Advanced courses and credentials for professionals in real estate:
sales ▶ leasing ▶ reserve fund planning ▶ finance
property/asset management ▶ investment

2018-2019

CHART YOUR COURSE

Real Estate Institute of Canada
Institut canadien de l’immeuble

LEARN EXCEED LEAD
Let REIC help you define your COURSE

The real estate industry is dynamic and constantly adding to the requirements and expectations of sector professionals. Let us help you grow and secure your future. REIC is here to support your advanced career and learning goals.

Since 1955, the Real Estate Institute of Canada has been enhancing the careers of real estate industry professionals. Our dedicated students and graduate members are achievers in their fields, excelling in their sector and leading the industry forward.

Our standards are high. Our education programs and credentials are recognized by employers, organized real estate, and professional membership bodies across Canada.

Take a look at the education products and options that we offer. We have advanced courses, professional and specialty designations, and on-demand courses. Through our partnership with the University of Fredericton, you can achieve an MBA/EMBA with a specialty in Real Estate Leadership.

The 2018-2019 course calendar provides information that will help you plot the course of your professional development journey. You will also find valuable information on delivery formats, fees, and program admission requirements.

More and more industry professionals are taking charge of their careers with REIC education and programs to upgrade their qualifications. We invite you to invest in your future — learn, exceed and lead with REIC.

In class, online and home-study… our flexible learning options provide convenient ways for you to enjoy a lifetime of learning at REIC.

Learn more at www.reic.ca
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CHART Your Professional Development PATH

► COURSES
Enhance your business-critical skills and increase your knowledge with REIC’s selection of advanced courses.

► DESIGNATIONS
Distinguish yourself and increase your marketability with REIC / IREM credentials that set the bar nationally and internationally.

► NAR SPECIALTY CREDENTIAL COURSES
Build your niche market in real estate with courses leading to NAR credentials.

► ON-DEMAND, ONLINE LEARNING
Up-skill quickly on a budget with our online, on demand selection of learning modules.

► MBA / EMBA
The MBA /EMBA specializing in Real Estate Leadership is designed for experts in the field looking to consolidate their skills and excel as leaders in the industry.

Select from a variety of educational paths. Mix and match to fulfill your career goals.
REIC courses are delivered in classroom, online and home-study format to provide flexible options for balancing work and learning. See individual courses for format availability. Our courses can also be tailored to meet the needs of your organization and delivered in-house to save on travel costs and time out of the office.

**CLASSROOM**

The in-class format facilitates student interaction for information sharing, discussions and networking as well as face-to-face communication with the instructor.

**ONLINE SELF-PACED**

Online self-paced courses are open for registration at any time. Complete a course at your own pace within 6 months of registration.

**ONLINE FACILITATED**

Online facilitated courses are open for registration at specific times throughout the year and run for 9 weeks. An online facilitator helps you learn throughout the course from week to week.

**HOME STUDY**

Home study courses are open for registration at any time. Complete a course at your own pace within 6 months of registration.

Visit [www.reic.ca](http://www.reic.ca) for courses dates and registration information.

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**TAP INTO REIC**

When it comes to real estate, REIC Members can sell it, lease it, manage it, and finance it!

Use the Find a Member directory to connect with Members, tap into their expertise, or for business referrals.

- Search by name, location, designation, services, and keywords
- Search results include geographic information
- The Find A Member directory receives over 2500 searches per month!

[www.reic.ca/find](http://www.reic.ca/find)
Corporate **IN-HOUSE** Training

**FOR EMPLOYERS, BROKERAGES, PROFESSIONAL ASSOCIATIONS**
REIC provides quality corporate training solutions to grow the capability of your team and increase performance. Course content can be customized and aligned to your organizational goals. The advantages that REIC courses can bring to your workforce include:

**BENEFIT FOR EMPLOYERS**
- Improved productivity with staff bringing best practices to the work setting.
- Raise the bar in business practices and professionalism.
- Build competitive advantage and differentiation.
- Increase in staff motivation, loyalty and retention.
- Ability to promote from within.
- Cost savings. It’s cheaper to train existing staff than recruit and train new employees.
- Become an employer of choice and able to recruit the most valuable employees.

**BENEFIT FOR BROKERAGES**
REIC courses and programs provide market distinction. They are a valuable tool in increasing market share. Sales representatives who enroll in NAR courses benefit from increased business building skills as well as niche market knowledge and expertise. Visit the REIC website for a full list of our NAR designation courses.

**BENEFIT FOR PROFESSIONAL ASSOCIATIONS AND REAL ESTATE BOARDS**
Enhance your member value with REIC’s in-house training options. Our range of programs helps you raise the professionalism and competence level of your members to help them succeed in their careers.

**IN-HOUSE TRAINING SOLUTIONS**

**IF YOU CAN’T COME TO US, WE COME TO YOU!**

We can provide many of the courses in this brochure as in-house training in the comfort of your own office. In addition, we also offer customized training courses to suit your needs and time constraints.

You provide the venue, we provide the highly experienced faculty and relevant course materials. This is an extremely cost effective way of training as you save on travel costs and time out of the office. You can also choose a date to suit you.

We have been offering the Successful Site Management course to our members for the past 14 years and receive glowing reviews from our students. It’s an excellent course and I highly recommend it to anyone involved in the residential rental industry.

**Gerry Baxter**
Executive Director
Calgary Residential Rental Association

To find out more, contact Gareth Jones:
**Email:** gareth.jones@reic.com
**Direct line:** 647.526.5140
ADVANCE Your Career with Industry Recognized CREDENTIALS

REIC’s range of designation programs provide new insights and knowledge to help you boost your professional profile, build a thriving career, and increase your earning potential. Our highly recognized credential programs cover all disciplines of the real estate industry, including real estate sales, property / asset management, finance, leasing, reserve fund planning, and underwriting.

Ethics, education, experience, and lifelong learning underlie REIC’s brand.

► ETHICS
REIC gives students a distinct advantage by placing emphasis on ethical business decision making. Each designation curriculum requires students to pass the REIC Ethics in Business Practice course.

► EDUCATION
REIC education is rigorous and comprehensive and empowers graduates to bring leading edge solutions to their organizations.

► EXPERIENCE
REIC program requirements for related work experience provide an assurance of the relevance and quantity of work experience our graduates have attained.

► LIFELONG LEARNING
REIC cultivates a culture of lifelong learning. Members are committed to continuous professional development to maintain their professional standing with clients and peers.

WHY SHOULD I CONSIDER ACHIEVING A DESIGNATION?

With an REIC / IREM designation you can:

• Position yourself for a promotion
• Market yourself to prospective employers/clients
• Broaden your range of expertise
• Enhance your professional profile
• Differentiate yourself from your peers
• Increase your earning potential

REIC’s education, ethics and best practices lead to a higher level of professionalism that adds to your integrity, credibility and reputation.

Walter Lui, FRI CPM® CRES
**Earn More**

Enhance your real estate knowledge and increase your earning potential. According to a study published by NAR®, the median income of REALTORS® with at least one designation is $27,600 higher than those without a designation.**

**Make the investment to exceed in your career!**

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**Real Estate Sales**

**FRI – Fellow of the Real Estate Institute**
The FRI is an elite professional designation that is recognized across Canada. As REIC’s most senior designation, the FRI exemplifies a highly educated and experienced real estate sales professional dedicated to industry best practices and high business ethics. The FRI designation combines education and experience that exceeds licensing requirements. This designation is ideal for REALTORS® and broker managers.

**FRI Education Requirements**
- REIC2600 Ethics in Business Practice
- REIC2270 Consumer Behaviour & Negotiating
- REIC2360 The Leasing Process
  OR
- REIC2280 Legal Issues in Real Estate

Real Estate Law or Business Law¹
2-University/College Electives¹

The courses listed are the maximum number of courses you may have to take.

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

Course requirements for the FRI designation are subject to provincial legislation.

**Contact Admissions at REIC for further information:**
Tel: 416.695.9000 or toll-free at 1.800.542.7342 ext. 320, or via email at designations@reic.com

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**Real Estate Property Management**

**CPM® – CERTIFIED PROPERTY MANAGER®**
The CPM® is a senior globally recognized property management designation. Originating from the Institute of Real Estate Management (IREM), the CPM® credential demonstrates a mastery of the analytical and leadership skills needed to enhance the short and long-term values of large real estate portfolios, including residential, commercial, condominium, industrial, institutional and mixed-use.

A CPM® designated member also becomes a member of IREM with access to IREM’s vast online and print resources.

The CPM® designation is an extensive program which combines education, experience and hands-on planning involving actual properties. The CPM® curriculum covers how to analyze a property’s physical and fiscal performance, implement policies and procedures to enhance short and long-term property values, and market, retain and improve tenant, resident and employee relations.

Please Note: This designation requires a candidacy period of minimum one year.

**CPM® Education Requirements**
- REIC2600 Ethics in Business Practice
- MNT402 Managing the Physical Asset
- HRS402 Leading a Winning Property Management Team
- MKL405 Marketing and Leasing: Multifamily Properties
  OR
- MKL406 Marketing and Leasing: Office Buildings

Recommended order for the following:
- FIN402 Investment Real Estate – Financial Tools
- ASM600 Investment Real Estate Financing and Valuation – Part One, Two & Three
- MPSAXM Management Plan Skills Assessment
  OR
- MPINDS Traditional Management Plan
- EXAM Certification Exam

*Fast Track Option Available

To achieve an REIC / IREM designation candidates must meet the requisite amount of experience and/or education as outlined for each credential. Please visit the REIC website for full requirement criteria for each of our designation programs.
The ARM® is a highly recognized credential in residential property management. The ARM® credential signifies a professional highly qualified in managing the complexities of a range of residential property types, from student and government housing to apartment and condominiums. The ARM® certification is ideal for professionals seeking career advancement opportunities in residential property management.

The ARM® program covers minimizing vacancies, controlling property costs, enhancing property values and fulfilling owner objectives.

**ARM® Education Requirements**
- **REIC2600** Ethics in Business Practice
- **RES201** Successful Site Management
- **CID201** Successful Condominium Management
- **EXAM** Certification Exam

* Fast Track Option Available

**ACoM – Accredited Commercial Manager**
The ACoM gives the commercial site manager increased market visibility and credibility with owners, investors and employers. The designation is built upon knowledge and training essential to managers of small commercial properties.

**ACoM Education Requirements**
- **REIC2600** Ethics in Business Practice
- **FIN402** Investment Real Estate – Financial Tools
- **HRS402** Leading a Winning Property Management Team
- **MNT402** Managing the Physical Asset
- **MKL406** Marketing and Leasing: Office Buildings
- **EXAM** Certification Exam

* Fast Track Option Available

**CLO – Certified Leasing Officer**
The CLO designation recognizes the proven specialist in leasehold acquisition and administration. The CLO program prepares professionals for the complexity of today's real estate leasing decisions, giving you the edge in every aspect of the leasing process, from acquiring space to administering a leasehold.

**CLO Education Requirements**
- **REIC2600** Ethics in Business Practice
- **FIN402** Investment Real Estate – Financial Tools
- **REIC2360** The Leasing Process
- **REIC2361** Negotiation and Documentation in Commercial Leasing
- **Real Estate Law or Business Law**
- **2-University/College Electives**

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

The average compensation for a CPM Member is $50K more than the national average pay for a senior property manager.**

The average compensation for an ARM Member is over $25K more than the national average pay for a residential property manager. **

** See the Canadian Profile and Compensation Study, CPM® Edition / ARM® Edition, 2014, conducted by the Institute of Real Estate Management (IREM) and published by REIC.

Salary comparison with Industry Canada and PayScale Human Capital 2014.

** You may qualify to fast track the CPM®, ARM® and ACoM designations based on your education / experience. Contact Admissions for further information or for an individual assessment: Tel: 416.695.9000 or toll-free at 1.800.542.7342 ext. 320, or email at designations@reic.com.
**Reserve Fund Planning**

**CRP – Certified Reserve Planner**
The CRP designation is a nationally recognized credential signifying a professional with the expertise to complete reserve fund studies and depreciation reports for condominiums, institutions, corporations and government entities. The CRP designation gives you an added depth of knowledge and ability to conduct a reserve fund study that is recognized across Canada. This designation is ideal for professionals with a background in building sciences and financial analysis.

The CRP curriculum enhances your knowledge and skills in the techniques, procedures and methodology of executing a comprehensive reserve fund study.

**CRP Education Requirements**
- REIC2600 Ethics in Business Practice
- IRES2300 Introduction to Reserve Fund Studies and Management
- IRES2310 Building Construction and Systems (Prerequisite: IRES2300)
- IRES2320 Building Costing & Life Span Analysis (Prerequisite: IRES2310)
- IRES2330 Reserve Fund Financial Fundamentals (Prerequisite: IRES2310)
- IRES2340 Reserve Fund Case Study (Final Course) (Prerequisite: IRES2310)

**ARP – Associate Reserve Planner**
The ARP designation program is designed to provide real estate practitioners with the necessary expertise required in the administration of reserve funds and reserve fund plans.

The ARP curriculum enhances your knowledge and skills in legal and regulatory issues, communication skills, advanced negotiation techniques, and professional ethics with real world applications.

**Education Requirements**
- REIC2600 Ethics in Business Practice
- IRES2300 Introduction to Reserve Fund Studies and Management
- IRES2310 Building Construction and Systems (Prerequisite: IRES2300)
- IRES2330 Reserve Fund Financial Fundamentals (Prerequisite: IRES2310)

As provincial governments become more involved in the regulation of condominiums, the CRP designation gives an added depth of knowledge and ability to conduct a reserve fund study that is recognized across Canada.

As a CRP I have the knowledge and resources to work with strata corporations and condominium board clients.  
*Michael LaPorte, CRP*

My credentials ensure that my clients benefit from current best practices as well as my connection to a vast network of REIC professionals.  
*Ron Penner, CPM® CRP*

I’ve made valuable connections with other REIC Members in my field who provide me with industry insights and job-related resources and tools.  
*Joanne Vacheresse, CLO*
Real Estate Finance

CRF – Certified in Real Estate Finance

The CRF credential signifies a professional with expertise in financial and investment analysis, loan and risk evaluation, mortgage underwriting and administration. The CRF designation is ideal for professionals working in a wide range of positions, from consultants, portfolio administrators, and asset managers, to mortgage brokers and financial and investment analysts.

CRF Education Requirements

REIC2600 Ethics in Business Practice

Recommended order for the following:

FIN402 Investment Real Estate – Financial Tools
ASM600 Investment Real Estate Financing and Valuation – Part One, Two & Three
REIC2351 Elements of Mortgage Management

Real Estate Law or Business Law¹
2-University/College Electives¹

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

Admission to a Designation Program

To apply for admission to an REIC / IREM designation program:
The first step in achieving an REIC / IREM designation is to apply for admission to the program of your choice. Once you are approved, you become a Candidate Member with REIC.

- Download the respective designation program application form from the Designations section of the REIC website at www.reic.ca.
- Complete the applicable forms.
- Send the completed application and non-refundable processing fee, plus all relevant supporting material via mail, email or fax to:

Admissions & Membership Coordinator, Real Estate Institute of Canada,
208-5407 Eglinton Avenue West, Toronto, ON M9C 5K6
Tel: 416.695.9000 or toll-free at 1.800.542.7342 ext. 320
Fax: 416.695.7230  |  Email: admissions@reic.com

Please note
- You need to be of legal age (min. 18 years)
- You must be actively involved in the real estate industry at the time of your application. Although no experience is required to apply for Candidate status, you must meet the experience component for your program in order to be granted the designation.
- If you are applying for the FRI designation program, you must hold a valid real estate license.

All individuals with or working towards an REIC / IREM designation must comply with the following requirements:

- Maintain a membership with REIC by paying annual dues
- Adhere to the REIC Code of Professional Standards / IREM Standards of Practice (as required)

For additional information, please visit the REIC website at www.reic.ca.

Candidate Membership Benefits

- Discounts on REIC course fees
- 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.
- Chapter affiliation with access to local programs and services (where available)
- Chapter guidance and support through the candidacy process to assist with any questions and provide advice.
- A complimentary subscription to Exchange, REIC’s quarterly e-newsletter.
- Discount on registration at the Institute’s national conference
- A Candidate Member logo for the current year
- Promotion as a new Candidate Member on the REIC website
FRI – Fellow de l’Institut canadien de l’immeuble

FRI est une dénominion professionnelle d’élite reconnue partout au Canada. Il s’agit du titre le plus élevé de l’ICI. Le FRI incarne un professionnel de l’immobilier très instruit et expérimenté qui démontre un engagement envers les meilleures pratiques de l’industrie et une grande éthique professionnelle. Avec une formation qui surpasse les exigences d’agrément et une vaste expérience du marché immobilier, les membres FRI se démarquent clairement. Ce titre est ideal pour les agents immobiliers et les courtiers.

Formation exigée

REIC 2600 L’éthique dans votre pratique
REIC 2270 Comportement du consommateur et négociation
REIC 2360 Le processus de location

Lois immobilières ou droit des affaires
2-Cours de niveau universitaire ou collégial

Il s’agit du nombre maximum de cours que vous pourriez devoir suivre.

Des équivalences peuvent être accordées pour les cours suivis par l’entremise d’associations immobilières provinciales, d’universités ou de collèges.

Les exigences de formation pour la désignation FRI sont assujetties à la législation provinciale.

Pour obtenir de plus amples détails, communiquez avec l’ICI :
Tél. : 416.695.9000, numéro sans frais, 1.800.542.7342 poste 260, ou par courriel à l’adresse designations@reic.com

REIC2600:
L’éthique dans votre pratique

• Durée du cours : 3 jours
• Documents fournis : Manuel de cours
• Crédits de cours : 12 AIC CPD, 9 BCREA PD, 6 NSAR CPE
• Coût : Membre : 625 $; Non-membre : 825 $
• Dénominations : FRI, CPM®, CRF, CLO, CRP, ARP, ARM®, ACoM

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 réelles 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. Une note de passage de 70 % est exigée.

Les principales questions couvertes dans ce cours sont :
• L’importance d’une pratique d’éthique en affaires
• Les valeurs éthiques
• Le développement des valeurs éthiques
• La prise de décisions conformes à l’éthique
• Éthique vs comportement éthique
• Problèmes déontologiques
• L’éthique dans l’immobilier : les codes
• L’éthique dans l’immobilier : les articles

REIC2360:
Le processus de location

Durée du cours : 5 jours
Matériel nécessaire : Une calculatrice
Documents fournis : Manuel de cours
Crédits de cours : 12 AIC CPD, 6 NSAR CPE
Coût : Membre : 1 050 $; Non-membre : 1 300 $
Dénomination : 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
• Déterminer et communiquer les besoins en espace
• Comparaison des locaux en fonction du prix
• Rétablissement du prix en fonction du délai et de l’espace
• Possibilités d’améliorer les propositions concurrentes
• Autres méthodes pour conclure
• Évaluation des locaux en fonction de leurs caractéristiques physiques
• Contenu du bail

REIC2270:
Comportement du consommateur et négociation

• Durée du cours : 3 jours
• Documents fournis : Manuel de cours
• Crédits de cours : 12 AIC CPD, 6 NSAR CPE
• Coût : Membre : 625 $; Non-membre : 825 $
• Dénomination : 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, des exercices, regardent des vidéos, s’impliquent dans des études de cas et des ateliers. Une note de passage de 70 % est exigée.

Les principales questions couvertes dans ce cours sont :
• L’importance de comprendre le comportement humain
• Spectre des relations
• Profil des personnes dans la négociation
• Obstacles communs à une négociation réussie
• Processus de négociation
• Conseils pour devenir un communicateur efficace
• Améliorer le succès d’une négociation
• Communication silencieuse
REIC Membership Benefits

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

MEMBER-ONLY DISCOUNTS
Enjoy savings with member-only discounts on:
- REIC course tuitions and event registration;
- REIC merchandise.

MEMBER NETWORKING AND SUPPORT
Connect and collaborate with your peers, develop life-long connections and grow your business and knowledge via REIC Chapters and online networking.

ONLINE MEMBER PROMOTION
Gain visibility and exposure with:
- A complimentary listing in our online membership directory with options to include links to your website and social media pages; promotions and discounts
- Network on REIC’s LinkedIn, Facebook and Twitter pages.

COMPLIMENTARY RESOURCES
- REIC E-News - ebulletin providing education updates and industry alerts;
- REIC Exchange - quarterly newsletter providing association and chapter updates, sector news, career and business development and more;
- Designation marketing toolkit with tips on how to market your designation(s);
- Member logo indicating current year of membership;
- Online library of industry related articles and resources.

REIC CAREER CENTRE
- Find career positions
- Fill job postings
- Find career resources

VOLUNTEER OPPORTUNITIES
Gain leadership skills, experience and industry exposure.

PREFERRED MEMBER PROGRAMS & SERVICES
Enjoy exclusive, member-only discounts and preferred services with:
- Marsh Canada - Home and auto insurance;
- Perkopolis - Discount program on a wide range of products and services;
- CAA - Auto club (Southern Ontario).

The networking at REIC is a fundamental value to me. Through my interaction with candidates and members I can provide referrals, share best practices and continue to learn.
Johnmark Roberts, FRI

REIC Members with or working towards a CERTIFIED PROPERTY MANAGER® (CPM®), ACCREDITED RESIDENTIAL MANAGER® (ARM®), or Accredited Commercial Manager (ACoM) designation also become a member of the Institute of Real Estate Management (IREM).

Membership with IREM comes with exclusive benefits including access to IREM.org, the website that connects you to the knowledge and tools you need for success. IREM Member benefits also include a subscription to the Journal of Property Management (JPM) Magazine and discounts on other IREM resources and publications.
Enroll in REIC courses to increase your knowledge, confidence and career advancement opportunities. REIC courses may be taken individually or as part of our professional designation programs. Our courses are held in classroom format, as well as online and home study formats where indicated. Visit the REIC website at www.reic.ca for course dates and for registration information.

Courses are listed by topic in alphabetical order

**ETHICS**

REIC2600: Ethics in Business Practice
- Length of course: 3 Days
- Required materials: None
- Materials provided: Course manual and textbook
- Course credits: 12 AIC CPD, 9 BCREA PDP, 6 NSAR CPE
- Fees: Member: $625; Non-Member: $825

Meets program requirements for: FRI, CPM®, CRF, CLO, CRP, ARP, ARM®, ACoM

This course helps 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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Importance of ethics in real estate profession
- Traditional and historic ethical theories
- Fostering ethical growth
- Moral conflict and moral reasoning
- Applied ethics and decision making
- Review of industry professional standards and code of ethics
- Ethical checklist

**FINANCE**

FIN402: Investment Real Estate – Financial Tools
- Length of course: 2 Days
- Required materials: HP10BII Calculator
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $700; Non-Member: $850

Meets program requirements for: CPM®, CRF, CLO, ACoM

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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Budgeting and analysis
- Cash flow analysis
- Capitalization and valuation
- Taxation and financing
- Loan analysis
ASM600: Investment Real Estate Financing and Valuation – Part One, Two & Three

- Length of course: 5 Days
- Required materials: HP10BII Calculator, Laptop Computer
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $1675; Non-Member: $2000
- Meets program requirements for: CPM®, CRF

Investment Real Estate Financing and Valuation teaches participants to utilize financial tools that will build value and increase income for your business holdings. 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 boosting client satisfaction levels with accurate property valuations and risk assessments, negotiating optimal financing packages that will maximize cash flow, generating higher returns for their clients and by enhancing the long-term financial outlook of their portfolios despite fluctuations in the financial and real estate markets. A minimum passing grade of 70% is required on each of the exams.

The key topics covered in this course include:
- Economics of real estate investments
- Sources of financing
- Loan calculation
- Loan analysis
- Property valuation and capitalization rates
- Discounted cash flow, valuation and investment return
- Mid-stream analysis
- Discounted cash flow and leases
- Taxation
- Practical applications and analysis of case studies

REIC2351: Elements of Mortgage Management

- Length of course: 4.5 Days
- Required materials: HP10BII Calculator
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $1050; Non-Member: $1300
- Meets program requirements for: CRF

This course is designed to advance the application of financial mathematics of mortgage financing. Students will explore development analysis and development financing as well as the components of mortgage financing. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Review of applications of financial analysis
- Macro-markets: the context for decision-making
- Security evaluation: real estate investment analysis and appraisal
- Mortgage underwriting
- Development analysis and development financing
- Refinancing decisions
- Management of individual loans
- Real estate investment analysis and discounting
- Contemporary plans: the standard mortgage; the saving fund assisted mortgage; variable rate mortgage; shared appreciation mortgage, reverse annuity mortgage

LAW

REIC2280: Legal Issues in Real Estate

- Length of course: 2 Days
- Required materials: None
- Materials provided: Course manual and textbook
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $495; Non-Member: $635
- Meets program requirements for: 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. A minimum passing grade of 70% is required on the assignment.

The key topics covered in this course include:
- Agency and conflict of interest
- Competition laws
- Criminal Code fraud
- Environmental liability and stigma claims
- Vendor disclosures

SAVE TIME & REGISTER ONLINE

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Legal Issues in Real Estate Finance

- Length of course: 3 Days
- Required materials: Basic calculator
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $625; Non-Member: $825

This course helps participants understand the various legal pitfalls involved in real estate. The course is ideal for the real estate professional who deals directly and negotiates with consumers of real estate and who work with residential mortgages. A minimum passing grade of 70% is required on the assignment.

The key topics covered in this course include:
- Agency and conflict of interest
- Competition laws
- Criminal Code fraud
- Environmental liability and stigma claims
- Vendor disclosures
- Mortgage documents
- Default procedures
- Contract laws

Leading a Winning Property Management Team

- Length of course: 2 Days
- Required materials: None
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $700; Non-Member: $850

Recruiting, selecting, managing, and evaluating a property management team can be a challenge. This course will walk you through a day-in-the-life experience, helping you to better understand your leadership strengths and areas for development so that you can maximize the productivity of your team. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Staffing requirements, forming a recruiting plan
- Selecting and hiring
- Leading vs. managing, creating a positive organizational culture
- Training and development, coaching techniques and motivation tactics
- Performance management systems, addressing performance issues quickly and terminating employment when necessary

Consumer Behaviour and Negotiating

- Length of course: 3 Days
- Required materials: None
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $625; Non-Member: $825

This course helps develop participant’s skills in understanding the needs and behaviour of people they do business with and effectively communicate and negotiate with them. Course content includes group discussions, exercises, videos, case studies and workshops. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Importance of understanding human behaviour
- Profile of people in negotiation
- Silent communication
- Guidelines for effective communicators
- Negotiating process
- Common barriers to successful negotiation
- Improving negotiation success

The Leasing Process

- Length of course: 4.5 Days
- Required materials: Financial calculator
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $1050; Non-Member: $1300

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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Understanding the language of leasing
- Defining and communicating accommodation needs
- Qualifying premises according to physical suitability
- Lease content
- Comparing premises according to price
- Opportunities for improving competitive proposals
- Alternative approaches to a closing
- Restating prices relative to time-frame and size
REIC2361: Negotiation and Documentation in Commercial Leasing
- Length of course: 4.5 Days
- Required materials: Basic calculator
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $1050; Non-Member: $1300
- Meets program requirements for: 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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Reaching consensus
- Analyzing the negotiation sequence
- Documenting the consensus
- Lease administration; the renewal process
- The offer
- The lease

MORTGAGE UNDERWRITING

REIC2340: Mortgage Lending for Residential Housing
- Length of course: 3 Days
- Required materials: Basic calculator
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $765; Non-Member: $895
- Meets program requirements for: CLO

Hazards, red flags, and an ever-changing marketplace are just a few of the challenges facing today’s mortgage lending industry. The Mortgage Lending for Residential Housing course is the industry standard that sharpens risk assessment and risk management skills. A minimum passing grade of 70% is required on the assignment.

The key topics covered in this course include:
- Mortgage risk management
- Quality mortgage lending
- Borrower assessment
- Practical case studies
- Physical hazards
- MLS red flags
- Market / property assessment and appraisals

REIC2341: Property Risk Assessment, Credit and Underwriting
- Length of course: 3 Days
- Required materials: Basic calculator
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $865; Non-Member: $995
- Meets program requirements for: CRU

Property Risk Assessment, Credit and 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. Each student is provided access to relevant software such as emili, morty, Equifax, Polaris, etc. A minimum passing grade of 70% is required on the assignment.

The key topics covered in this course include:
- Risking models in property valuation
- Non-traditional incomes and business for self
- Fraud
- Data accuracy
- Title insurance/changes in condominium mortgage market

PROPERTY / ASSET MANAGEMENT

CID201: Successful Condominium Management
- Length of course: 5 Days
- Required materials: None
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $895; Non-Member: $995
- Meets program requirements for: 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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Relationship management
- Legal Issues, risk management and ethics
- Governance
- IREM Code of Professional Conduct
- Financing the condominium
- Maintenance management
RES201: Successful Site Management
- Length of course: 4.5 Days
- Required materials: None
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $895; Non-Member: $995
- Meets program requirements for: ARM®

Designed for managers of conventional multi-family housing, this course delved into the 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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Human resource and relationship management
- Legal issues, risk management and ethics
- On-site maintenance management
- Property finance management
- Marketing and leasing

MKL405: Marketing and Leasing: Multi-Family Properties
- Length of course: 2 Days
- Required materials: None
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $700; Non-Member: $850
- Meets program requirements for: CPM®, ACoM

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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Market and property analysis
- Market planning and strategies
- Resident retention
- Lease components and negotiation
- Developing and implementing resident orientation programs

MKL406: Marketing and Leasing: Office Buildings
- Length of course: 2 Days
- Required materials: None
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $700; Non-Member: $850
- Meets program requirements for: 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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Market and property analysis
- Market planning and strategies
- Tenant retention
- Leasing strategies
- Understanding and negotiating clauses specific to commercial leases

MNT402: Managing the Physical Asset
- Length of course: 2 Days
- Required materials: None
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $700; Non-Member: $850
- Meets program requirements for: CPM®, ACoM

Develop a first-rate, proactive and sustainable property maintenance risk management program. Learn the specifics of planning, implementing and monitoring property maintenance operations. This course is designed to help you create and oversee quality, proactive maintenance operations and anticipate potential risks; exceed client expectations with property maintenance processes that deliver optimum and sustainable property performance and preserve real estate asset. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Inspection and risk analysis
- Emergency and disaster planning
- Sustainability
- Maintenance and risk management programs
- Major building mechanicals and systems
- Maintenance management
Like the traditional management plan, the Management Plan Skills Assessment is a comprehensive evaluation of the knowledge and skills in preparing a property management plan. The exam component of this course requires responses to management scenarios based on a property type of your own choosing: either an office building or a conventional apartment.

The key topics covered in this course include:
- 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

You will create and submit a traditional management plan that builds on the principles taught in REIC / IREM courses and your overall experience in real estate management. The management plan will showcase your analytical and research skills, confirm your effectiveness as a communicator, exhibit your wide range of knowledge, and illustrate your ability to synthesize a vast range of facts and opinions into a coherent written plan.

Introduction to Reserve Fund Studies and Management is designed for professionals who are interested in pursuing the CRP and ARP designations. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- 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, benchmarking, determining inflation, future value of components and developing interest rates.

The Building Construction and Systems course 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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Reserve fund studies
- What is a reserve fund study
- Types of reserve fund studies
- The reserve fund study process
- What is a visual site inspection
- The technical review process
- Building condition assessment
- Technical audit
- Building envelope

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IRES2320: Building Costing and Life Analysis
- Length of course: 3 Days
- Prerequisites: IRES 2310
- Required materials: Calculator + Laptop
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $770; Non-Member: $890
- Meets program requirements for: 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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- 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

IRES2330: Reserve Fund Financial Fundamentals
- Length of course: 3 Days
- Prerequisites: IRES 2310
- Required materials: Calculator + Laptop
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $770; Non-Member: $890
- Meets program requirements for: CRP, ARP

Reserve Fund Financial Fundamentals is designed as an introduction to reserve fund accounting, capital and reserve fund budgeting. It is intended for individuals who are interested in pursuing the CRP and ARP designations. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Reading and understanding financial statements
- Completion of a benchmark analysis
- Developing reserve fund historical operation
- Developing and understanding the 30-year projection
- Key concepts on investing and legislation
- Inflation, trends and measurement techniques

IRES2340: Reserve Fund Case Study
- Length of Course: 3 Days
- Prerequisites: IRES 2310
- Required materials: Calculator + Laptop
- Materials provided: Course manual
- Course credits: 12 AIC CPD, 6 NSAR CPE
- Fees: Member: $1300; Non-Member: $1450
- Meets program requirements for: 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. Credit is awarded for this course upon receiving a passing grade on the reserve fund study.

The key topics covered in this course include:
- Elements of an effective reserve fund study in accordance with CRP Reserve Fund Study Standards, including:
  - Purpose and definition
  - Reserve fund standards
  - Objectives and outcomes
  - Economic analysis
  - Reserve component classification
  - Financial review and analysis
  - Adequacy of reserve fund
  - Component cost and condition analysis
  - Benchmark analysis
  - Reserve fund cash flow projections

SUSTAINABILITY

SRM001: Sustainable Real Estate Management
- Length of Course: 1 Day
- Materials provided: Course manual
- Course Credits: None
- Fees: Member: $99; Non-Member: $129

This non-credit 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. A minimum passing grade of 70% is required on the exam.

The key topics covered in this course include:
- Sustainability and real estate management
- Waste audits & recycling programs
- Sustainable property operations
- Increasing energy and water efficiency
- Improving indoor environmental quality (IEQ)
How to Register for a COURSE

You do not have to be a Member of REIC to register for a course. For your convenience, REIC offers four easy ways to register:

► ONLINE
Find the course that interests you at www.reic.ca; click the date or format to use our secure online register option.

► FAX
Fax a completed registration form (downloadable from www.reic.ca) with payment information to 416.695.7230.

► PHONE
Call our Education Department at 416.695.9000 or toll-free 1.800.542.7342 ext. 330.

► MAIL
Mail your completed registration form with payment information to:
Real Estate Institute of Canada, 208-5407 Eglinton Avenue West, Toronto, ON M9C 5K6

Please note the following for all registrations:
- 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.

Who to contact:
Call our Education Department at 416.695.9000 toll-free 1.800.542.7342 ext. 330 or via email at education@reic.com with any questions regarding the course registration process.

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**RENE** – Real Estate Negotiation Expert Course  
**SRES®** – Seniors Real Estate Specialist® Course  
**SRS** – Seller Representative Specialist Course

Visit the REIC website at [www.reic.ca/NAR](http://www.reic.ca/NAR) for course information and registration.

*NAR credentials are granted and administered by NAR and/or its affiliates. For full designation requirement information, follow the links on each course information page.

Thank you for providing an easy learning environment and for bringing in legal experts for the SRES® course. I look forward to using this gained knowledge to better serve my 50+ clients and their families.

Lambros D.

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REIC has chapters across Canada which provide a range of professional development and networking programs at the regional level.

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