



# Real Estate as a Profession:

How to become a licensed real estate salesperson in New Brunswick



## Who is NBREA?

The New Brunswick Real Estate Association (NBREA) is a provincial association of REALTORS® working together to strengthen and promote standards of professionalism.

The NBREA was incorporated in 1958 and today represents over 800 agents, salespeople and affiliate members throughout the province.

**Our Mission:** The New Brunswick Real Estate Association serves and regulates its members through education, professionalism and ethical standards, and promotion of public awareness for the benefits of all REALTORS® and the public they serve.

One of the roles of the NBREA is to co-regulate the practice of trading in real estate within the province in conjunction with the provincial government. The Association is committed to protecting the interests of New Brunswick's real estate buyers and sellers by:

- Developing and maintaining standards of qualification for real estate professionals;
- Providing educational programs for its members, including pre-licensing courses and continuing education;
- Promoting public awareness of the role of the Association; and
- Enforcing strict adherence to standards of professional ethics as specified in the Canadian Real Estate Association REALTOR® Code of Ethics.

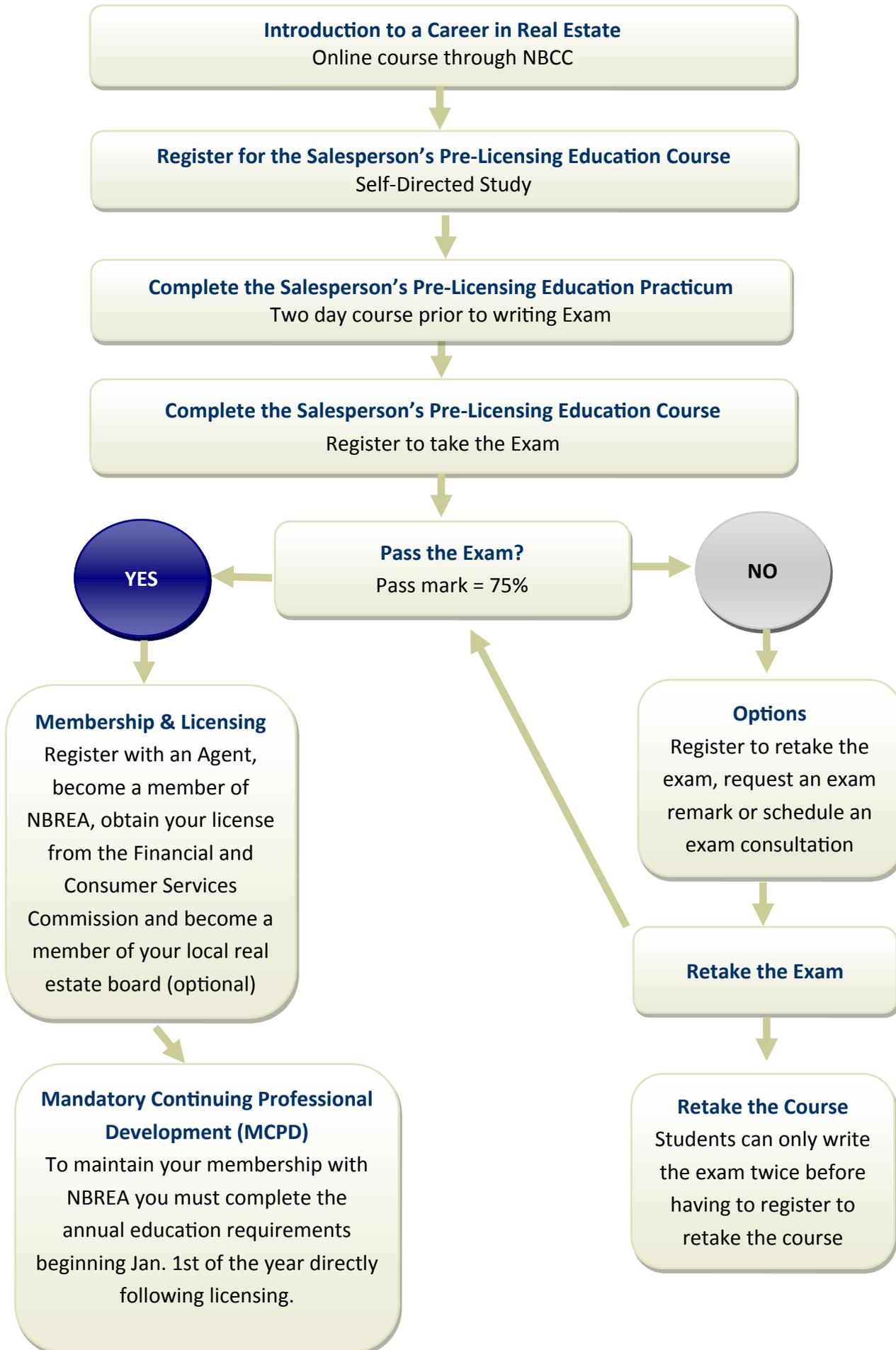
## Financial and Consumer Services Commission (FCNB)

The real estate industry in New Brunswick is co-regulated by the provincial government through the Financial and Consumer Services Commission and NBREA. These two organizations regulate who may enter and continue in the industry, and how industry members should conduct themselves.

Responsibilities of the Financial and Consumer Services Commission include:

- regulate the industry in partnership with NBREA;
- license real estate agents, managers, and salespersons;
- investigate and resolve complaints under the *Real Estate Agents Act*;
- respond to inquiries and provide consumer education;
- administer and enforce the *Real Estate Agents Act*;
- conduct criminal record checks on licence applicants; and
- provide ministerial approval for all NBREA licensing courses and mandatory continuing education programs.

# The steps to your career in real estate



# Licensing Requirements

Licenses are issued by the New Brunswick Financial and Consumer Services Commission in accordance with the *New Brunswick Real Estate Agents Act* upon recommendation from NBREA.

To obtain a Salesperson's license in New Brunswick, you must:

- complete the appropriate licensing course, two day (2 day) Practicum course and pass the exam with a minimum mark of 75%;
- apply for a license no later than 12 months after passing the exam;
- be at least 19 years of age;
- be a citizen or have permanent residence status in Canada;
- provide a New Brunswick mailing address;
- submit a criminal record check to FCNB;
- provide a declaration from an agent that the applicant will be employed by that agent when granted a license;
- submit a completed application form and the appropriate fee; and
- submit proof of membership with NBREA.

The *Real Estate Agent's Act* provides for all applicants to be assessed for suitability prior to a license being granted. Having a criminal record or having filed for bankruptcy, for instance do not immediately disqualify the applicant but the Director may determine, after the investigation that the person is not suitable. If you have any concerns about your suitability for licensing you should contact the Financial and Consumer Services Commission at (506) 453-2322 to confirm that you qualify for a license prior to attending the appropriate licensing course.

## Licensing Classes

In accordance with the *Real Estate Agents Act* there are four (4) different licenses granted by the Financial and Consumer Services Commission. They are:

1. **Agent:** the licensed, legal entity in the real estate business (the real estate company). The agent may be a sole proprietor, a partnership or corporation. It is authorized to employ or contract with individual licensed salespersons, and managers to conduct business on its behalf.
2. **Manager:** an employee of an Agent who is responsible for the day-to-day operation of the business and who is qualified to supervise Salespeople. Any branch office with five or more Salespeople required a Manager.
3. **Salesperson:** a person who has fulfilled the education requirements, and is appointed or authorized by an agent to trade in real estate on its behalf. The Salesperson may only trade while licensed with an Agent.
4. **Branch Office:** an Agent cannot trade in real estate from multiple locations unless he/she is licensed in all locations. One office must be listed as the main office and all others listed as branch offices.

# Maximizing Personal Skills

Experience suggests that certain talents, qualities, and personal traits improve the odds of building a worthwhile career. Maximize your personal skills:

**Math**—a basic grounding in math fundamentals used when measuring structures and land, as well as evaluating property and discussing mortgage financing.

**Problem-solving**—an ability to address difficulties and arrive at plausible, practical solutions given conflicting interests of parties involved.

**Language comprehension and proficiency**—salespeople must understand, draft and explain real estate agreements, listings and other related forms.

**Negotiating skills**—salespeople routinely negotiate on behalf of buyers and sellers to arrive at mutually agreeable terms.

**Interview techniques**—real estate success often depends on asking the right question at the right time, especially when determining buyers purchasing needs.

**People skills**—rapport comes easily to those who enjoy working with people, genuinely take interest in their well-being, and understand needs and wants.

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

## Financial Facts

Predicting income is always a difficult task. Earnings are typically related to personal sales ability and people skills. However, several years' experience are often necessary before accurately predicting income levels.

Some established real estate salespeople achieve high incomes—some in the six digits. These individuals work very hard and usually have advanced education and training, and well-polished sales and people skills. Others may work for months or years and never see this type of result. This may be fine, since the definition of financial success is personal.

### **Commission**

Compensation for salespeople is usually based on a commission structure. Commission arrangements vary among real estate offices. Some firms pay a high commission percentage but also charge a monthly fee that must be paid regardless of whether commissions are earned. Other firms pay a lower split of the commission but do not charge for all items the salesperson uses. Earnings may also depend upon the number of properties that are sold or leased, and can vary by area, type of property sold, and local market conditions. Based on the wide range of compensation plans and management styles, new salespeople must do their homework and choose a real estate firm that matches their goals.

# Becoming a REALTOR® in New Brunswick

## ***Step 1: Introduction to a Career in Real Estate***

The *Introduction to a Career in Real Estate* course is a pre-requisite online course available in English and French that provides you with the information you need to make an informed decision whether or not to pursue a career in real estate. The course is through a partnership with NBREA and the New Brunswick Community College—Saint John campus. The cost of this course is \$175 + HST and you register online with NBCC-SJ [here](#).

## ***Step 2: Salesperson's Pre-Licensing Education Course (Self-Directed Study)***

The *Salesperson's Pre-Licensing Education Course* is designed to introduce the new salesperson to the real estate industry and prepare them to write the qualification exam.

The Salesperson's Pre-Licensing Schedule is available on [www.nbrea.ca](http://www.nbrea.ca). A registration form is provided in Appendix A.

### Self-Directed Study

The self-directed study option is designed to facilitate the participation of potential members where the classroom schedule does not meet their needs. The participant purchases the course and then studies the materials at his/her pace.

In addition to completing the material at your own pace, all Self-Directed Study students must attend the two day (2 day) Practicum prior to registering for the exam. This practicum will not only prepare students for the exam, it will also provide essential training in the completion of industry forms and the formulation of clauses—an important part of working in the industry! This practicum takes place on the second Friday & Saturday of each month at the NBREA office in Fredericton beginning at 9:00am.

When the participant is ready to take the exam, he/she will call the NBREA office and schedules to take the exam during one of the scheduled exam dates (3rd Saturday of every month).

Current tuition for the Salesperson's Pre-Licensing Education Course through Self-Directed Study is \$2,500 + HST (plus the cost of shipping if applicable). This fee includes all course materials and the administration and correction of the exam at the end of the course.

A registration form is provided in Appendix A.

*Refund Policy:*

Should you choose to cancel your registration, you must submit a written request to the Director of Education ([education@nbrea.ca](mailto:education@nbrea.ca)). Refunds will be approved based on the following schedule:

|   |                         |
|---|-------------------------|
| 10 calendar days from date of payment           | 75% of tuition refunded |
| 20 calendar days from day of payment            | 50% of tuition refunded |
| 30 calendar days from date of payment           | 25% of tuition refunded |
| More than 30 calendar days from date of payment | NO REFUND               |

**Step 3—The Examination**

At the end of the Salesperson’s Pre-Licensing Course, you will be required to write an exam. The pass mark for the exam is 75%. Anyone who fails the exam may rewrite once, within six (6) months. Rewrite examinations can be scheduled through the NBREA office.

*Note: Students who retake the course and unsuccessfully write the exam four (4) times must wait a period of one (1) year before retaking the course for a third time or request a waiver from the Committee of Examiners.*

**Step 4—Becoming Licenced to Trade in Real Estate**

**Company**—In order to receive your licence after successfully completing the exam, participants must be registered with a licenced real estate company. We suggest you contact various companies in your area of choice, before or after writing the examination, to discuss working arrangements.

**NBREA Membership**—Once you have determined which licenced real estate company you will work for, you can obtain your membership with NBREA. The new member application form will be sent to you with your examination results. Once this form (and your membership dues) are received, NBREA will make recommendation to the Financial and Consumer Services Commission for your licence.

**Financial and Consumer Services Commission Licence**—The Commission requires applicants to complete a licence application, pay the licencing fee and submit to a criminal record check. For more information please contact them directly at (506) 453-2322.

**Local Board Membership**—The Local Real Estate Boards are responsible for administering access to the Multiple Listing Service® (MLS®) System, lock boxes and

other supplies. For more information on joining a local real estate board and their associated fees, please contact one of the following:

| Area   | Contact Information                 |
|--|-------------------------------------|
| Moncton  | (506) 857-8200<br>gmreb@nb.aibn.ca  |
| Saint John (including Northern and Valley regions) | (506) 634-8772<br>sjreb@nb.aibn.com |
| Fredericton  | (506) 458-8163<br>freb01@rogers.com |

**For an example of fees, please see Appendix B.**

***Step 5—Licence/Membership Maintenance***

NBREA requires all members to complete Mandatory Continuing Professional Development (MCPD) each year. The MCPD requirement is determined by the Committee of Examiners and approved by the Financial and Consumer Services Commission. Anyone who holds a real estate license, whether it be salesperson, manager or agent, must take fulfill the required mandatory education requirements each year. Members licensed as Agents or Managers may have an additional requirements which must also be completed each year.

Members must complete their educational requirements during the set schedule for the year. If the requirements are not completed in this time frame, their membership will be suspended by the Office of the Registrar until those educational requirements are complete and the reinstatement fee is paid.

Individuals completing their PLE Licencing requirements are exempt from taking the Mandatory Continuing Professional Development (MCPD) course for the current year. They will be required to take the MCPD starting January 1st of the following year.

# Future Possibilities

A real estate career offers tremendous potential. Here's a few of many opportunities:

**Residential resale**—Listing/selling of existing homes is perhaps the most people-oriented and popular of all specialities. The ability to effectively communicate and work independently must be complemented with a number of technical skills. Most individuals entering the profession begin with residential skills, then seek other opportunities in the real estate marketplace.

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

**Condominium sales**—Requires specialized knowledge concerning legislative requirements and unique ownership factors. Many practitioners have found rewarding careers within even small niche markets.

**Rural and recreation 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 those 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 a whole array of environmental issues.

Regardless of the activity selected, proficiency in mathematics, effective communication skills and technical knowledge is required.

# Frequently Asked Questions

## **I have never been in real estate. How do I get started?**

- Begin with the Introduction to a Career in Real Estate course offered through NBCC Saint John online (Step 1).
- Register and complete the Salesperson Licensing Course (Step 2). Registration forms are included in Appendix A
- Successfully pass the Salesperson Licensing Course exam with a mark of at least 75%, (within one year of registration for the course).

## **Then what do I do?**

- Find an Agent to work for.
- Become a member of NBREA (registration information will be provided upon successfully completing the exam).
- Register with the Financial and Consumer Services Commission for a Salesperson's licence (within one year of successfully completing the exam).
- Become a member of the Local Real Estate Board in the area in which you will be working (only required for MLS® access).

## **What happens if I fail my Salesperson Licensing Course exam?**

If you do not successful pass the exam, you have a few options:

- Request a remark of your exam (\$75 + HST)
- Arrange for a consultation with the Director of Education to go over your exam
- Rewrite the exam

Students can rewrite the exam once. If you are unsuccessful in passing the exam on your second attempt, you will need to register to retake the course (\$1,250 + HST) and write the exam again.

## **How long do I have to become licensed?**

You have one year from the date you register and pay for the course to take the exam and complete your Pre-Licensing Education requirements. For licensing, you have one year from the date you pass your exam to obtain your license with the Financial and Consumer Services Commission.

## **I want to claim my Licensing Course on my taxes, what do I need?**

NBREA issues receipts in place of the Canada Revenue Agency T2202A forms. You can use this to claim the cost of your education on your income taxes.

**I have become licensed now I would like to continue my education. I am thinking about working as a Manager, what do I need to do?**

- To begin the process of obtaining your Manager’s license, you need to have worked as a salesperson for at least two years.
- Register and complete the Manager’s Licensing Education Course.
- Successfully pass the Manager’s Licensing Education exam with a mark of at least 75% (within one year of registration for the course).

**What is MCPD?**

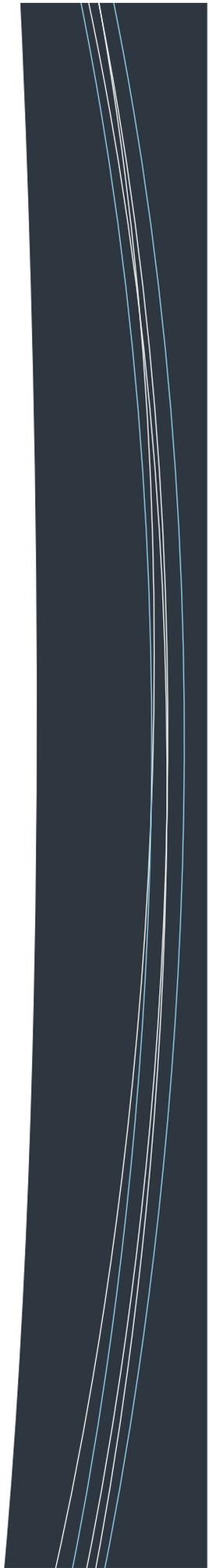
MCPD stands for Mandatory Continuing Professional Development. All members of NBREA must fulfill the yearly required MCPD requirements as stipulated by the Committee of Examiners to maintain their license.

**Am I eligible to work in other provinces (is my education transferrable)?**

Your New Brunswick Real Estate license is transferable to some provinces, but you should contact the real estate association in that province to ensure you have the specific provincial requirements under their labour mobility policy.

**I am a licensed real estate Salesperson in another province. What do I need to do to become licensed in New Brunswick?**

You may be eligible to become licensed under the Labour Mobility provisions through NBREA. The application form and requirements are available [here](#) through NBREA’s Resources page on REALTORLink®.



# APPENDIX A



## SALESPERSON PRE-LICENSING SELF-DIRECTED STUDY COURSE REGISTRATION FORM

### INSTRUCTIONS

1. Please print clearly.
2. The self-directed study course registration fee is \$2,500 + HST (\$2825.00 Taxes included). The fee must accompany this form. This fee can be paid by debit, cheque or money order payable to the 'New Brunswick Real Estate Association' or by Visa/MasterCard. If paying by credit card, please include NBREA's Credit Card Payment Form.
3. Forward completed form and fee to NBREA at the address below or scan/email to [info@nbrea.ca](mailto:info@nbrea.ca).

### GENERAL INFORMATION

- 1) Self-Directed is designed for individuals to work at their own pace. Registrants will have one year (1year) to complete the course from the time you sign up.
- 2) A three hour exam must be written after the completion of the course. Exams are written on the on the third Saturday of every month at the NBREA office. The pass mark is 75%.

### REGISTRATION INFORMATION

I have completed the online "Introduction to a Career in Real Estate" course offered through NBCC Saint John.

|            |  |           |  |              |  |
|------------|--|-----------|--|--------------|--|
| Name:      |  |           |  |              |  |
| Address:   |  |           |  |              |  |
| City:      |  | Province: |  | Postal Code: |  |
| Telephone: |  | Cell #:   |  |              |  |
| Email:     |  |           |  |              |  |

### EDUCATION MATERIALS

|  |  |                                 |
|--|--|---------------------------------|
| Language preference for educational materials:   | <input type="checkbox"/> English   | <input type="checkbox"/> French |
| <input type="checkbox"/> Courier my materials to the address above (\$40 additional fee)   | <input type="checkbox"/> I will pick up my materials at the NBREA office.* |                                 |
| <i>*If picking up materials at the NBREA office, please call (506) 459-8055 or 1-800-762-1677 in advance to indicate your arrival.</i> |  |                                 |

### CANCELLATION POLICY

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### PLEASE RETURN TO

The New Brunswick Real Estate Association  
22 Durelle Street, Unit 1, Fredericton, NB E3C 1N8

Tel: 506.459.8055      TF: 1-800-762-1677 (NB Only)      Fax: 506.459.8057      Email: [info@nbrea.ca](mailto:info@nbrea.ca)



# APPENDIX B

# Costs of Doing Business

There are some typical costs that you should plan for when you become a real estate salesperson. Here is an example of what you should expect to pay.

*(All fees are as of January 2015 and are subject to change. Fees do not include HST.)*

## Start-up Costs

| Service   | Organization   | Fee             |
|---|--|-----------------|
| Introduction to a Career in Real Estate (online course)           | NBCC   | \$175           |
| Pre-Licensing Education Course (classroom or self-directed study) | NBREA  | \$2500.00+HST   |
| New membership fee<br>Annual dues                                 | NBREA  | \$575<br>\$458* |
| Licence   | Financial and Consumer Services Commission                   | \$50            |
| New Member Fees   | Saint John (incl. Northern/Valley)<br>Moncton<br>Fredericton | **              |
| E&O Initiation Fee (one time fee)                                 | NBREA  | \$100           |
| Errors & Omissions Insurance                                      | Payable to NBREA   | \$360           |
| CREA New Member Fee (one time fee)                                | NBREA  | \$200           |

## Annual Costs

| Service  | Organization   | Fee      |
|--|--|----------|
| Annual membership dues                             | NBREA  | \$458*   |
| Errors & Omissions Insurance                       | Payable to NBREA   | \$360    |
| 2016 Mandatory Continuing Professional Development | NBREA  | \$135*** |
| Licence  | Financial and Consumer Services Commission                   | \$50     |
| Local Board Fees                                   | Saint John (incl. Northern/Valley)<br>Moncton<br>Fredericton | **       |
| CREA Dues (only if not part of a Local Board)      | Payable to NBREA   | \$310    |

## Additional Expenses

In addition to the above annual costs, you should also plan for expenses associated with the following:

- Real estate firm expenses (desk fees, advertising, marketing, signage, telephone/smartphone, photocopy/fax, office supplies)
- Personal expenses (vehicle, insurance, personal attire, computer equipment and technology, professional development)

\* Fees prorated based on registration date.

\*\* Please contact the local board for more information. Contact information can be found on page 9.

\*\*\* Individuals completing their PLE Licencing requirements are exempt from taking the Mandatory Continuing Professional Development (MCPD) course for the current year. They will be required to take the MCPD starting January 1st of the following year.



**The New Brunswick Real Estate Association**

22 Durelle Street, Unit 1  
Fredericton, NB E3C 1N8

Tel: (506) 459-8055 or 1-888-762-1677 | Fax: (506) 459-8055 | Email: [info@nbrea.ca](mailto:info@nbrea.ca)

[www.nbrea.ca](http://www.nbrea.ca)



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