

Nova Scotia Real Estate Commission
Examination Challenge



Copyright 2012. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means, mechanical, electronic, photocopying, recording, or otherwise, without the prior written permission of the Nova Scotia Real Estate Commission.

Care has been taken to trace and acknowledge ownership of copyright material contained in this text. The publishers will gladly accept any information that will enable them to rectify any reference or omission in subsequent editions.

Introduction

The Nova Scotia Real Estate Commission (the Commission) specifies education requirements and registration procedures for real estate salespersons and brokers in the province of Nova Scotia. The Nova Scotia Association of REALTORS® (NSAR), its nominee for education, offers the *Salesperson and Broker Licensing Courses* to eligible individuals. NSAR sells the study materials applicants need to prepare for the exam.

The Registrar makes all decisions in regard to licensing qualifications and educational requirements. As part of the decision making process for the *Examination Challenge Program*, the Registrar may require input from the NSAR and the Commission Licensing Committee.

Eligibility is based on educational achievements and, where applicable, relevant experience. Documentation is required, in support of any application, to ensure that individuals have met necessary requirements.

The final decision regarding eligibility for this program rests with the Registrar of the Nova Scotia Real Estate Commission. The Registrar is empowered to exercise such powers and duties as are conferred by the *Real Estate Trading Act*, including all matters involving educational requirements and licensing.

Any applicant that is refused a licence by the Registrar may appeal the decision to the Commission Licensing Committee.

Challenge examinations

This booklet is designed to assist individuals eligible to pursue the *Challenge Examinations* to be licensed to trade in real estate in the province of Nova Scotia.

The *Challenge Examination* tests skills and competencies relating to province-specific content. Challenge examinations apply to:

- Existing salespeople from other jurisdictions.
- Existing brokers/associate brokers from other jurisdictions.
- Lawyers

The examination challenge approach provides a consistent method to assess knowledge, while ensuring that individuals demonstrate required skills and competencies using a structured evaluation format. The Registrar grants eligible persons the right to challenge selected examinations in lieu of attending classroom programs or completing correspondence courses. Failure to successfully challenge an exam means the applicant must challenge again until they are successful.

The Challenge Examination assesses skills/competencies in regard to province-specific materials. A Preparation Guide is provided to assist individuals in reviewing course materials and identifying key province-specific topic matters.

About the exam

The *Challenge Examination* assumes that common topics (as recognized by real estate regulators), and associated skills and competencies are adequately addressed through licensing/registration courses in the originating jurisdiction. The *Challenge Examination* is based on skills/competencies for uncommon (province-specific) subject matter, most notably Nova Scotia legislation impacting the trading of real estate and unique regulatory considerations affecting industry members.

Exam process

Scheduling: Applicants must provide a licensing history issued by the regulatory body where they are currently licensed and submit an exam application.

Format: Exam questions focus on province-specific topics from the licensing course, as applicable. No notes or scrap paper may be taken into the examination room.

Pass Mark: The pass mark is 70 per cent.

Rewrites: Should the applicant not be successful in achieving 70 per cent, they must make arrangements to challenge the exam again.

Identification: Photo identification (either a valid driver's license or passport) must be presented to write the *Challenge Examinations*. No exceptions are permitted.

Cancellation: Due to unforeseen circumstances, examination dates may be cancelled and/or examination centres may be closed without notice. In such cases, examinations will be rescheduled and/or relocated.

Preparing for the exam

Licensing courses in Nova Scotia use an integrated encyclopedia/workbook learning design.

While it is important to study the province-specific content noted in this booklet, applicants should review all course materials. The *Real Estate Encyclopedia*, *Provincial Reference Manual*, and Salesperson Licensing Course workbooks contain easy-to-follow procedural steps, tips, and guidelines. Appendices in all three course workbooks include exercise answers.

Salesperson licensing course materials: The Workbook and Forms and Solutions Guide provide the main reference materials for the examination challenge.

Common v. province-specific topics: Testing mechanisms in the *Challenge Examination* emphasize skills and competencies relating to province-specific content, but assume knowledge of generally-accepted real estate principles, practices, and knowledge common to provincial jurisdictions. As such, overall familiarity with *all* texts and workbook content (province-specific and common) is essential when preparing for the examination.

Exercises/Assignments: Applicants do not have to complete the course assignments to write the exam; however completing the assignments will assist in writing the exam. Answers are provided in the Forms and Solutions Workbook.

Real Estate Encyclopedia: The *Real Estate Encyclopedia* consists of common topics.

Provincial Reference Manual: The *Provincial Reference Manual* consists of province-specific materials.

Summary of Nova Scotia specific content

(From the Salesperson Licensing Course book)

Unit 1, Session 2 – Professional Association & Regulatory Controls

Unit 3, Session 1 – Real Estate Ownership

Unit 3, Session 2 – Planning, Land Use & Taxation

Unit 3, Session 3 – Real Estate Trading

Unit 3, Session 4 – Other Provincial/Federal Legislation

Unit 4, Session 1 – Agency Relationships and Disclosures

Unit 7, Session 2 – New Houses

Unit 8, Session 1 – Standards, Trade Practices, and Discipline

Unit 8, Session 2 – Risk Management and Professionalism

Unit 9, Session 1 – Seller Representation and the Listing Process

Unit 9, Session 2 – Buyer Representation and Negotiations

Unit 10, Session 1 – Drafting the Residential Resale Agreement

Unit 10, Session 2 – Conditional Offers and Selected Forms

Unit 10, Session 3 – Condominium Resale Agreement

Unit 10, Session 4 – Tenancy Agreement

Contact information

For questions about the exam, the licensing process, and regulatory concerns, contact:

Nova Scotia Real Estate Commission
7 Scarfe Court, Suite 200
Dartmouth, Nova Scotia
B3B 1W4

Telephone: (902) 468-3511
Toll free: (800) 390-1015
Fax: (902) 468-1016
Web site: www.nsrec.ns.ca

To purchase the study materials needed to prepare for the exam, contact:

Nova Scotia Association of REALTORS®
Director of Education
7 Scarfe Court
Dartmouth, Nova Scotia
B3B 1W4

Telephone: (902) 468-2515
Outside Metro: (800) 344-2001
Fax: (902) 468-2533
Web site: www.nsar.ns.ca