



**COLLÈGE
DE L'IMMOBILIER
DU QUÉBEC**

PROACTIVE. LIVELY. PASSIONATE.

PROGRAM GUIDE

PROACTIVE.
LIVELY.
PASSIONATE.

TELEPHONE: 514-762-1862

TOLL-FREE: 1-888-762-1862

WWW.COLLEGEIMMOBILIER.COM

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LEGEND

- OACIQ** Organisme d'autorégulation du courtage immobilier du Québec
- ACS** Attestation of Collegial Studies
- MEES** Ministère de l'Éducation et de l'Enseignement supérieur
- FR** French
- EN** English
- RAC** Recognition of Acquired Competencies
- CEUs** Continuing Education Units

PROACTIVE. LIVELY. PASSIONATE.

The **Collège de l'immobilier du Québec** is the province's leader in real estate education. It is the institution that trains the highest number of students in real estate brokerage (residential and commercial) and mortgage brokerage. For more than 25 years, the Collège has carved out its place in this network and has helped thousands of people achieve their career goals. Today more than ever, we are proud to say that the Collège is:

PROACTIVE: Varied learning formats enhance the Collège's offering due to their accessibility and flexibility. The Collège offers classroom training, virtual classes and correspondence courses, thereby meeting students' different needs and realities.

LIVELY: The Collège's programs are constantly evolving in order to provide students with the best tools for facing the industry's requirements. Furthermore, the Collège now offers an impressive variety of continuing education courses for registered brokers (core and specialized CEUs).

PASSIONATE: In addition to being the leader in real estate education in Québec, the Collège stands out thanks to the quality of its instructors. With backgrounds in business, law, engineering and brokerage, they devote themselves to providing adapted training that focuses on the realities of the industry.

Discover the Collège, build your dream and live out your passion!

Welcome to the Collège de l'immobilier du Québec!

PROACTIVE.
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PASSIONATE.

DISCOVER THE COLLÈGE

ALL OF OUR BASIC TRAINING PROGRAMS ARE COLLEGE LEVEL, ARE RECOGNIZED BY THE **OACIQ** AND ALLOW ENTRY TO THE CERTIFICATION EXAMINATIONS FOR RESIDENTIAL AND COMMERCIAL REAL ESTATE BROKERAGE, MORTGAGE BROKERAGE AND AGENCY EXECUTIVE OFFICER.

IN ADDITION, OUR THREE MAIN BASIC TRAINING PROGRAMS IN REAL ESTATE BROKERAGE (EEC.22, EEC.2F) AND MORTGAGE BROKERAGE (EEC.2G) ARE CREDITED, ARE RECOGNIZED BY THE MINISTÈRE DE L'ÉDUCATION ET DE L'ENSEIGNEMENT SUPÉRIEUR (MEES), AND **LEAD TO AN ATTESTATION OF COLLEGIAL STUDIES (ACS)**.

OUR INSTRUCTORS

The Collège de l'immobilier du Québec's greatest strength is undoubtedly its team of instructors! They have acquired an in-depth knowledge of the real estate industry through their professional activities and involvement in real estate associations and organizations.

OUR FORMATS

Classroom (3 campuses)

Traditional teaching format with instructors who provide lectures on our three campuses (Brossard, Nuns' Island and Laval). Daytime, evening and weekend classes, in English and French.

Virtual classes

Distance learning in real time, allowing real-time interaction with the teacher as well as off-line viewing of virtual sessions within a limited time frame. Daytime, evening and weekend classes, in English and French.

By correspondence

Asynchronous learning without class lectures. Interactions between the student and teacher are not in real-time and are done through the exchange of homework and exams. Work at your own pace (with a maximum of 6 months to complete the courses for which you are registered, including exams), à-la-carte, in French only.

Webinars – CEUs, [See page 11](#)

Daytime, evenings and weekends, in English and French.

COLLÈGE
DE L'IMMOBILIER
DU QUÉBEC

PROACTIVE

LIVELY

WHAT KIND OF BROKER LIES WITHIN YOU?

CORE PROGRAM

The Collège de l'immobilier du Québec offers a variety of programs adapted to your reality.

+ RESIDENTIAL REAL ESTATE BROKERAGE PROGRAM



RESIDENTIAL BROKER
Leads to an ACS

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+ COMMERCIAL REAL ESTATE BROKERAGE PROGRAM



COMMERCIAL BROKER
Leads to an ACS

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+ MORTGAGE BROKERAGE PROGRAM



MORTGAGE BROKER
Leads to an ACS

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Accessible to applicants who have an undergraduate degree in a discipline related to the mortgage brokerage program and who demonstrate relevant practical and/or work experience.

UNDER-GRADUATE DEGREE

+ 2 YRS EXP. +

SPECIALIZED MORTGAGE BROKERAGE PROGRAM



MORTGAGE BROKER

p.9

Accessible to brokers with a valid OACIQ licence and 2 years of experience as a broker.



+ 2 YRS EXP. +

AGENCY EXECUTIVE OFFICER PROGRAM



AGENCY EXECUTIVE OFFICER

p.9

To enroll in one of our programs
CONSULT OUR ACADEMIC ADVISORS

PASSIONATE



Access your career BASIC TRAINING



IN CLASS, VIRTUAL CLASS, AND BY CORRESPONDENCE
RESIDENTIAL REAL ESTATE BROKERAGE – EEC.22

EN + FR

ACS

Credited college-level program leading to an Attestation of Collegial Studies, recognized by the MEES

This program includes the following courses:

5 CORE PROGRAM COURSES*

- Real Estate Law
- Real Estate Mathematics
- Real Estate Brokerage Act
- Real Estate Appraisal
- Career Analysis and Business Management

AND 2 SPECIFIC PROFILE COURSES

- Architecture and Construction
- Drafting of Contracts and Documents

* The EEC.22 program is composed of 7 courses, 5 of which are also included in the Commercial Real Estate Brokerage program (EEC.2F) and Mortgage Brokerage program (EEC.2G).

By correspondence

À-la-carte courses (4 courses maximum at one time), **in French only**

Duration: At your own pace (maximum of 6 months to complete courses listed on contract, including exams)

In class

Daytime or evening and weekend classes on our Nuns' Island, Laval or Brossard campuses

In virtual class

Daytime or evening and weekend classes from your personal computer, an Internet connection is required

Duration: **390 hours** (4 months or more)

- Our services:**
- Access to a resource person throughout your studies;
 - Access to an Education Advisor to ensure that you have a positive learning experience;
 - Government financial aid available for full-time students;
 - Access to the Omnivox student portal;
 - RAC policy;
 - OACIQ certification exam preparation (optional).

PROACTIVE



IN CLASS, VIRTUAL CLASS, AND BY CORRESPONDENCE

COMMERCIAL REAL ESTATE BROKERAGE – EEC.2F

EN + FR

ACS

Credited college-level program leading to an Attestation of Collegial Studies, recognized by the MEES

This program includes the following courses:

5 CORE PROGRAM COURSES*

- Real Estate Law
- Real Estate Mathematics
- Real Estate Brokerage Act
- Real Estate Appraisal
- Career Analysis and Business Management

AND 3 SPECIFIC PROFILE COURSES

- Architecture and Construction
- Real Estate Finance**
- Commercial Real Estate Contracts and Documents**

* The EEC.2F program is composed of 8 courses, 5 of which are also included in the Residential Real Estate Brokerage program (EEC.22) and Mortgage Brokerage program (EEC.2G).

** These courses are specific to the Commercial Real Estate Brokerage program and are **only available at our Nuns' Island campus (evenings and weekends)**. Please contact your Academic Advisor for all questions regarding specific profile courses.

By correspondence

À-la-carte courses (4 courses maximum at one time), **in French only**

Duration: At your own pace (maximum of 6 months to complete courses listed on contract, including exams)

In class

Daytime or evening and weekend classes on our Nuns' Island, Laval or Brossard campuses

In virtual class

Daytime or evening and weekend classes from your personal computer, an Internet connection is required

Duration: **420 hours** (4 months or more)

Our services:

- Access to a resource person throughout your studies;
- Access to an Education Advisor to ensure that you have a positive learning experience;
- Government financial aid available for full-time students;
- Access to the Omnivox student portal;
- RAC policy.



Access your career BASIC TRAINING



IN CLASS, VIRTUAL CLASS, AND BY CORRESPONDENCE
MORTGAGE BROKERAGE – EEC.2G

EN + FR

ACS

Credited college-level program leading to an Attestation of Collegial Studies, recognized by the MEES

This program includes the following courses:

5 CORE PROGRAM COURSES*

- Real Estate Law
- Real Estate Mathematics
- Real Estate Brokerage Act
- Real Estate Appraisal
- Career Analysis and Business Management

AND 1 SPECIFIC PROFILE COURSE

Management of a Mortgage Brokerage Process**

* The EEC.2G program is composed of 6 courses, 5 of which are also included in the Residential Real Estate Brokerage program (EEC.22) and Commercial Real Estate Brokerage program (EEC.2F).

** This course is specific to the Mortgage Brokerage program and is **only available in virtual classes (evenings and weekends)**. Please contact your Academic Advisor for all questions regarding specific profile courses.

By correspondence

À-la-carte courses (4 courses maximum at one time), **in French only**

Duration: At your own pace (maximum of 6 months to complete courses listed on contract, including exams)

In class

Daytime or evening and weekend classes on our Nuns' Island, Laval or Brossard campuses

In virtual class

Daytime or evening and weekend classes from your personal computer, an Internet connection is required

Duration: **345 hours** (4 months or more)

- Our services:**
- Access to a resource person throughout your studies;
 - Access to an Education Advisor to ensure that you have a positive learning experience;
 - Government financial aid available for full-time students;
 - Access to the Omnivox student portal;
 - RAC policy.



IN VIRTUAL CLASS ONLY

SPECIALIZED MORTGAGE BROKERAGE – PSH

FR

This program includes the following courses:

5 SPECIALIZATION COURSES

Loi sur le courtage immobilier
Atelier synthèse I
Droit et contrats
Conduite d'un processus hypothécaire
Étude de cas

Duration: 192 hours (3 months or more)

Format: Virtual classes, evenings and weekends, **in French only**

Our services: Access to the Omnivox student portal

Admission requirements

To be eligible for this program, applicants must have an undergraduate degree in a related discipline and must demonstrate practical and work experience relevant to the mortgage brokerage program. Any combination of academics and work experience can be reviewed by the Collège's management.



IN CLASS AND VIRTUAL CLASS

AGENCY EXECUTIVE OFFICER – DAA.01

FR

This program includes the following courses:

7 SPECIALIZATION COURSES

Obligations de l'agence et supervision des activités
Gestion et planification des activités de l'agence
Gestion et développement du capital humain
Le dirigeant d'agence au quotidien:
organisation du travail
Collaboration et relations d'affaires avec les
différents partenaires
Synthèse: organisation et obligations
Synthèse: gestion et planification

Duration: 270 hours (7 months or more)

Formats: Virtual classes and in-class (Nuns' Island campus), daytime classes,
in French only

Schedule: 2 mornings per week in a virtual class from 8:30 a.m. to 12:30 p.m.
AND 2 intensive weeks in class (Nuns' Island campus)

Our services: Access to the Omnivox student portal

Admission requirements

To be eligible for this program, applicants must possess a valid OACIQ permit AND have been active for at least two years prior to the start date of the program.

PASSIONATE



Access your career... and more ! ADDING A FIELD OF PRACTICE

The **Collège de l'immobilier du Québec** offers brokers with a valid licence the possibility of **adding a field of practice** by taking courses relating to the **specific profile** of their choice.

RESIDENTIAL PROFILE



This program includes the following courses:

- Drafting of Contracts and Documents
- Architecture and Construction

Duration: 135 hours (2 to 3 months)
Format: In class, virtual class and by correspondence (**in French only**)
Our services:

- Access to the Omnivox student portal;
- RAC policy.

EN + FR

COMMERCIAL PROFILE



This program includes the following courses:

- Real Estate Finance
- Commercial Real Estate Contracts and Documents
- Architecture and Construction

Duration: 165 hours (2 to 3 months)
Format: **French**, in virtual class only
English, in class only (Nuns' Island campus)
Our services:

- Access to the Omnivox student portal;
- RAC policy.

EN + FR

MORTGAGE PROFILE



This program includes the following courses:

- Management of a Mortgage Brokerage Process

Duration: 90 hours (2 to 3 months)
Format: Virtual class only
Our services:

- Access to the Omnivox student portal;
- RAC policy.

EN + FR

PROACTIVE



Further your learning (obtaining CEUs) CONTINUING EDUCATION



COLLÈGE
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DU QUÉBEC

TAILOR-MADE FOR REAL ESTATE PROFESSIONALS!

Within the framework of the *Mandatory Continuing Education Program*, brokers must complete a sufficient number of training activities relating to their area of activity to accumulate a minimum of 18 CEUs per two-year cycle, including 6 core content CEUs for mandatory training activities provided by the OACIQ, in addition to 12 elective CEUs, in core or specialized content.

A licence holder who has the “Certified AEO” or “AEO” title must complete training activities relating to their area of activity, including 6 core content CEUs for mandatory training activities provided by the OACIQ, in addition to 18 elective CEUs, in core or specialized content, for a minimum of 24 CEUs per two-year cycle.

CORE

Any training activity whose primary aim is to protect the public and allow brokers and agency executive officers to acquire, maintain, update, improve and perfect the skills required in a real estate or mortgage brokerage transaction, and related to at least one of the following topics:

- General or special legal rules set out in the *Real Estate Brokerage Act* and its regulations;
- The content, use and drafting of contracts and forms relating to brokerage transactions described in section 1 of the *Real Estate Brokerage Act*;
- Ethics and conduct of brokers and agency executive officers.



SPECIALIZED

Any training activity whose primary aim is to protect the public and does not meet the definition of eligible topics in the Core content category, but whose aim is to develop the knowledge, skills or abilities required in a real estate or mortgage brokerage transaction, and related to at least one of the following topics:

- General or special legal rules that apply to brokerage transactions described in section 1 of the *Real Estate Brokerage Act*;
- Any legislative or regulatory reform, other than the *Real Estate Brokerage Act*, that may affect the activities of brokers and agencies;
- Any material, physical or environmental consideration that may affect the object of a brokerage transaction described in section 1 of the *Real Estate Brokerage Act*;
- Management of professional activities of brokers and agency executive officers;
- Assessment of the value of an immovable or enterprise;
- Assessment of the quality and construction features of an immovable;
- Financial implications of transactions described in section 1 of the *Real Estate Brokerage Act*;
- Financing of transactions described in section 1 of the *Real Estate Brokerage Act*.

The Collège de l'immobilier du Québec has been providing continuing education training for the last 10 years that has been recognized and accredited by the OACIQ since the launch of its program. These training sessions allow you to keep your knowledge up to date, better understand your clients' needs and meet their expectations. The Collège de l'immobilier provides, for all real estate professionals, a wide variety of continuing education activities with:

- Experienced and versatile instructors;
- A practical webinar format that is accessible throughout the province;
- Courses provided at the Collège or at off-campus classrooms;
- Tailor-made courses that meet industry requirements;
- Courses provided at clients' offices (group prices).

To book training sessions or for more information contact us at:
formationcontinue@collegeimmobilier.com

LIVELY PASSIONATE



Almost there!

ADMISSION & REGISTRATION

ADMISSION REQUIREMENTS

In addition to being entitled to study and work in Québec, applicants must first meet one of the following admission requirements to be eligible to our ACS programs:

- The applicant's studies have been interrupted for at least two consecutive terms or one school year;
- OR**
- The applicant is covered by an agreement entered into by the Collège and an employer, or by a government program;
- OR**
- The applicant has completed at least one year of post-secondary studies over a period of one year or more.

And, subsequently, meet one of these specific requirements:

- Applicants must have a Québec High School Diploma (including mathematics sec. V) or equivalent education;
- OR**
- Have an academic background deemed satisfactory by the Collège.

For studies done abroad

You must provide a comparative evaluation of your degree by the *Ministère de l'immigration, Diversité et Inclusion* and a translation of said document, if needed, into French or English.

For students who do not meet these specific requirements

An official high school transcript as well as a résumé must be provided. The Collège de l'immobilier will conduct a case review for admission.

REGISTRATION PROCESS

The following documents must be provided by email or in person:

Proof of education according to the conditions listed previously. We will accept your high school diploma (or higher degree) or your transcripts.

Proof of identity. Only one of the following documents is required:

- a birth certificate (long form) issued by a Canadian province;
- a citizenship card (for naturalized Canadian citizens);
- the Commemoration of Canadian Citizenship certificate or Citizenship Certificate issued by Citizenship and Immigration Canada;
- the Record of Landing [IMM 1000] or the Confirmation of Permanent Residence [IMM 5292 or IMM 5688];
- a permanent resident card;
- a work visa (for temporary residents waiting for the immigration process) and/or a QSC.

Note that If you don't have a permanent code issued by the MEES, in addition to the documents specified above, you must provide a legible document, such as your birth certificate, indicating your place of birth (city and country) and the last and first names of both your parents.

The completed educational service contract: If you have not received it by email or in person, you can request it by using the *Registration Form* and specifying the class and the program that you want to join OR by sending your request by email to demande.admission@collegeimmobilier.com.

Please note that **only copies** of the documents are required.



RECOGNITION OF ACQUIRED COMPETENCIES (RAC)

The Collège grants equivalencies based on a candidate's education and life experiences in accordance with specific conditions.

The Collège de l'immobilier du Québec's RAC policy is designed to:

- Value the candidate's prior accomplishments;
- Help customize the candidate's educational plan based on the skills he or she has already mastered;
- Consider each request for recognition on a case-by-case basis;
- Demonstrate transparency toward the candidate and fairness for all.

CAREER DAY

In an effort to offer the best possible service, the Collège de l'immobilier du Québec organizes a Career Day, twice a year, to provide students with information on the many choices available to them in the real estate field. Registration is required.

OACIQ CERTIFICATION EXAM PREPARATION (for residential real estate brokerage only)

An excellent way to prepare for the OACIQ certification exam, the preparation session lasts an entire day and includes corrections, exchanges with an instructor and a boxed lunch served on location. Please follow the registration instructions indicated on the student portal. Fees are applicable.

OMNIVOX STUDENT PORTAL

This portal provides access to course schedules, course outlines, marks and transcripts (non-official), messages from management, various additional documents, and a confidential internal e-mail account. It also allows online payment of tuition fees.



CONTACT US

BY PHONE



General: **514-762-1862**
Toll-free: **1-888-762-1862**

SOCIAL MEDIA



VISIT OUR WEBSITE

**WWW.
COLLEGE
IMMOBILIER
.COM**

BY EMAIL



General Information
info@collegeimmobilier.com

To communicate with an Academic Advisor
demande.admission@collegeimmobilier.com

Continuing Education
formationcontinue@collegeimmobilier.com

Media
communications@collegeimmobilier.com

Comments/Suggestions/Complaints
commentaires@collegeimmobilier.com

3 CAMPUSES AT YOUR SERVICE



Nuns' Island Campus
600 chemin du Golf, Nuns' Island, Quebec H3E 1A8



Laval Campus
3224 avenue Jean-Béraud, Suite 208, Laval, Quebec H7T 2S4



Brossard Campus
6300 avenue Auteuil, Suite 527, Brossard, Quebec J4Z 3P2

**TO ENROLL IN ONE OF OUR PROGRAMS
CONTACT OUR ACADEMIC ADVISORS
514-762-1862 – OPTION 4**