



# Education Source Book 2016-2017

**ns<sup>^</sup>ar**  
NOVA SCOTIA ASSOCIATION  
OF REALTORS®

Learn. Share. Advance.

## Learning Today for a Better Tomorrow

In this publication you will find a comprehensive list and explanation of the Continuing Professional Education (CPE) courses, policies and instructors that will meet the Nova Scotia Real Estate Commissions' education requirements for licence renewal.

The Education Source Book, in addition to CPE listings, also contains information on the Salesperson Licensing Course, Broker Licensing Course, New Member Orientation, REALTOR® Career Development Program and so much more! Please refer to the Table of Contents for a complete list.



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## **HOW TO CONTACT US**

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### **NSAR**

7 Scarfe Court, Suite 100

Dartmouth, NS

B3B 1W4

Phone: (902) 468-2515 or (800) 344-2001

Fax: (902) 468-2533 or (877) 220-2533

### **Office Hours:**

Monday – Friday from 8:30 am to 4:30 pm

### **NSAR Education Department**

Nicole Kreiger

Director of Education

nkreiger@nsar.ns.ca

Claire Beck

Education Coordinator

cbeck@nsar.ns.ca

### **NSAR Education Committee 2016 – 2017**

#### *Chairperson:*

Aaron Millen, Northern Nova Scotia Region

#### *Members:*

John Robinson, Cape Breton Region

Robert Wambolt, Highland Region

Alison McNair, Halifax-Dartmouth Region

Caylum Evong, Halifax-Dartmouth Region

Matt Honsberger, Halifax-Dartmouth Region

Allen Chase, Annapolis Valley Region

Ann Parks, South Shore Region

John Armstrong, Yarmouth Region

### **Paragon Customer Service**

1-877-657-4357 or paragonsupport@bkfs.com

## NSREC EDUCATION REQUIREMENT FOR LICENCE RENEWAL

NSAR, through a memorandum of understanding with the Nova Scotia Real Estate Commission, develops and delivers all CPE, SLC and BLC education in Nova Scotia. All courses are designed to address issues identified by NSREC as important and relevant.

### 2016-2017 Continuing Professional Education Requirements for real estate licensees

- **Brokers, managing brokers and associate brokers** are required to complete the full-day broker mandatory course *Understanding Self-Regulation and the Audit/Inspection Process*
- **Salespeople** must complete one of the following courses: *Effective Communication and Real Estate* or *2016-2017 NSAR Commercial Forum*

▶ **NOTE:** Brokers, managing brokers and associate brokers are not required to take the salespersons mandatory

The NSAR commercial forum is a one-time offering

There is no elective requirement

All licensees must take the mandatory course specified for their level of licence and/or type of practice, but may additionally take another mandatory that may be of interest to them.

### Education Requirements for Licensees

New licensees joining between July 1st and December 31, 2016 – Complete one mandatory course.

New licensees joining between January 1, 2017 and June 15, 2017 – **No courses needed before June 15, 2017.**

### List of Completed Courses

You can view your completed courses by logging on to [www.realtorlink.ca](http://www.realtorlink.ca) and selecting **Member Profile** from the right side menu, then **CPE Activities**.

### ▶ NOTICE TO ALL LICENSEES:

If you do not complete your CPE course requirements by June 15, 2017, your licence will expire at midnight on June 30, 2017

You will remain unlicensed until:

- ✓ You complete required CPE course
- ✓ Successfully apply to reinstate your licence

Courses scheduled in addition to those scheduled in this publication will be double the regular tuition price if scheduled prior to June 15th and triple the tuition price if scheduled after June 30th.

## NSAR COURSE FEES

### Continuing Professional Education Courses (CPE)

Full Day Course

\$209.30 (including 15% HST)

### Licensing Courses

Salesperson Licensing Course (Classroom)

\$3,089.00 (including taxes and books)

Salesperson Licensing Course (Online)

\$2,530.00 (including taxes)

Broker Licensing Course

\$2,977.00 (including taxes and books)



▶ All course fees, dates and locations are current as of September 1, 2016 and are subject to change.

Please check the NSAR website [www.realtorlink.ca](http://www.realtorlink.ca) for up to date information.

## CPE COURSE REGISTRATION

All scheduled courses have size limits, so please register well in advance.

Register online at [www.realtorlink.ca](http://www.realtorlink.ca) by mail, fax or in person at 7 Scarfe Court, Dartmouth. Payment must accompany your completed registration form.

### Online Registration Instructions

Go to [www.realtorlink.ca](http://www.realtorlink.ca) and log in with your username and password. Select Course Calendar on the right side menu.



The screenshot shows the NSAR website interface. At the top, there is a navigation bar with the NSAR logo, a language selector set to 'English', and links for 'Listings Stats' and 'Logout'. Below this is a main navigation menu with categories like 'About', 'News & Events', 'Member Benefits & Tools', 'Market Data & Stats', 'Departments', 'Education', and 'Forms'. A search bar for 'Local Board/Association Search' is also present. The main content area features a large banner for 'MY REALTOR® is my Trusted Guide.' with an image of a woman. To the right, there is a 'NSAR Quick Links' sidebar with various utility links. Below this, there is an 'Education' section where the 'Course Calendar' link is highlighted with a green box and a green arrow pointing to it from the right side of the page.

Narrow parameters by choosing your city preference, date range and type of course.

Click the “Find” button.

The screenshot shows the REALTORLink website interface. At the top, there is a navigation bar with the REALTORLink logo, a user profile icon labeled 'Sign Out', a shopping cart icon labeled 'Cart', and a search box labeled 'Keyword Search'. Below this is the Nova Scotia Association of REALTORS logo. A green navigation bar contains links for Home, Committee, Events, RCP™ Courses, and Forms & Decals. The main content area is titled 'Event List' and features a section for 'Upcoming Events'. This section contains three search filters: 'City' with a dropdown menu set to '[Any]', 'Event Date Between' with two date input fields and an 'and' separator, and 'Type' with a search box containing '(Any)'. A green 'Find' button is located below the filters. A message at the bottom of the search area reads 'Please enter your search criteria to view results.'

Choose from available options.





The screenshot shows the REALTORLink website interface with the search filters updated. The 'City' dropdown is now set to 'Dartmouth'. The 'Event Date Between' filters are set to '9/1/2016' and '9/30/2016'. The 'Type' search box now contains 'CPE'. The green 'Find' button remains highlighted. Below the search filters, a table displays the search results.

Type	Date	Event	Instructor	City	Status
CPE	9/7/2016	REIC 2020 - Ethics And Business Practices (3 Day Course)	Garth Jones/Donna Harding	Dartmouth	
CPE	9/26/2016	Moving To Designated Agency	Dennis Richards	Dartmouth	
CPE	9/29/2016	Moving To Common Law Agency	Linda Smerdon	Dartmouth	



Click "Register Myself" if this is the course you want. Continue to checkout.

Home   Committees   Events   RCO™ Courses   Forms & Decis

Share this page    

Instructor   **Linda Standon**

### Moving To Common Law Agency

Moving to a Common Law Brokerage Most brokerages in Nova Scotia practice under the traditional agency model of Common Law Agency. Understanding this model in depth and knowing how to effectively apply it in day-to-day practice is a skill that industry members need in order to fulfil their fiduciary duties to their clients while ensuring a general duty of care and fairness to all consumers of real estate services. This full day course will explore common law agency in depth with a focus on issues that commonly arise specifically with this type of agency. It will be delivered through a combination of lecture and workshop style with ample opportunity for discussion of real life situations.

**Price**   250.00

**When**   02/09/2016 9:00 AM - 02/09/2016 4:00 PM

**Where**   NSAR  
7 Scarffe Court  
Dartmouth, Canada

[Register Myself](#)

My registration status: Not registered

### Shopping Cart

Override transaction date

#### Items

Item	Quantity	Price	Total	Tax
Moving To Common Law Agency	1	250.00	250.00	Recurse

[Update](#)

#### Cart Charges

Item Total	250.00
Shipping	0.00
Handling	0.00
Tax	17.50
<b>TRANSACTION GRAND TOTAL</b>	<b>267.50</b>

#### Payment Details

Pay Now    Pay Later

Payment method

\*Card number

\*Name on card

\*Expiration date

GST

Card address 7 Scarffe Court  
Dartmouth, NS B3B 1W6  
CANADA  
Choose another address

[Submit Order](#)

## COURSE PAYMENT OPTIONS

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### Methods of payment accepted by NSAR:

- money order;
- cash;
- cheque;
- debit;
- Visa / MasterCard and American Express (Amex only available at reception);
- NSAR account;
- Brokerage account (Broker or Managing Associate Broker's signature must be included on the registration form);
- Non members must pay at time of registration.

### NSAR Refund Policy (for SLC & BLC)

A refund, less 10% administrative fee will be issued, if requested up to five working days prior to the day of the course.

A refund, less 25% administrative fee, will be issued if requested between five working days prior to and the day of the course.

### Tuition Tax Credit

The following courses and exam fees may be claimed for the tuition tax credit under Section 118.5 of the Income Tax Act:

- Salesperson Licensing Course tuition (classroom or online);
- Broker Licensing Course tuition;
- Exam fees, including re-writes
- CPE courses, if total tuition is more than \$100 per calendar year.

Documentation is required from NSAR to support tuition tax credit.

Please contact NSAR by phone at 902-468-2515 or 1 800 344-2001.  
OR by email at [education@nsar.ns.ca](mailto:education@nsar.ns.ca)

## NSAR COURSE POLICIES

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### Lack of CPE Course Registration

There is a minimum requirement of five (5) people for a CPE course. Courses are fully refundable if the course is cancelled by NSAR, however, the student will be first given the option of applying the course fee to a later scheduled course not exceeding twelve (12) months from the original course date.

### Storm Day

#### Halifax / Dartmouth Region

CPE courses will be cancelled when the NSAR office in Burnside is closed.

By 7:00 a.m., a message will be placed on the NSAR phone system (902 468-2515) advising that the NSAR office is closed, any scheduled classes are cancelled for the day.

#### All Other Regions

By 6:30 a.m. on the day of the scheduled course, the NSAR phone greeting will include a message concerning any CPE closures for that day in any region outside the Halifax/Dartmouth region. The NSAR Education Department will re-schedule any cancelled course and contact registrants with the new date.

#### Late Arrival

Any participant arriving at a CPE class more than fifteen minutes past the posted start time will not be permitted entry by the instructor. It is the member's responsibility to reschedule by contacting the Education Department.

### Cancellation Within 24 hours

Course registration must be cancelled no later than 24 hours prior to the course start date. If notification has not been provided to NSAR by the appropriate time, the member will be charged the full course fee. The member may file an appeal of the above decision, with reasons for not having cancelled within the required timeline, with the Education Committee. The decision of the Education Committee will be final and binding.

### Auditing a CPE Course

A member may audit any CPE course if enrolment is not at the maximum. The Education Department reserves the right to charge a nominal fee to cover the cost of materials.

## CPE MANDATORY COURSE DESCRIPTIONS

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### **SALESPERSON:**

#### **Effective Communication and Real Estate**

Being an effective communicator is important for the success of any professional and licensed real estate practitioners are no exception. This full day course, for licensed salespeople, will explore what communication is, why it is so important and delve into practical examples and pitfalls in a real estate industry context. The interactive exercises and practical takeaway tips will help salespeople improve and sharpen their communication skills.

### **BROKER, MANAGING ASSOCIATE BROKER AND ASSOCIATE BROKER:**

#### **Understanding Self Regulation and the Audit/Inspection Process**

The regulatory audit or inspection process, which all brokerages in Nova Scotia are subject to, has been the topic of much discussion among brokers. This full day course, for brokers, managing associate brokers and associate brokers, explores the concept of self regulation, how the audit/inspection process fits into this model of regulation and debunks some of the myths around what impact audit/inspection results are actually having on brokerages in our province. The aim of this course is to improve brokers' understanding of self regulation, provide the tools to facilitate a higher level of regulatory compliance and maintain a level of satisfactory audit/inspection results.



## NSAR TEACHING CENTRES

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### Halifax-Dartmouth

NSAR  
7 Scarfe Court  
(902) 468-2515

### Antigonish

Maritime Inn  
158 Main Street  
(902) 863-4001

### Port Hawkesbury

Maritime Inn  
717 Reeves Street  
(902) 625-0320

### Annapolis Valley

Old Orchard Inn  
Ext 11, Route 101  
(902) 542-5751

### Greenwood

New Beginnings Centre  
1151 Bridge Street  
(902) 765-8155

### New Glasgow

Holiday Inn Express  
86 Lawrence Blvd.  
(902) 755-1020

### Amherst

Credit Union Business  
Innovation Center  
5 Ratchford Street  
(902) 667-5700

### Sydney

Hampton Inn  
60 Maillard St.  
(902) 564-6555

### Truro

Holiday Inn Hotel  
437 Prince Street  
(902) 895-1651

### Bridgewater

Best Western  
527 Highway 10  
(902) 530-0101

### Yarmouth

Rodd Grand  
417 Main St.  
(902) 742-2446



Hampton Inn, Sydney

## SALESPERSON'S MANDATORY - EFFECTIVE COMMUNICATION AND REAL ESTATE

Please note: All Mandatory Courses are a full day from 9:00 am to 4:00 pm.

Location	Date	Course Name	Instructor
Amherst	Wednesday, November 23, 2016	Salesperson Mandatory	Dennis Richards
Antigonish	Monday, November 7, 2016	Salesperson Mandatory	Tanya Ozard
Antigonish	Friday, May 12, 2017	Salesperson Mandatory	Dennis Richards
Bridgewater	Thursday, November 3, 2016	Salesperson Mandatory	Tanya Ozard
Bridgewater	Monday, December 5, 2016	Salesperson Mandatory	Dennis Richards
Bridgewater	Thursday, February 23, 2017	Salesperson Mandatory	Tanya Ozard
Bridgewater	Friday, April 21, 2017	Salesperson Mandatory	Tanya Ozard
Bridgewater	Monday, May 29, 2017	Salesperson Mandatory	Linda Smardon
Dartmouth	Monday, October 24, 2016	Salesperson Mandatory	Jim Murphy
Dartmouth	Friday, October 28, 2016	Salesperson Mandatory	Lisa White
Dartmouth	Wednesday, November 2, 2016	Salesperson Mandatory	Dennis Richards
Dartmouth	Friday, November 4, 2016	Salesperson Mandatory	Linda Smardon
Dartmouth	Saturday, November 5, 2016	Salesperson Mandatory	Dennis Richards
Dartmouth	Monday, November 7, 2016	Salesperson Mandatory	Jim Murphy
Dartmouth	Wednesday, November 9, 2016	Salesperson Mandatory	Dennis Richards
Dartmouth	Monday, November 14, 2016	Salesperson Mandatory	Dennis Richards
Dartmouth	Thursday, November 17, 2016	Salesperson Mandatory	Lisa White
Dartmouth	Monday, November 28, 2016	Salesperson Mandatory	Jim Murphy
Dartmouth	Friday, December 2, 2016	Salesperson Mandatory	Jim Murphy
Dartmouth	Monday, December 5, 2016	Salesperson Mandatory	Lisa White
Dartmouth	Wednesday, December 7, 2016	Salesperson Mandatory	Dennis Richards
Dartmouth	Monday, December 12, 2016	Salesperson Mandatory	Linda Smardon
Dartmouth	Wednesday, December 14, 2016	Salesperson Mandatory	Jim Murphy
Dartmouth	Friday, December 16, 2016	Salesperson Mandatory	Dennis Richards
Dartmouth	Wednesday, January 4, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Friday, January 6, 2017	Salesperson Mandatory	Dennis Richards

## SALESPERSON'S MANDATORY COURSE SCHEDULE *CONTINUED...*

Location	Date	Course Name	Instructor
Dartmouth	Thursday, January 12, 2017	Salesperson Mandatory	Lisa White
Dartmouth	Monday, January 16, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Wednesday, January 18, 2017	Salesperson Mandatory	Linda Smardon
Dartmouth	Monday, February 6, 2017	Salesperson Mandatory	Lisa White
Dartmouth	Monday, February 13, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Wednesday, February 15, 2017	Salesperson Mandatory	Linda Smardon
Dartmouth	Friday, February 17, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Friday, February 24, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Monday, February 27, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Wednesday, March 1, 2017	Salesperson Mandatory	Lisa White
Dartmouth	Thursday, March 2, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Monday, March 6, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Monday, March 13, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Wednesday, March 15, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Friday, March 17, 2017	Salesperson Mandatory	Linda Smardon
Dartmouth	Monday, March 20, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Wednesday, March 22, 2017	Salesperson Mandatory	Linda Smardon
Dartmouth	Friday, March 24, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Monday, March 27, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Thursday, March 30, 2017	Salesperson Mandatory	Lisa White
Dartmouth	Friday, March 31, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Wednesday, April 5, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Thursday, April 6, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Friday, April 7, 2017	Salesperson Mandatory	Lisa White
Dartmouth	Monday, April 10, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Wednesday, April 12, 2017	Salesperson Mandatory	Linda Smardon
Dartmouth	Thursday, April 20, 2017	Salesperson Mandatory	Dennis Richards

## SALESPERSON'S MANDATORY COURSE SCHEDULE *CONTINUED...*

Location	Date	Course Name	Instructor
Dartmouth	Wednesday, May 3, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Wednesday, May 10, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Wednesday, May 24, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Friday, May 26, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Thursday, June 1, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Monday, June 5, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Wednesday, June 7, 2017	Salesperson Mandatory	Dennis Richards
Dartmouth	Thursday, June 8, 2017	Salesperson Mandatory	Linda Smardon
Dartmouth	Friday, June 9, 2017	Salesperson Mandatory	Jim Murphy
Dartmouth	Saturday, June 10, 2017	Salesperson Mandatory	Dennis Richards
Greenwood	Thursday, May 18, 2017	Salesperson Mandatory	Dennis Richards
New Glasgow	Wednesday, May 24, 2017	Salesperson Mandatory	Lisa White
Sydney	Wednesday, October 12, 2016	Salesperson Mandatory	Tanya Ozard
Sydney	Monday, April 10, 2017	Salesperson Mandatory	Tanya Ozard
Sydney	Thursday, May 11, 2017	Salesperson Mandatory	Tanya Ozard
Sydney	Monday, June 5, 2017	Salesperson Mandatory	Linda Smardon
Truro	Thursday, October 20, 2016	Salesperson Mandatory	Tanya Ozard
Truro	Monday, January 23, 2017	Salesperson Mandatory	Tanya Ozard
Truro	Wednesday, May 17, 2017	Salesperson Mandatory	Tanya Ozard
Valley	Friday, November 18, 2016	Salesperson Mandatory	Tanya Ozard
Valley	Monday, December 12, 2016	Salesperson Mandatory	Tanya Ozard
Valley	Thursday, March 23, 2017	Salesperson Mandatory	Tanya Ozard
Valley	Wednesday, April 5, 2017	Salesperson Mandatory	Tanya Ozard
Valley	Friday, May 5, 2017	Salesperson Mandatory	Lisa White
Valley	Thursday, June 8, 2017	Salesperson Mandatory	Tanya Ozard
Yarmouth	Monday, October 17, 2016	Salesperson Mandatory	Dennis Richards
Yarmouth	Wednesday, May 31, 2017	Salesperson Mandatory	Tanya Ozard



## BROKERS' MANDATORY - UNDERSTANDING SELF REGULATION AND THE AUDIT/INSPECTION PROCESS

Location	Date	Course Name	Instructor
Antigonish	Monday, October 17, 2016	Broker Mandatory	Linda Smardon
Bridgewater	Wednesday, October 19, 2016	Broker Mandatory	Lisa White
Dartmouth	Monday, October 31, 2016	Broker Mandatory	Linda Smardon
Dartmouth	Thursday, November 3, 2016	Broker Mandatory	Lisa White
Dartmouth	Wednesday, November 16, 2016	Broker Mandatory	Linda Smardon
Dartmouth	Thursday, December 15, 2016	Broker Mandatory	Lisa White
Dartmouth	Thursday, January 5, 2017	Broker Mandatory	Linda Smardon
Dartmouth	Thursday, February 16, 2017	Broker Mandatory	Lisa White
Dartmouth	Friday, March 3, 2017	Broker Mandatory	Linda Smardon
Dartmouth	Thursday, March 23, 2017	Broker Mandatory	Lisa White
Dartmouth	Monday, April 3, 2017	Broker Mandatory	Linda Smardon
Dartmouth	Wednesday, April 19, 2017	Broker Mandatory	Lisa White
Dartmouth	Monday, May 1, 2017	Broker Mandatory	Linda Smardon
Dartmouth	Saturday, May 20, 2017	Broker Mandatory	Lisa White
Dartmouth	Thursday, May 25, 2017	Broker Mandatory	Linda Smardon
Dartmouth	Friday, June 2, 2017	Broker Mandatory	Lisa White
Dartmouth	Monday, June 12, 2017	Broker Mandatory	Linda Smardon
Sydney	Wednesday, November 30, 2016	Broker Mandatory	Linda Smardon
Truro	Thursday, October 13, 2016	Broker Mandatory	Lisa White
Valley	Friday, October 21, 2016	Broker Mandatory	Linda Smardon
Yarmouth	Wednesday, November 9, 2016	Broker Mandatory	Lisa White

## NSREC BUYER BROKERAGE AGREEMENT INFORMATION SESSIONS

Buyer brokerage agreements for common law brokerages are mandatory as of January 1, 2017

The Commission is providing mandatory information sessions in communities across the province to common law licensees this fall, free of charge. These seminars will focus directly on using the new Buyer Brokerage Agreement and will be available to licensees up to December 2016.

Area	Date	Time	Location
Antigonish	Friday, September 9, 2016	9:00 am - 12 noon	Maritime Inn
Bridgewater	Friday, September 23, 2016	9:00 am - 12 noon	Best Western
Bridgewater	Friday, November 25, 2016	9:00 am - 12 noon	Best Western
Dartmouth	Wednesday, September 7, 2016	1:30 pm – 4:30 pm	NSAR
Dartmouth	Thursday, October 6, 2016	9:00 am - 12 noon	NSAR
Dartmouth	Monday, November 14, 2016	9:00 am - 12 noon	NSAR
Dartmouth	Friday, December 2, 2016	9:00 am - 12 noon	NSAR
Dartmouth	Wednesday, December 21, 2016	9:00 am - 12 noon	NSAR
Port Hawkesbury	Thursday, September 15, 2016	9:00 am - 12 noon	Maritime Inn
Sydney	Thursday, December 1, 2016	9:00 am - 12 noon	Hampton Inn
Truro	Monday, November 21, 2016	9:00 am - 12 noon	Holiday Inn
Truro	Monday, December 19, 2016	9:00 am - 12 noon	Holiday Inn
Valley	Monday, September 19, 2016	9:00 am - 12 noon	Old Orchard Inn
Valley	Wednesday, December 14, 2016	9:00 am - 12 noon	Old Orchard Inn
Yarmouth	Thursday, November 10, 2016	9:00 am - 12 noon	Rodd Grand

▶ If you do not attend any of the organised information sessions, you will be required to complete the regularly scheduled Common Law Agency course by February 12, 2017, at full cost. Failure to complete either the free information session or the Common Law Agency course by February 12, 2017, will result in your licence being suspended until the requirement is confirmed completed.

## SALESPERSON LICENSING COURSE (SLC) SCHEDULE

2016				
		Location	Time	Instructor**
September	September 12 - October 7, 2016	Classroom A	9:00 am – 4:00 pm	Gary Barkley

2017				
January	January 9 - February 3, 2017	Classroom A	9:00 am – 4:00 pm	Gary Barkley
May	April 24 - May 19, 2017	Classroom A	9:00 am – 4:00 pm	Gary Barkley
July	July 10 - August 4, 2017	Classroom A	9:00 am – 4:00 pm	Gary Barkley

\*\* Pat Cassidy Q.C. and Craig Berryman teach 5 days of the SLC.

► Salesperson Licensing Course must be paid before an individual can become registered.  
 This fee cannot be applied to an individual or Broker's account.  
 Classes are held at NSAR, 7 Scarfe Court, Dartmouth.

## MOVING BROKERAGES

Location	Date	Course Name	Instructor
NSAR	Monday, September 26, 2016	Designated Agency	Dennis Richards
NSAR	Thursday, September 29, 2016	Common Law	Linda Smardon
NSAR	Monday, October 24, 2016	Designated Agency	Lisa White
NSAR	Friday, October 28, 2016	Common Law	Dennis Richards
NSAR	Monday, November 28, 2016	Designated Agency	Linda Smardon
NSAR	Wednesday, November 30, 2016	Common Law	Lisa White
NSAR	Monday, December 19, 2016	Designated Agency	Dennis Richards
NSAR	Wednesday, December 21, 2016	Common Law	Linda Smardon
NSAR	Friday, January 27, 2017	Common Law	Lisa White
NSAR	Monday, January 30, 2017	Designated Agency	Dennis Richards
NSAR	Friday, February 24, 2017	Designated Agency	Linda Smardon
NSAR	Monday, February 27, 2017	Common Law	Lisa White
NSAR	Monday, March 27, 2017	Common Law	Dennis Richards
NSAR	Thursday, March 30, 2017	Designated Agency	Linda Smardon
NSAR	Wednesday, April 26, 2017	Designated Agency	Lisa White
NSAR	Friday, April 28, 2017	Common Law	Dennis Richards
NSAR	Friday, May 26, 2017	Common Law	Linda Smardon
NSAR	Monday, May 29, 2017	Designated Agency	Lisa White
NSAR	Monday, June 26, 2017	Designated Agency	Dennis Richards
NSAR	Thursday, June 29, 2017	Common Law	Linda Smardon
NSAR	Wednesday, July 26, 2017	Designated Agency	Lisa White
NSAR	Friday, July 28, 2017	Common Law	Dennis Richards

► NSREC policy requires all industry members who move to a brokerage that practices a different agency model than that of their current brokerage, meaning moving from designated agency to common law agency or vice versa, will be required to complete the agency course corresponding to their new brokerage within six weeks of reinstating their licence with the new brokerage.

**Failing to meet this requirement may result in the termination of your licence.**

## REALTOR® CAREER DEVELOPMENT PROGRAM

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All Learning to Learn workshops take place at NSAR.  
For more information contact [education@nsar.ns.ca](mailto:education@nsar.ns.ca)

### Learning to Learn Workshops (9:00 am - 4:00 pm)

The objectives of the workshop are:

- Help you understand how the RCD™ program works
- Help you learn about your roles and responsibilities
- Build on your existing skills
- Help you know how to navigate the learner dashboard
- Help you complete a personal learning plan

#### 2016

Wednesday, September 28, 2016  
Monday, October 31, 2016  
Thursday, November 24, 2016  
Tuesday, December 20, 2016

#### 2017

Thursday, January 26, 2017  
Thursday, February 23, 2017  
Wednesday, March 29, 2017  
Thursday, April 27, 2016  
Wednesday, May 31, 2017  
Wednesday, June 28, 2017  
Thursday, July 27, 2017

## BROKER LICENSING COURSE (BLC) SCHEDULE

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- November 14 - 25, 2016 (9:00 am – 4:00 pm)
- May 29 - June 9, 2017 (9:00 am – 4:00 pm)

This course is taught by Gary Barkley and Lisa White.

The Broker Licensing Course consists of 30 hours (one week) of online accounting training as a pre-requisite to 60 hours (two weeks) of in class training.

Even if you do not intend to become a broker, this course is an excellent form of real estate education and will allow you to carry the title of Associate Broker.

The cost of the course is **\$2,977.00** which includes tuition, texts, access to the online portion of the course and all applicable taxes.

**Members must verify with NSREC they are eligible to apply for a brokers' licence once completing the BLC Course and passing the exam.**

- ▶ **Broker Licensing Course must be paid before an individual can become registered.**  
This fee cannot be applied to an individual or Broker's account.  
Classes are held at NSAR, 7 Scarfe Court, Dartmouth.

## NEW MEMBER ORIENTATION

All new members are required to complete New Member Orientation.

This is a **FREE** online offering to be completed within two weeks of joining NSAR.

Once new members complete their membership application they will be given login and password information for the online program.



▶ Failure to complete New Member Orientation in accordance with the provisions of NSAR Policy E-2005-01 shall result in suspension of membership privileges.

NSAR membership shall be terminated as provided for in NSAR Bylaw Article II Section: 12.02(e) for failure to complete the New Member Orientation as stipulated in Policy E-2005-1 within 30 days of joining NSAR.

## NSAR INSTRUCTORS

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### **GARY BARKLEY**

Gary's real estate career spans both the Canadian and American real estate marketplaces. He has extensive experience as a trainer and courseware developer and has enjoyed working with such companies as Royal LePage Real Estate Services Ltd., Century 21 of Canada, The Real Estate Training Institute in Edmonton, Alberta and Jerry Bresser Conferences in Detroit, MI. He has also held positions in the Education Department of the Ontario Real Estate Association and has authored several CPE courses for NSAR.

### **PATRICK I. CASSIDY, Q.C., B.COMM, LLB, M.T.S., A.C.C.I., F.C.C.I.**

Pat, is a partner in the law firm of Cassidy Nearing Berryman and has specialized in the area of Condominium Law since 1982. He acts for most of the condominium corporations in Nova Scotia as well as developers of condominium and fractional projects throughout Atlantic Canada. He is a Past Chair of CCI National and the CCI-NS Chapter. He is a frequent writer for various publications and a lecturer and teacher for several institutions across Canada and America including Dalhousie Law School.

### **LINDA SMARDON**

Linda Smardon was licensed as a salesperson by the NSREC in 1992 and successfully completed the Broker Licensing course in 2005.

Linda is a returning instructor at NSAR. Her experience as an instructor spans 30 years and includes theory, skill training and facilitation with both children and adults.

In the past Linda has served on several Task Forces and Committees and served on the Board of Directors and the Executive of NSAR as well as a Commissioner for the NSREC.

### **LISA WHITE B.COMM, CPA, CA, REALTOR®, BROKER**

Lisa is a Certified Public Accountant, REALTOR®, broker/owner and member of the Canadian Association of Professional Speakers. She has extensive university teaching experience and has been involved in training and course development throughout her varied career, most recently, authoring several courses for NSAR.

Her background as an external auditor and as a university controller, combined with her eleven years of real estate sales experience, provides her with a unique skill set and broad perspective for teaching salespeople and brokers who operate in a challenging and constantly changing business environment.



## **DENNIS RICHARDS**

Dennis began his career in real estate in 1999 and is currently a salesperson with Century 21 Trident Realty Ltd. In addition to his sales activity he has devoted himself to volunteering within real estate as well as in his community.

Dennis volunteers with Chalice as a Chalice Champion, promoting and supporting fundraising programs helping children and families throughout many parts of the world living in poverty. He has served on the Board of Directors of NSAR and NSREC as well as multiple committees of both organizations. He currently serves as Chair of the Forms committee as well as on the Board of the Real Estate Alliance of Canada Inc.

Prior to joining real estate Dennis worked in the insurance industry both in sales and management, including training new recruits and offering sales courses to existing sales associates. Throughout this period he also served as municipal councillor for the former Halifax Regional Municipality, including a term as deputy mayor. Dennis was also an elected member of the Nova Scotia Legislature from 1993 to 1997.

## **JIM MURPHY**

Jim has been involved in the real estate industry since 1980. He has experience in residential sales and management, as well as training and course development with NSAR, NBREA and the Real Estate Institute of Canada.

## **TANYA OZARD**

Tanya has been a REALTOR® since 2003, and a Broker since 2006. Prior to joining real estate, Tanya worked in the hospitality industry in sales, marketing and management. In this leadership role, she was responsible for training, mentoring and managing staff, as well as facilitating training. Tanya is an active volunteer in the community, serving as a board member for Homebridge Youth, and board member & Past President for Canadian Progress Club Halifax Cornwallis. Most recently Tanya has become involved with ElderDog Canada Inc., an organization dedicated to preserving the bond between aging humans and canines.

## **CRAIG BERRYMAN, LLB**

Craig Berryman BA, LLB has been practicing law since 1987. His practice is concentrated in property conveyancing and development, estate planning and probate. With an office in Sheet Harbour and Halifax he has significant experience with both rural and urban property issues. Craig has been a teacher with the Nova Scotia Association of REALTORS® since 1999 and has taught the legal component of the SLC with Patrick Cassidy since 2003.

An avid soccer fan and former player, Craig now coaches and chauffeurs his children to their games.

Craig is a member of the NSBS and a board member of the Lawyers' Assistance Program.

REGISTRATION FORMS



## CPE Registration Form

Please select course location:

- |                          |             |                            |
|--------------------------|-------------|----------------------------|
| <input type="checkbox"/> | ANTIGONISH  | Maritime Inn               |
| <input type="checkbox"/> | BRIDGEWATER | Best Western               |
| <input type="checkbox"/> | BURNSIDE    | NSAR                       |
| <input type="checkbox"/> | WOLFVILLE   | Old Orchard Inn            |
| <input type="checkbox"/> | SYDNEY      | Hampton Inn                |
| <input type="checkbox"/> | TRURO       | Holiday Inn                |
| <input type="checkbox"/> | YARMOUTH    | Rodd Grand                 |
| <input type="checkbox"/> | NEW GLASGOW | Holiday Inn                |
| <input type="checkbox"/> | GREENWOOD   | New Beginnings Centre      |
| <input type="checkbox"/> | AMHERST     | Business Innovation Center |

**Register Online at [www.realtorlink.ca](http://www.realtorlink.ca)**

Register by Mail (with payment)

NSAR, 7 Scarfe Court, Dartmouth, NS B3B 1W4

Register by Fax (payment by Visa/MasterCard)

(902) 468-2533 or (877) 220-2533

Register Online at [www.realtorlink.ca](http://www.realtorlink.ca)

Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_

Course Fee: **Full Day** \_\_\_\_\_ \$209.30 (including 15% HST)

**Method of Payment:**

Chq or money order \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX \_\_\_\_\_

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Signature of cardholder \_\_\_\_\_

**Charge to NSAR account (except Licensed Non Members):**

Member account #: \_\_\_\_\_ Member Signature: \_\_\_\_\_

**Charge to Brokerage account (Broker's/ Managing Associates Broker's signature must accompany this form):**

Brokerage account #: \_\_\_\_\_

Broker's signature: \_\_\_\_\_ Broker's Name (please print): \_\_\_\_\_

**CPE Course Cancellation Policy:** Course registration must be cancelled no later than 24 hours prior to the course start date. If notification has not been provided to NSAR by the appropriate time, the member will be charged the full course fee. The member may file an appeal of the above decision, with reasons for not having cancelled within the required timeline, with the Education Committee. The decision of the Education Committee will be final and binding.

## Salesperson Licensing Registration Form

<b>2016</b>		<b>2017</b>	
<input type="radio"/> September	September 12 – October 7, 2016	<input type="radio"/> January	January 9 – February 3, 2017
		<input type="radio"/> May	April 24 – May 19, 2017
		<input type="radio"/> July	July 10 – August 4, 2017

Course is held at NSAR, 7 Scarfe Court, Dartmouth, NS, Class time is 9:00 am to 4:00 pm

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Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Level of education:**

High School diploma \_\_\_\_\_ Post Secondary \_\_\_\_\_ Post Graduate \_\_\_\_\_

**Previous Occupation:** \_\_\_\_\_

**Have you previously held a real estate license or real estate admin position?**

Yes,  No If yes when and where: \_\_\_\_\_

**Age Group:** 19-29 \_\_\_ 30-49 \_\_\_ 50-69 \_\_\_ 70+ \_\_\_

**Cost \$3,089.00 (inclusive of HST & textbooks)**

**Method of Payment:**

Chq or money order \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

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Applications can be faxed to NSAR: (902) 468-2533 or (877) 220-2533  
 Applications can also be dropped off or mailed to NSAR, 7 Scarfe Court, Dartmouth, NS B3B 1W4  
 Please ensure payment information is listed on the form.

**Please read the following and sign:**

### **Tuition Refund (Classroom)**

The tuition less a 10% administrative fee will be refunded up to five working days prior to the first day of the course. Between the 5<sup>th</sup> day prior to the course start date and up to and including the first day of the course, the tuition less a 25% administrative fee will be refunded.

There is no tuition refund after the first day of the course.

The student has the option of applying a full credit against a future course offering within the subsequent twelve months.

Textbooks are non-refundable

Course fees are fully refundable if the course is cancelled by the Nova Scotia Association of REALTORS®.

### **High School Diploma or equivalency**

I acknowledge that I must possess a High School Diploma or equivalency in order to become licensed to trade in real estate in Nova Scotia.

**This is to advise that I understand the information as outlined above:**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Salesperson Licensing Course - Online

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Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Course Cost: \$2,530.00 (including taxes)**

**Method of Payment:**

Chq or money order \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

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**Level of education:**

High School diploma \_\_\_\_\_ Post Secondary \_\_\_\_\_ Post Graduate \_\_\_\_\_

**Previous Occupation:** \_\_\_\_\_

**Have you previously held a real estate license or real estate admin position?**

\_\_ yes, \_\_ no If yes when and where: \_\_\_\_\_

**Age Group:** 19-29 \_\_\_ 30-49 \_\_\_ 50-69 \_\_\_ 70+ \_\_\_

---

Applications can be faxed to NSAR: (902) 468-2533 or (877) 220-2533

Applications can also be dropped off or mailed to NSAR, 7 Scarfe Court, Dartmouth, NS B3B 1W4

Please ensure payment information is listed on the form.

**Please read the following and sign:**

**Tuition Refund**

Online students opting out of the course or within fifteen days of signing up will be subject to a 25% of tuition administration fee. After the fifteen days there is no refund.

**High School Diploma or equivalency**

I acknowledge that I must possess a High School Diploma or equivalency in order to become licensed to trade in real estate in Nova Scotia.

**This is to advise that I understand the refund policy as outlined above:**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Broker Licensing Course Registration Form

- November 14 - 25, 2016
- May 29 – June 9, 2017

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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**Course Cost: \$2,977.00 (inclusive of online primer, HST & textbooks)**

**Method of Payment:**

Chq or money order \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Signature of cardholder:

\_\_\_\_\_

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**I understand the following:**

- € There is an online accounting primer (approx. 30 hours) that must be completed before class begins.
- € You are responsible to confirm with NSREC that you are eligible to become licensed as a broker.
- € 100 % attendance is required.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applications can be faxed to NSAR: (902) 468-2533 or (877) 220-2533

Applications can also be dropped off or mailed to NSAR, 7 Scarfe Court, Dartmouth, NS B3B 1W4

Please ensure payment information is listed on the form.



## Changing Brokerages Registration Form

**Moving to:**

- Designated Brokerage      Course Date: \_\_\_\_\_
- Common Law Brokerage      Course Date: \_\_\_\_\_

**Location:      NSAR      7 Scarfe Court, Dartmouth**

Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Course Fee:      \$287.50 (includes 15% HST)**

**Method of Payment:**

Chq or money order \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX \_\_\_\_\_

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Signature of cardholder \_\_\_\_\_

**Charge to NSAR account (Except Licensed Non Members):**

Member account #: \_\_\_\_\_ Member Signature: \_\_\_\_\_

**Charge to Brokerage account (Broker/Managing Associate Broker's signature must accompany this form):**

Brokerage account #: \_\_\_\_\_

Broker's signature: \_\_\_\_\_ Broker's Name (please print): \_\_\_\_\_

**CPE Course Cancellation Policy:** Course registration must be cancelled no later than 24 hours prior to the course start date. If notification has not been provided to NSAR by the appropriate time, the member will be charged the full course fee. The member may file an appeal of the above decision, with reasons for not having cancelled within the required timeline, with the Education Committee. The decision of the Education Committee will be final and binding.





**Nova Scotia Association of REALTORS®**

7 Scarfe Court, Suite 100

Dartmouth, NS B3B 1W4

T 902.468.2515 1.800.344.2001

F 902.468.2533 1.877.220.2533

[nsrealtors.ca](http://nsrealtors.ca)