



## APPLICATION FOR ACCREDITATION OF A CONTINUING EDUCATION ACTIVITY

**NOTE:** An application for accreditation shall only be deemed to be received once it is complete, meaning that all required information and documents have been supplied along with the required payment. The list of required documents (see Section IV) is not exhaustive. The OACIQ may request any other document in addition to those listed in the course of the certification process.

The applicant shall be informed of the OACIQ's decision by email within approximately forty-five (45) days following receipt of the duly completed application for accreditation, including all documents required.

If more than one application is submitted, complete a form for each application.

Send completed form and all the documents by email to: [accreditation@oaciq.com](mailto:accreditation@oaciq.com).

### SECTION I – IDENTIFICATION OF PROVIDER

#### Business name:

BUSINESS NAME

#### Represented by:

LAST NAME

FIRST NAME

#### Mailing address:

NUMBER

STREET

APT. / SUITE / SPACE

MUNICIPALITY

PROVINCE

POSTAL CODE

AREA CODE

TELEPHONE NO.

EXT.

#### Electronic addresses:

E-MAIL

WEBSITE (IF APPLICABLE)

### SECTION II – IDENTIFICATION OF TRAINING ACTIVITY

#### Title of training activity:

#### Title of training activity in French (if applicable):

Duration of training activity: \_\_\_\_\_ hours (excluding breaks and lunch)

Language of training activity:      French      English

#### Target audience:

Residential real estate brokers

Commercial real estate brokers

Agency executive officers

#### Training format:

Classroom

Webinar (disseminated in real time on the Web with a trainer)

Online (self-learning)

Date on which the first activity will be presented:

DAY

MONTH

YEAR

**Single event**

Participant's registration fee: \_\_\_\_\_

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**SECTION III – INFORMATION TO BE POSTED ON SYNBAD.COM**

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The items below will be used to draft your training description on synbad.com.

**Brief description of training activity:**

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**Objectives of the training activity:**

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**Summary plan of training:**

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Please provide the contact information to be posted on synbad.com for brokers' information or registration:

**Contact:**

LAST NAME										FIRST NAME									
AREA CODE			TELEPHONE NO.							EXT.									

**Electronic addresses:** \_\_\_\_\_  
E-MAIL WEBSITE (IF APPLICABLE)

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**SECTION III – INFORMATION TO BE POSTED ON SYNBAD.COM (continued)**

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If the training is offered in French, please complete the following fields:

**Brief description of training activity in French:**

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**Objectives of the training activity in French:**

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**Summary plan of the French training:**

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**SECTION IV – REQUIRED DOCUMENTS**

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**Materials to include with the application:**

Application for accreditation

Detailed training plan

Complete training material (participant's guide, PowerPoint presentation, website and access code for online training)

Information on each trainer (name, contact information, résumé, OACIQ licence number or other professional association licence number, if applicable)

Analysis fee

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## SECTION V – FEE SCHEDULES AND DECLARATIONS

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### Check the applicable pricing:

Accreditation of a new training (\$417 + taxes = \$479.45)

Renewal of a training activity accreditation recognized during the 2017-2019 cycle (\$208 + taxes = \$239.15)

Request for modification of a training activity (\$52 + taxes = \$59.79)

### A \$3.80 fee plus taxes (per CEU, per broker) for granting CEUs will be charged for every training session.

Any changes made to a training activity, such as changes to the description, title or learning objectives or a minor change in content, must be approved by the Organization before the training activity is delivered again. Fees apply.

If the changes affect the duration of training or a substantial portion of the content, a new accreditation application is required.

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## SECTION VI – UNDERTAKINGS BY TRAINING ACTIVITY PROVIDERS

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- The provider recognized by the OACIQ must comply with the rules set out in the *General accreditation procedure for continuing education activities* and cannot assign its accreditation to a third party.
- The provider is responsible for making sure the activity offered meets the needs of learners.
- The provider must make sure that the trainer (if applicable) has the skills required to present the accredited activity.
- The provider must make sure that the trainer respects the public, the profession, licence holders, the Organization, its mission and employees.
- When completing an application for accreditation of a training activity, the provider must make sure that its trainer(s) (if applicable) provide accurate information concerning their work experience and qualifications and, where appropriate, the consents required for verifications. He must also inform trainers that the OACIQ will validate their eligibility according to the criteria set out in clause 2.2 of the *General accreditation procedure for continuing education activities*.
- When delivering a training activity, the provider must, among other things, make sure that its trainers:
  - 1° respect the training plan and duration submitted to and previously approved by the OACIQ;
  - 2° impart information in compliance with the *Real Estate Brokerage Act* and the regulations thereunder;
  - 3° act competently;
  - 4° take into account the limits of their skills and knowledge and the means at their disposal;
  - 5° have an attendance list signed by all participants at the beginning and end of the training activity;
  - 6° check that the identity of the persons signing the attendance list matches the signature and that they attended the entire training;
  - 7° have brokers complete an appreciation questionnaire on the accredited training activity.
- The provider is aware that it or any trainer offering on its behalf an accredited training activity may be called upon to explain the content of the provided training activity to various bodies, including the OACIQ Discipline Committee, as a witness.
- The provider shall, within a maximum of seventy-two (72) hours following the training activity, send the attendance list or any document required for the training activity, according to the requirements of the Organization.
- The provider shall keep the attendance lists and the appreciation questionnaires completed by an activity's participants during the entire accreditation period (and the following two months).
- The provider shall not, in any way whatsoever, engage or allow others to engage in advertising that is false or that could mislead the target audience as to the activity it delivers or could be called upon to deliver.
- More specifically, the provider shall not claim or suggest in its advertising that:
  - 1° the content of a training activity it delivers is recognized by the OACIQ, unless specifically authorized to do so by the latter;
  - 2° its trainers have experience or skills that have not been recognized by the OACIQ, if this is not the case.

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**SECTION VI – UNDERTAKINGS BY TRAINING ACTIVITY PROVIDERS (continued)**

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- The advertising may mention that the training is accredited by the OACIQ and leads to the allocation of continuing education units recognized under the OACIQ's Mandatory Continuing Education Program. Such advertisement shall be used only during the accreditation period and shall use the following wording: **Continuing education activity accredited by the OACIQ.**
- Advertising may indicate that an accreditation application has been submitted to the OACIQ for this training activity. However, it should not mention or suggest that it will be accredited and recognized by the Mandatory Continuing Education Program of the Organization.

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**SECTION VII – DECLARATION AND SIGNATURE**

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**! PRIVACY PROTECTION**

The information collected in this form is necessary to allow us to process your request. You must provide all the information that is requested.

The OACIQ protects the privacy of all personal information provided, in accordance with the applicable legislation. Only OACIQ staff may access this information, and only to the extent required by their role. This information will be used exclusively for purposes of application of the *Real Estate Brokerage Act*, CQLR, c.C-73.2, and its regulations. It can be used for other purposes, in the cases prescribed by law. It may be transferred to other individuals or organizations only to the extent authorized by law, or with your consent.

The information and records that the Organization has on you are kept at its head office. Subject to certain reservations, the law authorizes you to access and request corrections to this information.

I declare that all the information contained in this application is accurate. **I agree to notify the OACIQ immediately of any changes to this information.**

I also declare that I have read the *General accreditation procedure for continuing education activities*.

**X**\_\_\_\_\_  
SIGNATURE**Date:**| | | | |  
DAY| | | | |  
MONTH| | | | |  
YEAR

**SECTION VIII – PAYMENT OF FEES**

Please fill out the payment form.

To determine applicable fees, please visit the OACIQ's website at: [oaciq.com](http://oaciq.com).

Amount due (including taxes): \$      .

File or licence No:        
(IF APPLICABLE)

**METHOD OF PAYMENT:**

**debit / Interac  
cash**  
(payable at the OACIQ only)

**by cheque  
by money order**  
(to the order of OACIQ)

**credit card**  
(fill in the fields on the right)

Visa    MasterCard          -       -       -        
CARD NUMBER

EXPIRATION (MM/YY)

CVV/CVC

*The CVV/CVC is a three-digit code located on the back of your credit card.*

Name of cardholder (if different from applicant)

**X**

CARDHOLDER'S SIGNATURE

**PLEASE SEND YOUR PAYMENT AND DOCUMENTS TO [ACCREDITATION@OACIQ.COM](mailto:ACCREDITATION@OACIQ.COM).**