



**COLLÈGE  
DE L'IMMOBILIER  
DU QUÉBEC**

PROACTIVE. LIVELY. PASSIONATE.

# PROGRAM GUIDE

PROACTIVE.  
LIVELY.  
PASSIONATE.

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## LEGEND

- OACIQ** Organisme d'autoréglementation 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

## 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 residential and commercial real estate 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.

**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!**

# 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, AND AGENCY EXECUTIVE OFFICER.

IN ADDITION, OUR TWO MAIN BASIC TRAINING PROGRAMS IN RESIDENTIAL (EEC.22) AND COMMERCIAL (EEC.2F) REAL ESTATE BROKERAGE 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 tutor 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.

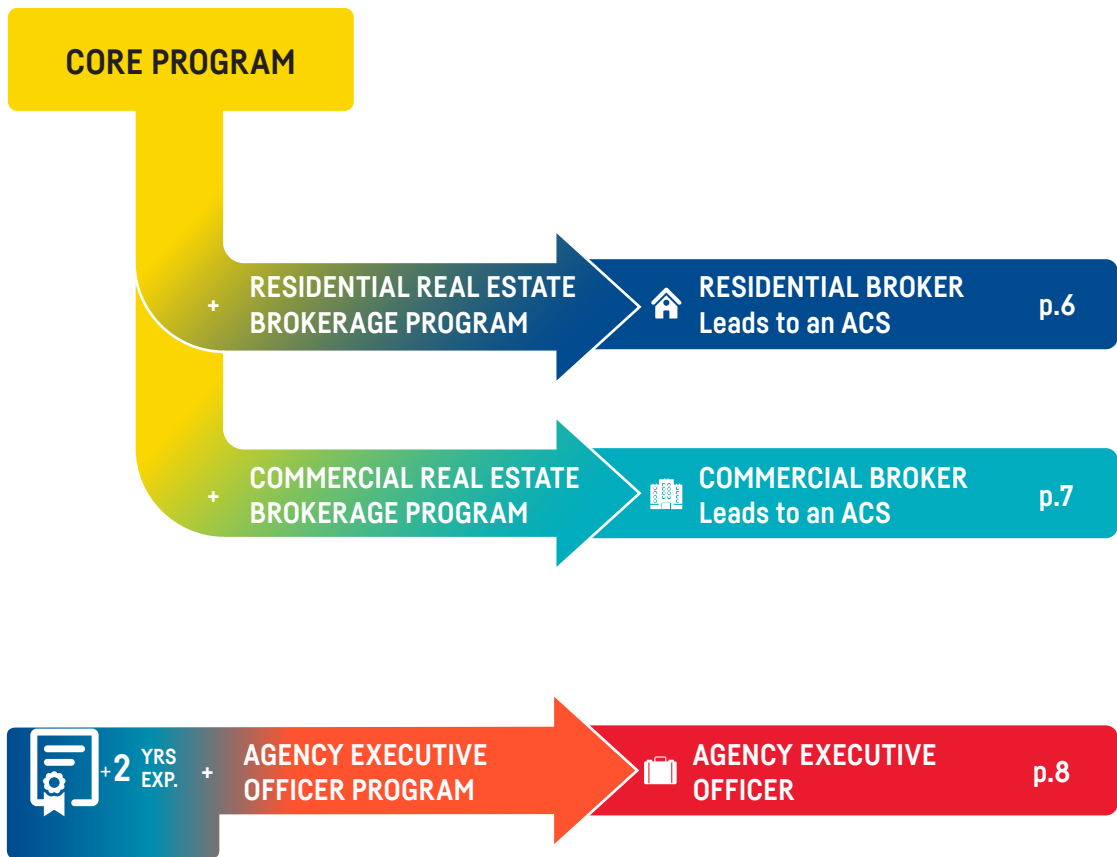
COLLÈGE  
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DU QUÉBEC

PROACTIVE

LIVELY

# WHAT KIND OF BROKER LIES WITHIN YOU?

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



FOR MORE DETAILS ON OUR PROGRAMS, CONTACT OUR ACADEMIC ADVISORS AT 1-888-762-1862 OPTION 4!

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:*

### **6 CORE PROGRAM COURSES\***

**Real Estate Law**  
**Real Estate Mathematics**  
**Real Estate Brokerage Act**  
**Real Estate Appraisal**  
**Career Analysis and Business Management**  
**Architecture and Construction**

### **AND 1 SPECIFIC PROFILE COURSE**

**Drafting of Contracts and Documents**

*\* The EEC.22 program is composed of 7 courses, 6 of which are also included in the Commercial Real Estate Brokerage program (EEC.2F).*

### **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 final 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** (5 months or more)

**Our services:**

- Access to a resource person throughout your studies;
- Government financial aid available for full-time students;
- Access to the Omnivox student portal;
- Recognition of Acquired Competencies policy (RAC);
- Career Day;
- OACIQ certification exam preparation (optional).



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:*

### 6 CORE PROGRAM COURSES\*

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

### AND 2 SPECIFIC PROFILE COURSES

- Real Estate Finance\*\*
- Commercial Real Estate Contracts and Documents\*\*

\* The EEC.2F program is composed of 8 courses, 6 of which are also included in the Residential Real Estate Brokerage program (EEC.22).

\*\* These courses are specific to the Commercial Real Estate Brokerage program and are **available in English in class at our Nuns' Island campus (evening and weekend) and in French in virtual class (daytime or evening and weekend)**. 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 final 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** (5 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;
- Career Day;
- Recognition of Acquired Competencies policy (RAC).



## Access your career **BASIC TRAINING**



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**

Is eligible for the Agency Executives Office program [DAA.01], the real estate broker who holds a valid permit from the OACIQ. The student will need to provide a copy of his permit when registering.

PROACTIVE

LIVELY





## 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

**Duration:** 90 hours (2 to 3 months)

**Format:** In class, virtual class and by correspondence (**in French only**)

**Our services:**

- Access to the Omnivox student portal;
- Recognition of Acquired Competencies policy (RAC).

EN + FR

### COMMERCIAL PROFILE



*This program includes the following courses:*

- Real Estate Finance
- Commercial Real Estate Contracts and Documents

**Duration:** 120 hours (2 to 3 months)

**Format:** **French**, in virtual class only (daytime or evening and weekend)  
**English**, in class at our Nuns' Island campus (evening and weekend) and in virtual class (daytime or evening and weekend)

**Our services:**

- Access to the Omnivox student portal;
- Recognition of Acquired Competencies policy (RAC).

EN + FR



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:**

Hold a secondary studies diploma (DES) including secondary 5 mathematics; or a vocational studies diploma (DEP/VSD) or a certificate of equivalence of secondary education level (AENS),

**OR**

Have training deemed sufficient by the College.

#### **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 (equivalent or higher degree) or your official 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 or a citizenship certificate (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).

*Note that passport, driver's licence or health insurance card are not accepted. As well, 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.*

**Completed admission form and educational service contract must be sent to your Academic Advisor.** If you have not received them by email or in person, you can request them by sending an email directly to:

[demande.admission@collegeimmobilier.com](mailto: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**

To send your comment or question  
**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**