



The Real Estate Institute of Canada
Institut canadien de l'immeuble



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achieve **more**

www.reic.ca

2012-2013 ANNUAL
Course CATALOGUE

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The Real Estate Institute of Canada
Institut canadien de l'immeuble

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Welcome to REIC's career development opportunities!

Whether you're a real estate professional looking to ignite your career, enhance your knowledge or change fields, there's no time like the present to shape your future. The Real Estate Institute of Canada's (REIC) courses are tailored to today's challenging real estate market, giving you access to best practice information, resources and tools to improve your skills and expand your career prospects or business.

REIC is an internationally renowned accreditation institute, dedicated to enhancing the standards of real estate practice. A leader in advanced real estate education, we have been educating and certifying specialists in real estate since 1955. Our qualifications are recognized by employers and professional membership bodies. REIC offers a range of respected and well-established real estate qualifications and courses in:

Sales and Leasing • Property Management • Investment and Finance

In the 2012-2013 course calendar, learners will find course material enhancements that include a highly engaging, media-rich format designed to further improve your professional education experience and boost your potential.

This catalogue provides in-depth information about REIC designations, our education curriculums as well as our range of courses. As you plan your professional development, we encourage you to contact our Education Department. We'll gladly help you select your courses or answer any questions.

More and more industry professionals are taking charge of their careers by earning REIC designations to upgrade their qualifications. We invite you to invest in your future - *learn more and achieve more* with REIC.

Get Your Competitive Advantage....

An REIC graduate stands out from the crowd. To maintain an REIC designation, members must adhere to a stringent Code of Professional Standards and adopt the fundamental principles to their working lives.



Did You Know?

REIC courses may be taken individually or as part of our professional designation programs.

We're across Canada

REIC has local chapters across Canada that provide students with networking opportunities for education and business support.

earn more

REIC designation programs provide new insights and knowledge to help you build a thriving career in real estate. In addition to our renowned FRI program, we offer designations in residential and commercial property management as well as real estate finance, leasing, reserve planning, and underwriting.

"These days an undergraduate degree needs to be augmented by a specialty designation. My designation makes me identifiable in my field and shows that I am committed to learning my craft."

- FRI Member

Why should I consider a designation program?

With an REIC designation you can:

- Position yourself for a promotion or market yourself to prospective employers/clients
- Update your skills through a focused comprehensive educational experience
- Study with inspiring instructors drawn from the real estate community
- Start a new career
- Earn more

Enhance your real estate knowledge and increase your earning power. According to a 2010 study released by the National Association of Realtors®, income differs substantially among those who have a designation and those who do not. Make the investment, earn a designation.

In the business world, standards and expectations climb ever higher and the advantages that an REIC graduate can bring to the workforce are highly prized and rewarded.



REIC Designations

Designations offered by the Real Estate Institute of Canada are an excellent way for consumers, investors, and employers to identify committed and experienced real estate professionals. The following nine designations relate to careers in sales and leasing, property management, as well as finance and underwriting:

FRI - Fellow of the Real Estate Institute

The FRI is the pre-eminent professional designation in real estate. As REIC's most senior designation, the FRI exemplifies a highly educated and experienced real estate professional with a wide range of knowledge and a commitment to professional development and strong business ethics.

CPM® - CERTIFIED PROPERTY MANAGER®

The premier designation in property management, the CPM is awarded to highly skilled and experienced property management and asset management professionals. The CPM designation signifies expertise and integrity to those who matter most—employers, owners and investors.

CRF - Certified in Real Estate Finance

Real estate finance practitioners who hold the CRF designation are consultants, portfolio administrators, asset managers, mortgage brokers and financial and investment analysts. They have expertise in financial and investment analysis, loan and risk evaluation, mortgage underwriting and administration.

CLO - Certified Leasing Officer

The CLO designation recognizes the proven specialists in leasehold acquisition, disposal and administration. The CLO is a commercial leasing specialist with the expertise and experience to ensure the most effective leasing arrangements.

CRU - Certified Residential Underwriter

The CRU designation denotes practical experience and sound education in underwriting residential mortgages. The CRU designation is most relevant to candidates with backgrounds and experience in credit and property risk assessment who work in a residential mortgage underwriting environment (a bank, trust company or credit union).

CRP - Certified Reserve Planner

A CRP is a professional that performs all types of reserve fund planning services for condominiums, non-profit and cooperative housing, institutions, government, public property companies and many other organizations. This planning is essential to provide capital resources for maintaining buildings in safe and good condition. Individuals with this qualification have backgrounds as engineers and engineering technicians/technologists, professional appraisers, quantity surveyors, architects, etc.

ARP - Associate Reserve Planner

The ARP designation signifies professionals with backgrounds in accounting, law, property management and other areas, whose area of expertise lies in the administration of reserve funds and reserve fund plans for corporations.

ARM® - ACCREDITED RESIDENTIAL MANAGER®

The ARM designation will enhance your basic management skills and develop sound strategies for more efficient and effective residential management performance. Regarded as the most recognized credential for residential real estate managers, the ARM certification provides training in all aspects of rental and condominium property management and is your ticket to new opportunities as a residential property management specialist.

ACoM - ACCREDITED COMMERCIAL MANAGER

The ACoM certification assures employers that you possess the specialized skills they seek in commercial managers. This designation will give you increased market visibility and credibility with owners, investors and employers.

All individuals with a designation awarded by REIC must comply with the following requirements in order to maintain their designation(s):

- Maintain a membership with REIC
- Adhere to the REIC Code of Professional Standards

The first step in acquiring a designation is to apply for Candidate status with REIC. As a Candidate Member, your local chapter and members are available to assist you with your education, career and business related questions.

Designation requirements

“A designation shows clients that they are tapping into a higher level of knowledge and expertise. It’s also good for the industry, as it raises the bar.”

- CPM® Member

Continuing education is the hallmark of a true professional. It inspires confidence and leadership. REIC designation programs combine your previous academic and work experiences with practical strategies and knowledge so that you can achieve more.

FRI - Fellow of the Real Estate Institute

The FRI is REIC’s pre-eminent designation awarded to real estate sales persons and brokers since 1955. With education that exceeds licensing requirements and extensive real estate experience, FRI designated members are real estate practitioners with a high level of expertise and knowledge.

REIC 2600 Ethics and Business Practice
FIN 402 Investment Real Estate – Financial Tools
REIC 2270 Consumer Behaviour & Negotiating
REIC 2360 The Leasing Process
OR
REIC 2280 Legal Issues in Real Estate
Real Estate Law or Business Law*
Real Estate Valuation*
University/College Electives (3)

* Equivalencies may be granted for courses taken through provincial real estate associations, universities or colleges.

PLEASE NOTE:

Course requirements for the FRI designation are subject to provincial legislation. Contact Shelley Barfoot-O’Neill, Admissions and Membership Coordinator, at 416.695.9000 or toll-free at 1.800.542.7342 ext. 260, or via email at shelley.oneill@reic.com for the requirements in your province.

THE COURSES LISTED ARE THE MAXIMUM NUMBER OF COURSES YOU MAY HAVE TO TAKE IN ORDER TO EARN THE FRI DESIGNATION.

FRI- Fellow de l’Institut canadien de l’immeuble - *Province de Québec seulement*

Le titre de FRI représente la reconnaissance professionnelle de premier plan de l’ICI. Cette reconnaissance est décernée aux agents immobiliers et aux courtiers depuis 1955. Grâce à des études qui vont au-delà des exigences en matière de réglementation professionnelle et en raison de leur vaste expérience du marché immobilier, les membres FRI sont des spécialistes très compétents qui possèdent de vastes connaissances.

REIC 2600 Éthique et conduite professionnelle
REIC 2270 Comportement du consommateur et négociation
REIC 2360 Le processus de location

CPM® - CERTIFIED PROPERTY MANAGER®

The premier designation in property management is awarded to highly skilled and experienced property management and asset management professionals. The CPM requirements are broken down into education, experience and examination categories. To qualify for the CPM designation, you will be required to pass the courses listed; have at least three years of credible experience¹; successfully complete the CPM certification exam along with the submission of a traditional management plan or successful completion of the MPSAXM (Management Plan Skills Assessment Exam).

Required Courses

REIC 2600	Ethics and Business Practice
FIN 402*	Investment Real Estate – Financial Tools
ASM 603*	Investment Real Estate Financing and Valuation – Part One
ASM 604*	Investment Real Estate Financing and Valuation – Part Two
ASM 605*	Investment Real Estate Financing and Valuation – Part Three
MNT 402*	Property Maintenance and Risk Management
HRS 402*	Developing Human Resource Essentials for Real Estate Managers
MKL 405*	Marketing and Leasing: Multifamily Properties
OR	
MKL 406*	Marketing and Leasing: Office Buildings
MPSAXM	Management Plan Skills Assessment (Prerequisite: REIC 2350)
EXAM	Final Certification Exam

*An online American version of this course is available through IREM (www.irem.org).

*Available in home study format.

¹Contact REIC for other education/experience equivalency provisions.

CRF - Certified in Real Estate Finance

The CRF designation symbolizes expertise in financial and investment analysis, loan and risk evaluation, mortgage underwriting and administration. Real estate finance practitioners who hold the CRF designation are recognized specialists whose industry and academic skills are a cut above the rest. They are consultants, portfolio administrators, asset managers, mortgage brokers, financial and investment analysts.

Required Courses

REIC 2600	Ethics and Business Practice
FIN 402*	Investment Real Estate – Financial Tools
ASM 603*	Investment Real Estate Financing and Valuation – Part One
ASM 604*	Investment Real Estate Financing and Valuation – Part Two
ASM 605*	Investment Real Estate Financing and Valuation – Part Three
REIC 2351	Elements of Mortgage Management
	Real Estate Law or Business Law ¹
	Real Estate Valuation ¹
	University/College Elective (2)

*Available in home study format

¹Equivalencies may be granted for courses taken through provincial real estate associations, universities or colleges.



As a member of REIC with a CPM®, ARM® or ACoM designation, you also become a member of the Institute of Real Estate Management (IREM) with access to IREM's online and print resources. Each CPM is eligible to receive a complimentary copy of the Income/Expense Analysis report of their choice.

CLO - Certified Leasing Officer

The CLO designation recognizes the proven specialists in leasehold acquisition, disposal and administration. The designation attests to their proficiency in every aspect of the leasing process. They are the leasing professionals.

Required Courses

- REIC 2600 Ethics and Business Practice
- FIN 402* Investment Real Estate – Financial Tools
- REIC 2360 The Leasing Process
- REIC 2361 Negotiation and Documentation in Commercial Leasing (Prerequisite: REIC 2360)
- Real Estate Law or Business Law¹
- Real Estate Valuation¹
- University/College Elective (2)

*Available in home study format.

¹Equivalencies may be granted for courses taken through provincial real estate associations, universities or colleges.

CRU - Certified Residential Underwriter

The CRU program has been developed by REIC in response to an expressed need for leaders in residential mortgage underwriting. The objective of this designation program is to establish and maintain professional standards in the field of residential mortgage underwriting.

Required Courses

- REIC 2600 Ethics and Business Practice
 - REIC 2285 Legal Issues in Real Estate - Finance
 - REIC 2340 Mortgage Lending for Residential Housing
 - REIC 2341 Property Risk Assessment, Credit & Electronic Underwriting (Prerequisite: REIC 2340)
-

CRP - Certified Reserve Planner

The CRP is a specialist in reserve fund planning. The courses are designed to provide the candidate with the required tools and knowledge to develop an effective reserve fund plan that exceeds the legislative requirements of every province.

Required Courses

- REIC 2600 Ethics and Business Practice
 - IRES 2300 Introduction to Reserve Fund Studies and Management
 - IRES 2310 Building Construction and Systems (Prerequisite: IRES 2300)
 - IRES 2320 Building Costing & Life Span Analysis (Prerequisite: IRES 2310)
 - IRES 2330 Reserve Fund Financial Fundamentals (Prerequisite: IRES 2320)
 - IRES 2340 Reserve Fund Case Study (Final Course)
-

See page 20 for information on how to apply for a designation program.

ARP - Associate Reserve Planner

The ARP designation is designed for property managers who wish to expand their knowledge of reserve fund planning. The courses will aid the candidate in understanding the key concepts that make up a successful reserve fund.

Required Courses

REIC 2600	Ethics and Business Practice
IRES 2300	Introduction to Reserve Fund Studies and Management
IRES 2310	Building Construction and Systems (Prerequisite: IRES 2300)
IRES 2330	Reserve Fund Financial Fundamentals (Prerequisite: IRES 2310)

ACoM - ACCREDITED COMMERCIAL MANAGER

The ACoM designation gives commercial site managers increased market visibility and credibility with owners, investors and employers. This designation is built upon knowledge and training essential to managers of small commercial properties. Every candidate must have a minimum level of experience and must successfully complete a series of courses.

Required Courses

REIC 2600	Ethics and Business Practice
FIN 402*	Investment Real Estate – Financial Tools
HRS 402*	Developing Human Resource Essentials for Real Estate Managers
MNT 402*	Property Maintenance and Risk Management
MKL 406*	Marketing and Leasing: Office Buildings
EXAM	Final Certification Exam

*An online American version of this course is available through IREM (www.irem.org).

*Available in home study format.

ARM® - ACCREDITED RESIDENTIAL MANAGER®

The ARM is the designation awarded to specialists who manage residential properties. This includes rental apartment complexes, mobile homes, condominiums and single-family homes. ARM trained managers are in a position to improve the quality of life for people living in residential properties while at the same time enhancing the value of the assets they oversee.

Required Courses

REIC 2600	Ethics and Business Practice
RES 201*	Successful Site Management
OR	
CID 201*	Successful Condominium Management
EXAM	Final Certification Exam

*Available in home study format.

Apply today! Contact Shelley Barfoot-O'Neill, Admissions & Membership Coordinator, to request an application form. Tel: 416.695.9000, toll-free 1.800.542.7342, ext. 260 or email shelley.oneill@reic.com. You can also download the application form via the REIC website at www.reic.ca.

invest more

STUDENT TESTIMONIALS:

"The course was very interesting and brought my attention to other ethic issues I hadn't considered before."

"Great learning experience."

"Enjoyed course material - well put together."

"I thoroughly enjoyed the course and I do believe that every broker of record should take this course...I can't believe the everyday real estate transactions that are going on that are breaking the rules...what an eye opener."

REIC Courses

Enroll in REIC courses to increase your knowledge, productivity, confidence and career opportunities. By investing in your professional development you can achieve new levels of excellence. REIC courses may be taken individually or as part of our professional designation programs.

REIC 2600: Ethics and Business Practice

Materials Provided: *Business Ethics*, by John Richardson; Course Manual

Materials Required: NONE

Course Credits: 18 RECO MCE, 9 BCREA PDP, 6 NSAR CPE

Designations: FRI, CPM*, CRF, CLO, CRU, CRP, ARP, ARM*, ACoM Prerequisites: NONE

The objective of this course is to help develop and refine the real estate practitioner's decision-making skills from an ethical standpoint. Using factual and hypothetical case studies, group discussions, workshops, and videos, participants will study various real estate ethical codes and will acquire the tools and strategies to maintain strict ethical standards. Credit is awarded for this three-day course upon successful completion of an exam.

The key issues covered in this course are:

- The Importance of Ethical Business Practice
- Developing Ethical Values
- Ethics versus Ethical Behaviour
- Ethics in Real Estate: The Codes
- Ethical Values
- Ethical Decision Making
- Ethical Problems
- Ethics in Real Estate: Articles

REIC 2600: Éthique et conduite professionnelle - *Province de Québec seulement*

Documents fournis: *Business Ethics*, par John Richardson, Manuel de cours

Documents nécessaires: AUCUN

Crédits de cours: 18 RECO MCE, 9 BCREA PDP, 6 NSAR CPE

Désignations: FRI, CPM*, CRF, CLO, CRU, CRP, ARP, ARM*, ACoM Prérequis: AUCUN

L'objectif de ce cours est d'aider les spécialistes de l'immobilier à développer et à améliorer leurs techniques de prise de décision d'un point de vue déontologique. En se basant sur des études de cas réels ou hypothétiques, des discussions de groupe, des ateliers et des vidéos, les participants étudieront divers codes de déontologie du domaine de l'immobilier et ils feront l'acquisition des outils et des stratégies leur permettant de maintenir des normes strictes de déontologie. Un crédit est octroyé pour la réussite de l'examen de ce cours de trois jours.

Les principales questions couvertes dans ce cours sont :

- L'importance d'une pratique d'éthique en affaires
- Le développement des valeurs éthiques
- Éthique vs comportement éthique
- L'éthique dans l'immobilier : les codes
- Les valeurs éthiques
- La prise de décisions conformes à l'éthique
- Problèmes déontologiques
- L'éthique dans l'immobilier : les articles

REIC 2280: Legal Issues in Real Estate

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
 Course Credits: 12 RECO MCE, 6 NSAR CPE Designations: FRI

Real estate practitioners are constantly faced with issues of legality with respect to conduct and dealings. This course prepares you to meet these challenges with practical real estate applications to legal issues. Legal Issues in Real Estate enhances prior studies in a real estate or business law course. Credit is awarded for this two-day course upon the successful completion of a take-home assignment.

The key issues covered in this course are:

- Agency and Conflict of Interest
- Criminal Code Fraud
- Vendor Disclosures
- Competition Laws
- Environmental Liability and Stigma Claims

REIC 2285: Legal Issues in Real Estate - Finance

Materials Provided: Course Manual Materials Required: Basic Calculator Prerequisites: NONE
 Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRU

Legal Issues in Real Estate - Finance helps participants understand the various legal pitfalls involved in real estate. The course is ideal for anyone who directly deals and negotiates with consumers of real estate. Credit is awarded for this three-day course upon the successful completion of a take-home assignment.

The key issues covered in this course are:

- Agency and Conflict of Interest
- Environmental Liability and Stigma Claims
- Default Procedures
- Competition Laws
- Vendor Disclosures
- Contract Laws
- Criminal Code Fraud
- Mortgage Documents

REIC 2340: Mortgage Lending for Residential Housing

Materials Provided: Course Manual Materials Required: Basic Calculator Prerequisites: NONE
 Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRU

Hazards, red flags, and an ever-changing marketplace are just a few of the challenges facing today's mortgage lending industry. Mortgage Lending for Residential Housing is the industry standard that sharpens risk assessment and risk management skills. Credit is awarded for this three-day course upon the successful completion of a take-home assignment.

The key issues covered in this course are:

- Mortgage Risk Management
- Hazards Related to the Borrower
- Physical Hazards
- Market Assessment, Property Assessment and Appraisals
- Quality Mortgage Lending
- Practical Case Studies
- MLS Red Flags
- Borrower Assessment
- Assessment of the Self-Employed
- The Business Game

REIC 2341: Property Risk Assessment, Credit & Electronic Underwriting

Materials Provided: Course Manual Materials Required: Basic Calculator Prerequisites: REIC 2340
 Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRU

Property Risk Assessment, Credit & Electronic Underwriting provides a general knowledge and understanding of residential mortgage underwriting, real estate valuations and assessing risk. It is most relevant to those with experience and background in credit and property risk assessment and those who work in a mortgage underwriting environment.

This course is one of two specialty courses which, when combined with other course requirements, leads to the CRU designation. The prerequisite for this course is REIC 2340 : Mortgage Lending for Residential Housing. Each student works at a computer work station with access to all relevant software such as emili and morty, Equifax, Polaris, etc.

The key issues covered in this course are:

- Risking Models in Property Valuation
- Data Accuracy
- Non-Traditional Incomes and Business for Self
- Title Insurance/Changes in Condominium Mortgage Market
- Fraud

REIC 2270: Consumer Behaviour and Negotiating

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: FRI

This course helps develop participants' skills in understanding the needs and behaviour of people they do business with and effectively communicate and negotiate with them using group discussions, exercises, videos, case studies and workshops. Credit is awarded for this three-day course upon the successful completion of a take-home assignment.

The key issues covered in this course are:

- Importance of Understanding Human Behaviour
- Profile of People in Negotiation
- Silent Communication
- A Spectrum of Relationships
- Guidelines for Effective Communicators
- Negotiating Process
- Common Barriers to Successful Negotiation
- Improving Negotiation Success

REIC 2270: Comportement du consommateur et négociation - *Province de Québec seulement*

Documents fournis: Manuel de cours Documents nécessaires: AUCUN Prérequis: AUCUN
Crédits de cours: 18 RECO MCE, 6 NSAR CPE Désignations: FRI

L'objectif du cours REIC 2270 est de développer la capacité des participants à comprendre les besoins et le comportement des gens avec lesquels ils font des affaires et également de communiquer et de négocier efficacement avec ceux-ci. Pour ce faire, les participants prennent part à des discussions de groupe, à des exercices, regardent des vidéos, s'impliquent dans des études de cas et des ateliers. Un crédit est octroyé pour ce cours de trois jours après qu'un exercice à la maison ait été complété avec succès.

Les principales questions couvertes dans ce cours sont :

- L'importance de comprendre le comportement humain
- Profil des personnes dans la négociation
- Processus de négociation
- Améliorer le succès d'une négociation
- Spectre des relations
- Obstacles communs à une négociation réussie
- Conseils pour devenir un communicateur efficace
- Communication silencieuse

REIC 2360: The Leasing Process

Materials Provided: Course Manual Materials Required: Basic Calculator Prerequisites: NONE
Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: FRI, CLO

This course is designed to strengthen your real estate skills by addressing the many issues which can surface during a commercial leasing sequence. You will acquire the skills to comprehend and handle leases from the perspective of both the landlord and the tenant. Credit is awarded for this five-day course upon successful completion of an exam.

The key issues covered in this course are:

- Understanding the language of leasing
- Qualifying premises according to physical suitability
- Comparing premises according to price
- Alternative approaches to a closing
- Restating prices relative to time-frame and size
- Defining and communicating accommodation needs
- Lease Content
- Opportunities for improving competitive proposals

REIC 2360: Le Processus de Location - *Province de Québec seulement*

Documents fournis: Manuel de cours Documents nécessaires: Une calculatrice Prérequis: AUCUN
Crédits de cours: 18 RECO MCE, 6 NSAR CPE Désignations: FRI, CLO

Ce cours a pour objet d'améliorer vos compétences dans le domaine immobilier et aborde les nombreuses questions pouvant surgir lors de la location d'un local commercial. Vous développerez les compétences nécessaires pour comprendre et gérer les baux du point de vue du locateur et du locataire. Un crédit est octroyé pour la réussite de l'examen de ce cours de cinq jours.

Les principales questions couvertes dans ce cours sont :

- Connaître le langage et la terminologie des baux
- Comparaison des locaux en fonction du prix
- Possibilités d'améliorer les propositions concurrentes
- Évaluation des locaux en fonction de leurs caractéristiques physiques
- Déterminer et communiquer les besoins en espace
- Rétablissement du prix en fonction du délai et de l'espace
- Autres méthodes pour conclure
- Contenu du bail

REIC 2361: Negotiating and Documentation in Commercial Leasing

Materials Provided: Course Manual Materials Required: Basic Calculator Prerequisites: REIC 2360
 Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CLO

Negotiation and Documentation in Commercial Leasing expands upon the information covered in REIC 2360: The Leasing Process. The course focuses on the leasing procedures which follow the selection of qualified premises and confirmation of the economic feasibility of the acquisition. Credit is awarded for this five-day course upon the successful completion of an exam.

The key issues covered in this course are:

- Reaching Consensus
- Analyzing the Negotiation Sequence
- Documenting the Consensus
- Lease Administration; the Renewal Process
- The Offer
- The Lease

RES 201: Successful Site Management - Available in home study format

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
 Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: ARM*

Successful Site Management is designed for managers of conventional multi-family housing. This course provides detailed direction on trends and issues that affect the housing industry and teaches proven multi-housing management skills. Resident retention is stressed throughout this course by relating it to all phases of residential management. In order to complete the requirements for the ARM designation, you must also successfully pass the ARM certification exam.

The key issues covered in this course are:

- Human Resource and Relationship Management
- Legal Issues, Risk Management and Ethics
- Professional Ethics
- On-Site Maintenance Management
- Property Finance Management
- Marketing and Leasing

CID 201: Successful Condominium Management - Available in home study format

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
 Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: ARM

Designed for managers of condominium properties, this industry leading course focuses on the unique and complex challenges of the condominium market, one of the fastest growing segments in real estate management today. Students taking this course will gain an edge in the competitive industry of condominium management - including residential and office condominiums, co-ops and phased developments. In order to complete the requirements for the ARM designation, you must successfully pass the ARM certification exam.

The key issues covered in this course are:

- Relationship Management
- Legal Issues, Risk Management and Ethics
- Governance
- IREM Code of Professional Conduct
- Financing the Condominium
- Maintenance Management

HRS 402: Developing Human Resource Essentials for Real Estate Managers* - Available in home study format

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
 Course Credits: 12 RECO MCE, 6 NSAR CPE Designations: CPM*, ACoM

This course is designed to cover ten essential elements of dealing with employees and managers. Each lesson is prefaced by key concepts and learning objectives which guide participants and enable them to self-assess their own leadership styles. Credit is awarded for this two-day course upon successful completion of an exam.

The key issues covered in this course are:

- Leadership Style
- Employee Planning and using Computers
- Delegation
- Decision-Making
- Brainstorming and Creativity,
- Problem-Solving
- Developing Compensation Plans
- Temporary Employees, Contractors and Consultants

*An online American version of this course is available through IREM (www.irem.org).

For scheduling and fee information, visit www.reic.ca/educationandtraining.

MNT 402: Property Maintenance & Risk Management* - Available in home study format

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
Course Credits: 12 RECO MCE, 6 NSAR CPE Designations: CPM, ACoM

Property Maintenance & Risk Management teaches you how to develop a first-rate property maintenance program and manage various types of risk. Learn the specifics of planning, implementing and monitoring cost and time-efficient property maintenance operations to boost your property's performance. This course will also address risk-related topics such as insurance, life safety programs and emergency/disaster plans to help you create a risk management program that will help protect your property and its occupants. Credit is awarded for this two-day course upon successful completion of an exam.

The key issues covered in this course are:

- Property Risk Analysis
- Conservation and Environmental Hazards
- Maintenance Programs
- Maintenance Projects

*An online American version of this course is available through IREM (www.irem.org).

MKL 405: Marketing and Leasing: Multi-Family Properties - Available in home study format

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
Course Credits: 12 RECO MCE, 6 NSAR CPE Designations: CPM

Marketing and Leasing: Multi-Family Properties teaches how to position properties in the market to attract and retain new tenants. This course provides key strategies for reaching prospects and closing the deal. Designed to help property managers increase profits and improve retention. Credit is awarded for this two-day course upon completion of an exam.

The key issues covered in this course are:

- Market and Property Analysis
- Lease Components and Negotiation
- Market Planning and Strategies
- Developing and Implementing Resident Orientation Programs
- Resident Retention

*An online American version of this course is available through IREM (www.irem.org).

MKL 406: Marketing and Leasing: Office Buildings* - Available in home study format

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
Course Credits: 12 RECO MCE, 6 NSAR CPE Designations: CPM, ACoM

Demand for office space is affected by many factors, including the economy and the local market place. Marketing and Leasing: Office Buildings teaches the major aspects of market analysis, office marketing practices and successful lease negotiations for office buildings by working with case studies. Credit is awarded for this two-day course upon completion of an exam.

The key issues covered in this course are:

- Market and Property Analysis
- Leasing Strategies
- Market Planning and Strategies
- Understanding and Negotiating Clauses Specific to Commercial Leases
- Tenant Retention

*An online American version of this course is available through IREM (www.irem.org).

MPSAXM: Management Plan Skills Assessment

Materials Provided: NONE Materials Required: HP10BII Financial Calculator Prerequisites: ASM Track
Course Credits: 12 RECO MCE Designations: CPM

Like the traditional written management plan, the Management Plan Skills Assessment is a comprehensive evaluation of the knowledge and skills required to be a CPM. All of the skills required to complete a traditional written management plan will be required to complete the Management Plan Skills Assessment.

The key issues covered in this course are:

- The Importance of Managing by Plan
 - How to Communicate Effectively and Convincingly the Options and Recommendations for Meeting the Objectives of Ownership and the Reasoning that Leads to your Final Conclusions
 - How to Synthesize a Vast Range of Facts and Opinions into a Coherent Whole
 - Concepts, Technical Skills, and Processes involved in Preparing a Management Plan
-

FIN 402: Investment Real Estate – Financial Tools* - Available in home study format

Materials Provided: Course Manual

Materials Required: HP10BII Financial Calculator

Course Credits: 12 RECO MCE, 6NSAR CPE

Designations: FRI, CPM, CRF, CLO, ACoM Prerequisites: None

This course addresses the core issues that impact fiscal planning, giving you the ability to calculate important financial components and take control of your property's financial outlook. Students will benefit by learning to maximize the financial potential of the properties they manage, establish themselves as a strategic partner to your clients and gain the fiduciary trust needed to work effectively with owners and investors. Credit is awarded for this two-day course upon successful completion of an exam.

The key issues covered in this course are:

- Budgeting and Analysis
- Cash Flow Analysis
- Capitalization and Valuation
- Taxation and Financing
- Loan Analysis

ASM 603: Investment Real Estate Financing and Valuation – Part One - Available in home study format

Materials Provided: Course Manual

Materials Required: HP10BII Financial Calculator

Course Credits: 12 RECI MCE, 6NSAR CPE

Designations: CPM, CRF

Prerequisites: FIN 402

Investment Real Estate Financing and Valuation – Part One teaches participants to utilize financial tools that will build value and increase income for your business holdings. Students will benefit from this course by boosting client satisfaction levels with accurate property valuations and risk assessments, negotiating optimal financing packages that will maximize cash flow and by producing higher revenue for their portfolios despite fluctuations in the financial and real estate markets. Credit is awarded for this two-day course upon successful completion of an exam.

The key issues covered in this course are:

- Economics of Real Estate Investments
- Sources of Financing
- Loan Calculation
- Loan Analysis
- Property Valuation and Capitalization Rates

ASM 604: Investment Real Estate Financing and Valuation – Part Two - Available in home study format

Materials Provided: Course Manual

Materials Required: HP10BII Financial Calculator

Course Credits: 12 RECO MCE, 6 NSAR CPE

Designations: CPM, CRF

Prerequisites: ASM 603

In the ASM 604 course students will learn how to determine the performance of real estate assets using a variety of measurement tools and approaches. Students will benefit from this course by learning to sharpen leases to their advantage and generate higher returns for their clients, securing the future prosperity of their business and enhancing the long-term financial outlook of their portfolios. Credit is awarded for this two-day course upon successful completion of an exam.

The key issues covered in this course are:

- The Time Value of Money
- Discounted Cash Flow, Valuation and Investment Return
- Mid-stream Analysis
- Discounted Cash Flow and Leases

ASM 605: Investment Real Estate Financing and Valuation – Part Three - Available in home study format

Materials Provided: Course Manual

Materials Required: HP10BII Financial Calculator

Course Credits: 12 RECO MCE, 6 NSAR CPE

Designations: CPM, CRF

Prerequisites: ASM 604

In this course students will learn to think strategically and apply their new knowledge from ASM 603 and ASM 604 courses to “real-world” investment scenarios. This course features in depth discussion and hands-on application of concepts used to perform multiple cash flow analyses. Students will benefit from this course by strengthening client relationships and winning new business with newly developed financial acumen. Credit is awarded for this one-day course upon successful completion of an exam.

The key issues covered in this course are:

- Taxation
- Practical Applications and Analysis of Case Studies

For scheduling and fee information, visit www.reic.ca/educationandtraining.

REIC 2351: Elements of Mortgage Management

Materials Provided: Course Manual Materials Required: Hewlett Packard 17BL+ or HP10BII Financial Calculator
Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRF Prerequisites: REIC 2350¹

Building on the financing techniques addressed in REIC 2350 Finance in the Real Estate Context, this course demonstrates the advanced application of the financial mathematics of mortgage financing. Credit is awarded for this five-day course upon the successful completion of an exam.

The key issues covered in this course are:

- Review of Applications of Financial Analysis
- Security Evaluation: Real Estate Investment Analysis and Appraisal
- Development Analysis and Development Financing
- Management of Individual Loans
- Contemporary Mortgage Plans
- Macro-Markets: The Context for Decision-Making
- Mortgage Underwriting
- Refinancing Decisions
- Real Estate Investment Analysis and Discounting

¹After March 2012 the prerequisite is the ASM Track

IRES 2300: Introduction to Reserve Fund Studies and Management

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRP, ARP

Introduction to Reserve Fund Studies and Management is designed for professionals who are interested in pursuing the CRP and ARP designations. Credit is awarded for this three-day course upon successful completion of an in-class multiple choice exam.

The key issues covered in this course are:

- History, rationale, and requirements of reserve fund planning
 - Understanding documentation and drawings
 - Basic framework for a reserve fund required by legislation, including development of key components, life cycle and component cost analysis, bench marking, determining inflation, future value of components and developing interest rates.
-

IRES 2310: Building Construction and Systems

Materials Provided: Course Manual Materials Required: NONE Prerequisites: IRES 2300
Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRP, ARP

Building Construction and Systems is designed for property managers and owners, building consultants and reserve fund planners who are interested in pursuing the CRP and ARP designations. This course illustrates the processes involved in conducting a reserve fund study and a technical audit and demonstrates the design concepts and durability factors leading to building repair. Credit is awarded for this four-day course upon successful completion of an in-class, multiple-choice exam.

The key issues covered in this course are:

- Reserve Fund Studies
 - The Reserve Fund Study Process
 - Building Condition Assessment
 - What is a Reserve Fund Study?
 - What is a Visual Site Inspection?
 - Technical Audit
 - Types of Reserve Fund Studies
 - The Technical Review Process
 - Building Envelope
-

IRES 2320: Building Costing and Life Analysis

Materials Provided: Course Manual Materials Required: NONE Prerequisites: IRES 2310
Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRP

Building Costing and Life Analysis is designed for reserve fund planners, property managers and owners, and building consultants. This course covers the basics of component costing and life cycle analysis for apartment buildings. Students are provided with concepts of determining quantities and scopes of work for replacement costing and the life cycle of these components. Credit is awarded for this three-day course upon successful completion of an in-class assignment and multiple choice test.

The key issues covered in this course are:

- Developing costing and understanding replacement allowance versus contingency allowance
 - Understanding concepts of quality take-offs from drawings
 - Determining life cycle of various components
 - Understanding the actual age versus the effective age of a component
 - Determining present value of the component
-

IRES 2330: Reserve Fund Financial Fundamentals

Materials Provided: Course Manual Materials Required: Basic Calculator Prerequisites: IRES 2320
 Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRP, ARP

Reserve Fund Financial Fundamentals is designed as an introduction to reserve fund accounting, and capital and reserve fund budgeting. It is intended for individuals who are interested in pursuing the CRP and ARP designations. Credit is awarded for this three-day course upon successful completion of an in-class assignment and multiple-choice test.

The key issues covered in this course are:

- Reading and Understanding Financial Statements
- Developing Reserve Fund Historical Operation
- Key Concepts on Investing. What is Allowed and Not Allowed Under Legislation
- Key Concepts on Inflation, Trends and Measurement Techniques
- Completion of a Benchmark Analysis
- Developing and Understanding the 30-Year Projection

IRES 2340: Reserve Fund Case Study

Materials Provided: Course Manual Materials Required: NONE Prerequisites: IRES 2330
 Course Credits: 18 RECO MCE, 6 NSAR CPE Designations: CRP

Reserve Fund Case Study is designed for professionals who meet the academic requirements of the CRP designation. The course encompasses all aspects of a reserve fund study with attention to every detail of the reserve fund planning process. Students will visit and inspect a condominium building, examine and analyze building plans, provide a condition and life cycle analysis of the building components, and prepare a complete reserve fund study report. The course is the last educational component of the CRP designation and ends with an assignment that is due one (1) month after the course ends.

The key issues covered in this course are:

Elements of an effective reserve fund study in accordance with CRP Reserve Fund Study Standards, including:

- Purpose and Definition
- Economic Analysis
- Adequacy of Reserve Fund
- Reserve Fund Cash Flow Projections
- Reserve Fund Standards
- Reserve Component Classification
- Component Cost and Condition Analysis
- Objectives and Outcomes
- Financial Review and Analysis
- Benchmark Analysis

SRM 001: Sustainable Real Estate Management

Materials Provided: Course Manual Materials Required: NONE Prerequisites: NONE
 Course Credits: 6 RECO MCE Designations: NONE

This course focuses on common sense, cost-effective solutions to sustainable real estate management. Benefits of this course include: implementing sustainable property operations and increase energy and water efficiency; improving indoor environmental quality, and running a sustainable real estate management company.

The key issues covered in this course are:

- Sustainability and Real Estate Management
- Improving Indoor Environmental Quality (IEQ)
- Sustainable Property Operations
- Reduce, Reuse, Recycle, Waste Audits & Recycling Programs
- Increasing Energy and Water Efficiency

Go to www.reic.ca to register for courses and for course scheduling and fee information.

REIC Faculty

Our instructors are selected for their ability to teach the most current industry knowledge and share practical industry experiences. Their engaging techniques make learning real estate business concepts and theories a memorable experience.

Denis Archambault, FRI CRF ACoM

Samir Bachir, FRI

Mark Bell, CPM ARM

Jean-Francois Bigras, CPM

Nick Iannazzo, FRI CLO

Saadat Keshavjee, CPM CMOC

Cynthia Lai, FRI

Steve Leistner, FRI(A) CMOC CRP CRU

Suzanne LeValley, CPM CMOC

Louis McCaffrey, FRI

William McCarthy, FRI CPM CLO

Georges Renaud, FRI(E) CPM

Doug Robertson, CPM

Lucien Roy, FRI(E) CPM CMOC

Chrystal Skead, CPM ARM

Christine Stanley, CPM CMOC

Léo Ziadé, FRI

STUDENT TESTIMONIALS:

“Knowledgeable instructor; videos were great.”

“Instructor was awesome!”

“Fantastic class - was very informative. Presented well by the instructor.”



REIC Board of Directors 2011-2012

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Edmonton, Alberta

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John Cox, CPM CMOC CRP
Westview Consulting Ltd.
Calgary, Alberta



learn more
achieve more



Candidate Application Process

Becoming a Candidate Member with REIC is your first step towards achieving an REIC designation:

Before you apply for a designation program, make sure that you:

- Are of legal age (min. 18 years)
- Are actively involved in the real estate industry at the time of your application
- Have required minimum experience for the target designation
- Hold a valid real estate license (for FRI designation only)

To apply for Candidate Membership status:

- Download the application form from the Designations section of the REIC website at www.reic.ca.
- Complete the form and reference sections in full.
- Include copies of any transcripts that can be used for equivalencies or electives.
- Send the completed application and non-refundable processing fee plus all relevant supporting material via mail, email or fax to:

Shelley Barfoot-O'Neill, Admissions & Membership Coordinator
REIC, 208-5407 Eglinton Avenue West, Toronto, ON M9C 5K6
Fax: 416.695.7230 | Email: shelley.oneill@reic.com

As an REIC Candidate Member you benefit from:

- Discounts on REIC course tuitions.
- The guarantee that, regardless of future changes to the education or experiential requirements, you are "locked in" to the requirements which are in place when you become a candidate.
- A complimentary subscription to *Exchange*, REIC's quarterly e-newsletter.
- Participation in the Institute's national and regional conferences.
- Chapter affiliation with access to local programs and services.
- Chapter guidance and support through the candidacy process to further your career and enhance your professional recognition.

For a full list of member benefits, go to page 22.

Course Registration Information

We offer **3** convenient ways to register for our courses:

1. **Online** - use our secure online registration option at www.reic.ca
2. **Fax** a completed registration form (downloadable from our website) to 416.695.7230
3. **Phone** our Education Department at 416.695.9000 toll-free 1.800.542.7342 ext. 250

PLEASE NOTE:

Register at least 30 days in advance to secure a spot in your chosen course.

Tuition fees can be paid by cheque, money order, VISA, MasterCard or American Express. All tuition fees must include either GST or HST, depending on the location of the course.

Make cheques and money orders payable to: Real Estate Institute of Canada and mail to: **REIC, 208-5407 Eglinton Avenue West, Toronto, ON M9C 5K6**

Students are responsible for purchasing the required materials prior to the start of the course.

Financial calculators can be purchased through REIC National Office.

Who to contact:

Contact Kitty Mach, Education Coordinator, at 416.695.9000 or toll-free at 1.800.542.7342 ext. 250 or via email at kitty.mach@reic.com with any questions regarding our course registration process.

Tuition Fee Payment, Cancellation & Refunds

Payments

If you register for a course, other than online through the REIC National website, your registration must be paid in full no later than 14 days prior to each course commencement. Registrations received without full payment of course tuition WILL NOT be processed and space in the course WILL NOT be reserved for the student.

Cancellation & Refunds

Registration fees will be refunded or transferred, at no extra charge, upon receipt of written notice of withdrawal, at least 30 days prior to the start of the course. After this time, and up to course commencement, the registration fee may only be transferred, at a processing fee of \$150.00 + applicable taxes. The tuition may then be applied towards any REIC course, valid for one year. Once the course has begun, no refund or transfer of fees is permitted. Refunds are processed in the same format they were received.

Course Assignments

Assignment Due Dates

Post-course assignments are due 30 days following the conclusion of any REIC course. REIC requests that all assignments be mailed to the REIC National Office to the attention of the Education Department or emailed to assignments@reic.com

Extensions

The REIC Education Department may grant assignment extensions (of up to 30 days) if a student submits a written request on or before the original due date. A late fee of \$50.00 + applicable taxes will be applied.

Examinations

Students who fail the written examination of a course may arrange to re-write the exam. Requests to re-write must be in writing, and within 30 days from the date of the Institute's notification of failure. All requests must include a re-write payment fee of \$150.00 + applicable taxes. Exams must be re-written with an REIC approved proctor in attendance.

**Contact Us With Your
Questions Today!**
1.800.542.7342

Travel Arrangements

Hotel Reservations

REIC students are responsible for making their own hotel reservations. When you receive written confirmation of your course enrollment, the student must personally call the course hotel directly at the number provided in your confirmation letter. Some of REIC's courses require a substantial amount of class participation and study outside the classroom. The Institute strongly recommends that course participants stay at, or near, the course site.

Air Travel Reservations

Course participants should wait until the status of an out of town course is finalized by REIC before making travel arrangements. The Institute is not responsible for student airfare or their hotel, should a course be postponed or cancelled.

REIC National Staff

Executive Office

Executive Director and CEO

Maura McLaren CAE Ext. 300

Executive Assistant

Lisa Blain Ext. 270

Education

Associate Director

Elaine Leibner Ext. 330

Education Coordinator

Kitty Mach Ext. 250

Administrative Assistant, Education

Lori Heaven Ext. 210

Membership

Manager, Membership & Technology

Sandra De Medeiros Ext. 280

Admissions & Membership Coordinator

Shelley Barfoot-O'Neill Ext. 260

Marketing

Manager, Marketing & Communications

Pam Seran-Wallace Ext. 320

Financial Services

Finance Coordinator

Li Liu Ext. 230

Tel: 416.695.9000 Toll-free: 1.800.542.7342

REIC Membership Benefits

Membership with REIC demonstrates to your peers and the public that you are a well credentialed and highly qualified real estate professional with high regard for ethics and professional development.

MEMBER TESTIMONIALS:

"I now have a great position and I can assure you that I wouldn't be here without my association with REIC."

"There is invaluable knowledge that we share at the national and chapter level."



As a member of REIC with a CPM®, ARM® or ACoM designation, you also become a member of the Institute of Real Estate Management (IREM). Membership with IREM comes with exclusive benefits including access to IREMFIRST.org, the website that connects you to the knowledge and tools you need for success. Benefits also include a subscription to *JPM Magazine*. Each CPM is entitled to a complimentary copy of the *Income/Expense Analysis* report of their choice.

Member-only Discounts

Enjoy savings with member-only discounts on:

- REIC course tuitions and event registration
- Business tools and resources
- REIC merchandise
- BOMA BEST Program via an association discount

Member Networking and Support

Connect and collaborate with your peers, develop life-long connections and grow your business via REIC's social network sites/local chapters.

Online Member Promotion

Gain visibility and exposure with:

- A complimentary listing in our online membership directory and search engine with options to include links to your website and social media pages
- Networking on REIC's LinkedIn, Facebook and Twitter pages

Complimentary Resources

Stay current with:

- REIC *Education* - e-bulletin providing education updates and industry alerts
- REIC *Exchange* - quarterly e-newsletter providing association and chapter updates, sector news, career and business development and more
- Marketing toolkit with tips on how to market your designation(s)
- Online library of industry related articles and resources

Career Centre

Get the power of Workopolis using REIC's Career Site to:

- Find career positions
- Fill job postings

Volunteer Opportunities

Gain leadership skills, experience and industry exposure by volunteering to serve REIC at the chapter or national level.

Value Benefits Centre

Enjoy exclusive, member-only discounts and preferred services with:

- Two Grey Suits - Human Resources expertise and resources for small business
- First Canadian Title - Home Title & Identity Theft insurance
- Marsh Canada - Home and auto insurance (where available)
- CAA - Auto club (Southern Ontario)

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The Real Estate Institute of Canada
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