

# Continuing Education

## Information Sheet

From the 1 January 2012, all licensees are required to complete a set amount of continuing education each year. This information sheet will help you understand what you need to do.

### **What is the purpose of continuing education?**

Continuing Education (CE) will reinforce your current knowledge as well as address issues and trends that emerge in the practice of real estate. Ultimately, CE is about having a professional real estate industry.

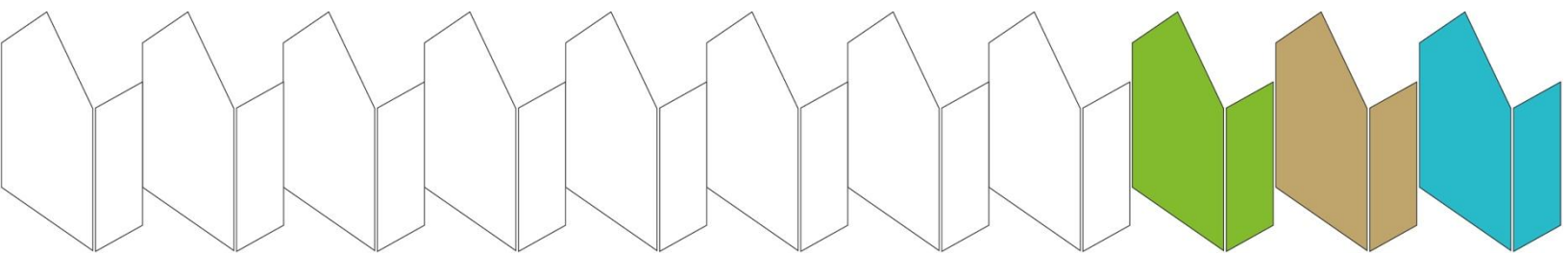
### **What does CE look like?**

The Authority is calling its CE "10+10". There are two parts to CE:

**1. Ten hours of verifiable education:** This is formal education about complying with the Act, Regulations and Rules. This will be delivered by an approved provider.

Each year, around October, we will decide the topic(s) for the following year's verifiable CE. Sometimes all licensees will be asked to do the same CE and sometimes we will ask Agents, Branch Managers and Salespeople to do different verifiable CE. The Authority has set up the Continuing Education Advisory Group to advise us on what the topic(s) for verifiable CE should be.

**2. Ten hours of non-verifiable education:** This is education that you are already likely to be doing and includes conferences, in house training, personal professional development and other industry-based training.



If you are a member of a professional organisation, and do CE with them as part of your membership, we will recognise this as non-verifiable CE. This includes any CE you do as part of the Real Estate Institute of New Zealand's Continuing Professional Development programme.

You will need to complete your 10+10 each calendar year from 1 January 2012. When you renew your licence from 1 January 2013, you will need to provide evidence of having completed both components from the previous calendar year before your licence can be renewed.

### **What is the verifiable CE topic for 2012?**

The verifiable continuing education topic for 2012 is the Professional Conduct and Client Care Rules, with a focus on disclosure.

### **How long will I get to do 10+10?**

You will have one calendar year to do the 10+10. Each year, from 1 January, you will need to plan some time to do your in-house non-verifiable CE and you will need to enrol with an approved provider for your 10 hours of verifiable CE. You need to complete your 10+10 before 31 December each year.

### **Who do I go to for verifiable CE?**

You can find a list of approved continuing education providers at <http://www.reaa.govt.nz/>. Only approved providers are allowed to deliver verifiable CE and we will only accept verifiable CE delivered by these providers when you come to renew your licence.

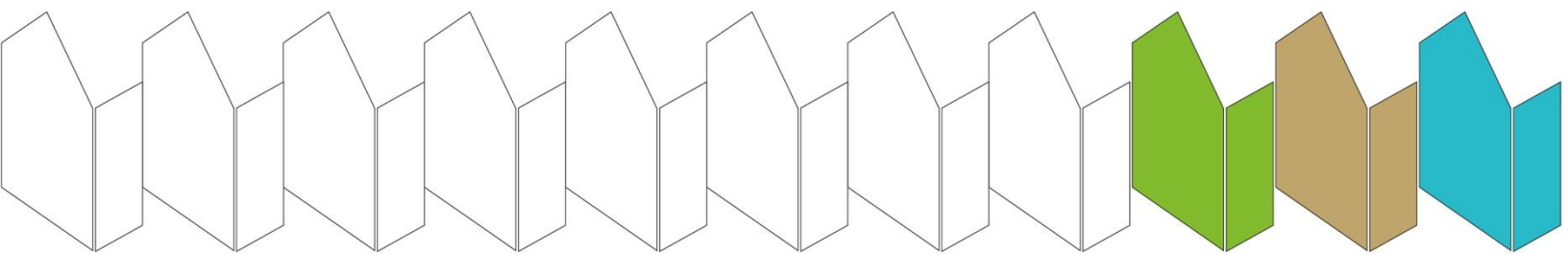
### **When can I start my verifiable continuing education?**

We are working with the ETITO, our Industry Training Organisation, to build learning objectives, a core curriculum and training materials which all approved providers will be required to implement. This will be ready for the approved providers in early March 2012.

This means that you will most likely not be able to start verifiable CE until the end of March 2012.

### **How much will it cost to do verifiable CE?**

Each approved provider will set their own fees. A list of approved providers is on our website and you should contact them for information on fees.



There is no charge from the Authority for CE.

### **What if I have completed one of the new National Certificates, or Diploma in Real Estate?**

If you have completed one of these qualifications you will qualify for an exemption from the 10+10 for both the calendar year in which you got this qualification and the next calendar year.

This exemption will apply to:

- a) newly qualified licensees
  
- b) existing salesperson licensees who decide to study and gain the new National Certificate in Real Estate (Salesperson)
  
- c) existing licensees who decide to advance their career by attaining a higher qualification (eg a salesperson who attains the branch manager qualification).

### **I have chosen to suspend my licence - do I have to do CE?**

You do not have to do continuing education while your licence is suspended. However, from 1 January 2013, if you revive your licence after having suspended it for more than 12 months you will need to complete 10 hours of verifiable refresher training when re-entering the industry. The refresher training will be 10 hours of verifiable training and will focus on helping get you back up to speed with significant issues or changes in the law that you need to know about.

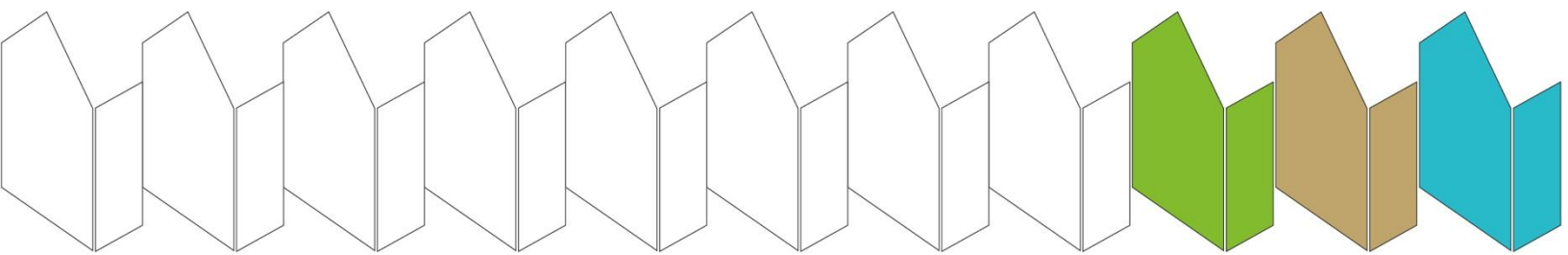
You will have until the second renewal of your licence to complete this refresher training along with the regular 10+10 CE requirements.

### **My renewal date is in October 2012, do I have to do CE in 2012?**

Yes you do. When you renew your licence in October 2013, the Registrar will need to see that you have completed your CE requirements for the 2012 calendar year.

You may even have completed your CE requirements for the 2013 calendar year before you renew your licence in October 2013, however we won't need to see that until you renew your licence in October 2014.

### **How do I prove I have completed my CE requirements?**



When you apply to renew your licence from 1 January 2013, you will need to tell us the name of the provider with whom you completed your verifiable CE.

You will also need to keep written records of what activities you did to complete your non-verifiable CE.

You will need to confirm that you have met the CE requirements before your licence will be renewed.

### **What if I do more than 10+10?**

We encourage all licensees to grow and reinforce their real estate skills and knowledge.

If you do more than 10 hours of non-verifiable you cannot accrue that into the next years' quota or to verifiable CE.

It is highly unlikely you will be able to do more than 10 hours of verifiable CE because we will design verifiable CE to fit 10 hours.

### **Does education ordered through disciplinary action count towards my CE?**

No. Any education or training that a licensee has been directed to take by a Complaints Assessment Committee, the Real Estate Agents Disciplinary Tribunal or by a Court will not be recognised as a part of a licensee's 10+10 CE

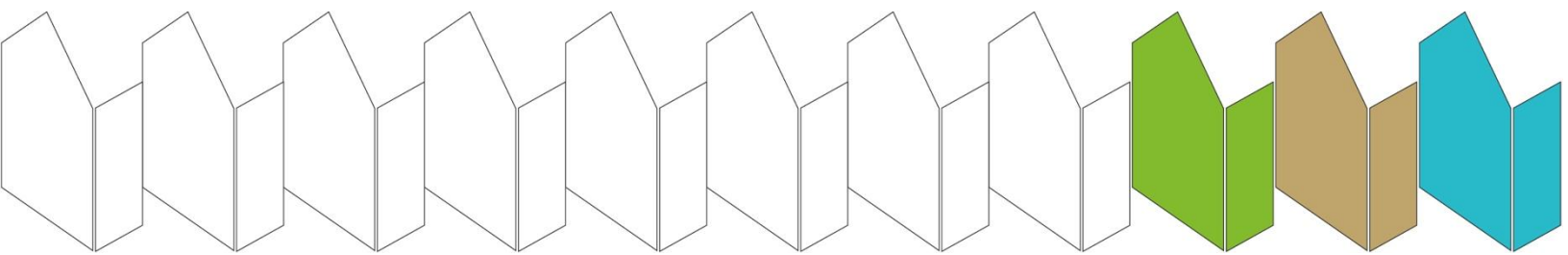
### **What is the advisory group and who is on it?**

The Continuing Education Advisory Group (CEAG) is a group that helps us to keep in touch with the industry. It is an avenue for all stakeholders to provide us with their views on emerging issues that may require specific education.

The group has volunteered its time and is made up of representatives from the Authority, the industry and consumer protection experts.

The members are:

- Barrie Barnes Board of Real Estate Agents Authority
- Dean Winter Chief Executive (Acting), Real Estate Agents Authority
- Helen O'Sullivan Chief Executive, Real Estate Institute of New Zealand
- Garry Fissenden Chief Executive, Industry Training Organisation



- Sue Chetwin Chief Executive, Consumer New Zealand
- Peter Thompson Managing Director, Barfoot & Thompson
- Deane Pettit Principal Agent, PGG Wrightson
- Anne Duncan Principal Agent, Anne Duncan Real Estate
- Jo-Anne Clifford Chief Operations Officer, Harcourts New Zealand
- Graham Crews Real estate industry consultant
- John Gray President, Home Owners and Buyers Association of New Zealand
- David Bigio Barrister with extensive experience in the real estate industry.

**More information:**

Visit the Authority's website <http://www.reaa.govt.nz>

Call us on 0800 367 7322 or (04) 471 8930

Email us at [licensing@reaa.govt.nz](mailto:licensing@reaa.govt.nz)

**Real Estate Agents Authority**

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Website: [www.reaa.govt.nz](http://www.reaa.govt.nz)

To the best of the Real Estate Agents Authority knowledge, the information in this guide is accurate at the date shown below. However, the requirements on which this information is based can change at any time and the most up-to-date information is available at [www.reaa.govt.nz](http://www.reaa.govt.nz) [Version 1.0, December 2011].

