commission 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.

The Commission is responsible for establishing and monitoring education standards for registration purposes. Current bylaws outline the requirement of completing the CPD education program by all registrants of the Province of Saskatchewan.

The current CPD course must be completed by all Registrants before May 31, 2013 to meet the annual CPD requirements.

Commission Bylaws 329, 330, 331 and 409 outline the requirements for completing the CPD course, the consequences of not complying, and the procedure and costs associated with applying for an extension of the date for completion.

The CPD program is designed to deliver current and comprehensive information, and to ensure that registrants come away from the course with material they can reference later. CPD is in place to improve public protection, to improve the professional image of registrants, and to reduce potential claims against registrants.

For further information, or for clarification of any information contained in this publication, please contact the ASR’s Professional Development Department or the Member Services Department.

Workshop Guidelines

1. It is your responsibility to read and understand all guidelines contained herein, and to adhere to them.
2. The CPD requirement must be completed annually, this year before May 31, 2013.
3. The current CPD offering is Real Estate Update 2012-2013.
4. Enrollment forms have been mailed and emailed to all brokerage offices. In addition, enrollment forms may be obtained from ASR’s website at www.saskatchewanrealestate.com or may be picked up at the ASR office. Enrollment forms will not be faxed to registrants.
   Enrollment forms may be mailed, faxed or emailed to ASR. Course fees must accompany the enrollment form.
5. Course fees are payable to the Association by VISA, Mastercard, American Express, cheque, or money order. Fax or email payments must be made by VISA, Mastercard or American Express. Debit (Interac) payments and cash are accepted in person at the Association office only.
6. Association office hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.
   2811 Estey Drive
   Saskatoon, Saskatchewan S7J 2V8
   Phone: 306.373.3350 or 1.877.306.7732 toll free
   Fax: 306.373.5377
   Email: info@saskatchewanrealestate.com
   Website: www.saskatchewanrealestate.com
7. The CPD program will be offered in approximately 35 courses throughout the province during the one-year period. Please refer to the enclosed or online Course Schedule for dates and locations.
8. Approximate minimum enrollment is 25 registrants and maximum per workshop is 40.
9. All workshop fees are non-refundable. Registrants enrolled in a workshop may have the workshop fee transferred to a later workshop date provided that written notice is given to ASR at least two weeks prior to the date of the workshop the registrant is cancelling. Registrants will forfeit the enrollment fee if notice to transfer enrollment to another workshop is not received prior to the two week deadline. Registrants will then have to re-enroll in another workshop and pay all applicable course fees.
10. Registrants who have enrolled in a workshop and wish to switch to the online version may do so. In order to be refunded the workshop fee, (less the administration fee of $25.00) cancellation of registration for a workshop must: take place at least two weeks prior to the date of the applicable workshop, be in writing, and be delivered to the ASR office before the
11. Registrants forfeit any refund if they contact the ASR less than two weeks before the workshop they were scheduled to attend. Once enrolled in the online version of CPD, a registrant may withdraw and enroll in a workshop offering, (if space is available) but the online enrollment fee will NOT be refunded.

12. 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 workshop. Requests should be submitted in writing to the Association office and should be accompanied by supporting documentation.

13. Any cheque declined by your 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.

14. Registration is on a first come first served basis. The number of workshops held in specified areas is dependent on the number of registrants within that area.

15. Registrants who show up at the door will rarely be allowed entry to the workshop and only in exceptional circumstances for the purposes of filling the available seats. Pre-enrollment, confirmation and payment arrangements with ASR is required.

16. As the CPD education requirement is tied to registration, picture ID (business card, driver’s license, etc.) will be required for attendance at all workshops.

17. All registrants are requested to sign in to the workshop a ½ hour prior to the 9:00 a.m. start time and will be required to sign out after the workshop is over. Verification of identity will be requested when signing in to ensure that credit for completion is assigned to the correct individual.

18. Course credit is given only for 100% attendance in the workshop. Attendance at all sessions will be closely monitored. Personal breaks will be limited to 15 minutes in total for the entire day (outside of the classroom scheduled breaks).

19. Registrants arriving after 9:15 a.m. will not be admitted and will be required to re-enroll in a later workshop and pay the required workshop fee. No refunds or transfer of fees will be issued for missed workshops.

20. The Association reserves the right to cancel or reschedule workshops if minimum enrollment is not reached. The Association also reserves the right to change workshop locations or dates as deemed necessary. Any changes will be communicated to all registrants affected as soon as the changes are known.

21. The Association does not assume responsibility or liability concerning any inconvenience, expense, or other resulting losses incurred by registrants due to workshop cancellations or changes.

22. Course manuals will be issued at the start of each workshop; all other supplies (e.g., pens and paper) must be provided by the registrant.

23. Electronic devices must be turned off during the sessions.

24. Upon completion of the workshop, registrants will be asked to evaluate the course content and course delivery. All feedback is appreciated and will be used to plan and develop future courses.

25. Income tax receipts will be issued upon successful completion of the workshop. A receipt will be emailed to the address on file with the Association. It is the registrant’s responsibility to notify the Association of any name or address changes immediately.

26. Any registrant who loses his/her income tax receipt may request a duplicate from the Association for an administrative fee of $25.00.

27. The privacy of registrants will be protected by the Association. No information will be communicated to a third party without the express written consent of the registrant concerned (other than required by law).

28. Your written permission is requested on the Enrollment Form to release information pertaining to your successful completion of the CPD requirement to the Commission to assist in determining your qualification for continued registration.

29. A registrant who does not complete the continuing professional development requirement before May 31, 2013, may make written application to the Registrar for a 30-day extension. The application shall include a $300 filing fee. The granting of the extension shall be at the discretion of the Registrar. An applicant who is aggrieved by a decision of the Registrar may apply to the Commission to review that decision.
the one-day CPD workshop will complete the CPD requirement for the 2012-2013 Commission registration period

continuing education allows registrants to improve their skills and offer superior service to their customers and clients

registrants must pre-pay and register with ASR; those who show up with the intent to pay at the door will rarely be allowed entry to the workshop and only in exceptional circumstances

photo ID is required by every registrant in order to attend and receive credit for completing the CPD workshop

workshop credit is only given for 100% attendance; registrants may not accumulate more than a TOTAL of 15 minutes personal time for the entire day (other than scheduled breaks)

registrants not completing the CPD requirement by May 31, 2013, may make written application to SREC’s Registrar for a 30-day extension. The application shall include a $300 filing fee. The granting of the extension shall be at the discretion of SREC’s Registrar.

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