

Procedure Title:	Real Estate Education Program Learner Transfers
Procedure ID:	OP 2-210D
Manual Classification:	Academic Affairs
Approved by Senior Management Team (SMT):	June 18, 2025
Effective Date:	July 1, 2025
Next Procedure Review Date:	July 1, 2028
Contacts for Procedure Interpretation:	Executive Vice President, Academic

1.0 - Purpose

The purpose of this procedure is to describe the process for learners wishing to transfer between training designate institutions.

2.0 - Definitions and Acronyms

Broker Real Estate Program (BREP): The BREP program is for active real estate salespersons who are currently registered with the RECO and aspire to continue their education to become a registered real estate broker.

Current Designate: The College where the student is currently enrolled at the time of the transfer request.

Receiving Designate: The College that the learner intends to transfer to.

Salesperson Real Estate Program (SREP): The SREP program provides future real estate agents with the knowledge and skills needed to be more practice-ready on day one of their registration. The SREP is comprised of two phases.

3.0 – Guiding Principles

This procedure provides the criteria for learner transfer between designate institutions designated by RECO to deliver real estate education programs.

4.0 - Scope

The Real Estate Education Program Learner Transfer procedure applies to all learners wishing to transfer between designated institutions to complete Real Estate Education programming.

5.0 – General Principles

5.1 – Transfer Eligibility

Learners who are completing the SREP or BREP programs and who are within the maximum program completion period as outlined in OP5-503C Real Estate Education Program Registration and Withdrawal may elect to transfer between designates at any time to continue their studies.

This includes learners who enrolled in the Registration Education Program offered by NIIT Canada & Humber Polytechnic during the transition to the new program, who are still within the maximum program completion period.

A transfer between institutions will not be considered as grounds for an extension of the maximum program completion period.

5.2 – Learners Not Eligible for Transfer

Learners who have an active hold on their account by RECO as a result of an ongoing exam misconduct investigation may not transfer between institutions until the investigation has been concluded.

Learners who have received a sanction by RECO limiting their enrollment in Real Estate Education programming following exam misconduct may not transfer between institutions until the sanction period has ended and their application to be re-admitted into the program has been approved.

Learners completing courses based on an Education Equivalency Assessment (EEA) decision letter from RECO may not transfer between institutions.

Learners who have exceeded the maximum program completion period for their program may not transfer between institutions. Learners who have exceeded the SREP Pre-Registration Phase maximum program completion period can apply for an EEA by RECO following [Education Equivalency Assessment Policy](#).

5.3 – Transfer to Fleming from a Current Designate

It is the learner's responsibility to review the transfer application process at their current designate.

Learners may request to transfer to Fleming College to complete their Real Estate Education program by completing the Transfer Request Form and paying the required application fee.

The learner or current designate is required to provide a transfer package, referencing the official RECO ID to complete the learner transfer application. This package will include:

- Official transcripts demonstrating course completion,
- Confirmation of the date the learner first gained access to the eLearning components,
- Details on an extension to the program for extenuating circumstances, if applicable, and,
- A summary of active accommodations granted by the current designate including supporting documentation, at the learner's discretion.

Upon completion of the learner transfer application, the College will verify transfer eligibility including:

- Review of any documented sanctions
- Validating supporting documentation.

Learners will receive a Learner Transfer Decision within 5 business days of the completed learner transfer application being submitted.

Learners will be subject to the maximum program completion deadlines which begin when the learner was first granted access to e-Learning content. Program extensions previously granted at an alternative College will be honored as part of a learner transfer.

Accommodations previously approved by an alternative College will be honored as part of a learner transfer.

5.4 –Transfer from Fleming to a Receiving Designate

It is the learner’s responsibility to review the transfer application process at the receiving designate.

Learners registered in Real Estate Education programming offered at Fleming College can apply to transfer to a receiving designate by completing the Transfer Request Form.

Within 5 business days of completing the Transfer Request Form the College will provide an official transfer package to the receiving designate, referencing the official RECO ID including:

- Official transcripts demonstrating course completion,
- Confirmation of the date the learner first gained access to the eLearning components,
- Details on an extension to the program for extenuating circumstances, if applicable, and,
- A summary of active accommodations granted by Fleming College including supporting documentation, at the learner’s discretion.

The College will provide instructions for access to the eLearning material for courses completed prior to the approved learner transfer.

6.0 - Related Documents

- [Education Equivalency Assessment Policy](#)

History of Amendments/Reviews

Date Approved	Approved By	List of Approved Amendments / Review
June 18, 2025	SMT	NEW