

CONTINUING EDUCATION (CE) PROGRAM GUIDELINES FOR **MPC DESIGNATION HOLDERS**

1. PURPOSE

The purpose of the Continuing Education (CE) program for MPC designation holders is to provide a formal and credible measure of commitment to ongoing education. The CE program has been designed to be relevant and flexible – providing considerable choice when selecting professional development activities to meet CE requirements.

2. OBJECTIVE

To improve or enhance MPC designation holders' ability to perform his or her job.

3. OVERVIEW OF CE REQUIREMENTS

Individuals who hold an MPC designation are required to earn at least 12 CEUs (Continuing Education Units) each and every calendar year. In addition, a minimum of four (4) of the 12 CEUs must be from the Compulsory CE program.

(a) COMPULSORY CE (4 CEUs Required)

The goal of the Compulsory CE program is to ensure that MPC designation holders receive education each year on key issues impacting the mortgage industry. This portion of the CE requirement focuses on consumer protection and supports the enhancement of public confidence in the mortgage industry. The compulsory CE categories are subject to change as required to meet the objectives of the program.

A minimum of four (4) CE Units must derive from educational activities that focus on the following categories:

- **Regulations and Compliance**

This category applies to educational activities which relate to provincial and/or federal regulations, acts and legislation specific to the governance of the mortgage industry and its participants, and complying with them.

For example, a regulatory update seminar required for re-licensing would qualify for this compulsory CE category. A training session on the Income Tax Act, or a course on the Employment Standards Act would **not** qualify as *compulsory* CE.

- **Fraud Avoidance**

This category includes educational activities that focus on fraud prevention methods, fraud trends, identity protection/theft, privacy etc.

For example, an educational activity discussing trends in identity theft and identity theft detection would qualify for this compulsory CE category. A training session on desktop security software would **not** qualify as *compulsory* CE.

- **Advertising and Marketing Standards**

This category focuses on the *standards* for Advertising and Marketing, not the techniques.

For example, an educational activity based on the Canadian Code of Advertising Standards would qualify for this compulsory CE category. A sales effectiveness seminar would **not** qualify as *compulsory* CE.

- **Housing and Mortgage Economics**

This category refers to educational activities which focus on research studies, statistics, surveys, etc. that reflect the economics affecting the housing market and mortgage industry.

For example, an educational activity featuring a presentation by an economist and/or based on an Industry or Consumer report would qualify for this compulsory CE category. A securities training course would **not** qualify as *compulsory* CE.

Note:

- ❖ A learning activity which qualifies as Compulsory CE may earn up to a maximum of 12 CEUs (maximum of 4 CEUs per day).
- ❖ No carry-over of CE Units from year to year is allowed.
- ❖ Educational activities that do not qualify under the Compulsory categories may still qualify for Professional Development CE units.

(b) PROFESSIONAL DEVELOPMENT CE

The Professional Development portion of CE allows MPC designation holders to select education topics that would be most applicable to them. Qualifying topics must improve or enhance the designation holder's ability to perform his or her job and be relevant to the designation holder's professional responsibilities.

The following are examples of optional topics:

- Accounting
- Advertising/Marketing
- Appraisal
- Architecture
- Business Administration
- Business Etiquette
- College and University Level Courses
- Computer Software Training ^{½ CEU}
- Construction/New Homes
- Credit Bureaus
- Default Management
- Economics
- Environment
- Ethics and Professional Conduct
- Finance and Financial Planning
- Home Buyers Plan
- Home Inspection
- Insurance
- Language Training
- Lender Products and Guidelines ^{½ CEU}
- Lender Scorecards (lender specific) ^{½ CEU}
- Lender Scorecards (general)
- Management/Supervision/Leadership
- Mortgage Loan Insurance Products ^{½ CEU}
- Mortgage Servicing and Administration
- Negotiating
- Practice Management/Business Planning
- Project Management
- Property Management
- Real Estate
- Risk Management
- Sales and Customer Relationship Management
- Taxation Tax Deductible Mortgage ^{½ CEU}
- Time Management
- Underwriting (lender/product guidelines) ^{½ CEU}
- Underwriting (general)
- Urban Development
- Writing Skills

½ CEU denotes accrual at 0.5 CEU per hour of learning

4. QUALIFYING FOR CE UNITS

Educational activities that qualify for CE units typically include industry conferences and seminars, webinars, e-learning and classroom courses.

(a) CALCULATION OF CE UNITS

It is the responsibility of MPC designation holders to confirm CEU value with the education provider and the CE Program Guidelines.

(b) MINIMUM DURATION

A minimum of 0.50 hours of education is required to qualify for CE units.

(i) MORTGAGE INDUSTRY AND PROFESSIONAL DEVELOPMENT TOPICS – 1 CEU

Topics that apply across the mortgage industry, independent of company and/or product selection, are valued at one (1) CEU per hour of learning, to a maximum of four (4) CEUs per day.

We reserve the right to evaluate the level and depth of content. It is possible that some content may receive a CEU value of less than one (1) per learning hour.

(ii) PRODUCT AND COMPANY INFORMATION – 0.5 CEU

Topics that focus on commercial product information, company guidelines, and software training are valued at 0.5 CEU per hour of learning (even if the topic is mortgage related). Examples include: lender or company policies; company-specific underwriting guidelines; Microsoft Office (Excel, Word, etc.). The maximum allotment is four (4) CEUs per day.

In-Person Activities:

- One (1) CEU per hour of learning to a maximum of four (4) per day

Online Activities:

- For online courses totalling less than 10 hours, one (1) CEU per hour of learning to a maximum of four (4) CEUs.
 - *Example: a Commercial Lending course is estimated at 6 hours online (<10hrs), the maximum CEU eligible is four (4) CEUs in the **professional development** category.*
- For online courses totalling 10 or more hours, one (1) CEU per hour of learning to a maximum of eight (8) CEUs in the professional development category or twelve (12) if the activity falls under a compulsory category.
 - *Example: an accounting course at a local college is estimated at 25 hours (>10hrs), the maximum CEUs eligible is 8 in the **professional development** category.*
 - *Example: an online fraud prevention series is estimated at 15 hours (>10), the maximum CEUs eligible is 12 in the **compulsory** category.*

(c) OTHER ACTIVITIES CE

The delivery of mortgage industry education by MPC designation holders also qualifies for CEUs, as follows:

WRITING

Writing articles for publication, including books, research reports, newspaper and magazine articles or columns, in approved subject areas. Value: **two (2) CEUs per 400 words**. (Articles must be a minimum of 400 words.) Writing must be for industry participants, not clients.

SPEAKING

Speaking at mortgage industry-related conferences, on approved subject areas.

Value: **two (2) CEUs per hour of instruction**. Repeat sessions in the same year do not count for additional CEUs.

TEACHING

Teaching and facilitating for colleges, universities, professional organizations and other educators, in approved subject areas. Value: **two (2) CEUs per hour of instruction**. Repeat sessions in the same year do not count for additional CEUs.

Other Activities qualify up to a **maximum of 12 CEUs** for Compulsory categories, and **maximum 8 CEUs** for Professional Development topics. MPC designation holders are required to keep documentation of Other Activities, such as copies of the publication, conference program or contract for teaching, including title, date, length, etc.

(d) NON-QUALIFYING ACTIVITIES

“Personal development” activities do not qualify for CE units. Non-qualifying examples include:

- Conferences and seminars for the general public/consumer, e.g., Purchasing a Home
- Company and team meetings
- Motivational seminars
- Reading of newspapers and magazines (Mortgage Journal, Maclean’s, The Economist, etc.)
- Participation to industry committees

We reserve the right to disqualify non-approved CE if it believes that the content does not satisfy current guidelines.

(e) **EXCLUSIONS**

- Partial units for partial completion are not allowed.
- Carryover of CEUs from year to year is not allowed.
- A course/seminar may not be counted twice for CEUs in the same year; for example, attendance at the same symposium in different regions.
- Time spent on travel, reception, breaks, lunch and networking does not qualify for CEUs.

5. RECORD-KEEPING AND REPORTING

(a) **CE REPORTING**

MPC designation holders are responsible for obtaining confirmation of attendance from the education provider, and accurately recording their CE units by self-reporting them in their education profile . This record will be subject to audits by Mortgage Professionals Canada.

1. Go to www.mortgageproscan.ca.
2. Click **My Account** and select **Login**. Use the [Forgot Password](#) option to retrieve a forgotten password, if required.
3. Once logged in, click **My Account** again, and select **My Activities**.
4. Click **Self-Report**.
5. Fill in all fields of the form to successfully report it. Click **Submit**.
6. Do not enter CEUs associated with **Mortgage Professionals Canada** events or courses, as these will be updated automatically.

6. MORTGAGE PROFESSIONALS CANADA AUDITS

Every year a random group of MPC designation holders will be selected for a CE audit by MORTGAGE PROFESSIONALS CANADA. Designation holders must provide confirmation of completion/attendance for reported education activities.

7. COMPLIANCE AND SANCTIONS

Failure to comply with the requirements of the CE program, and erroneous or fraudulent reporting of CE activity, will be addressed by MORTGAGE PROFESSIONALS CANADA's Ethics Committee and may result in the loss of the designation, expulsion from MORTGAGE PROFESSIONALS CANADA membership and/or other penalties.

8. PROVIDERS OF CE TRAINING

Training providers must maintain high standards of quality and professionalism. We advise MPC designation holders to consider the following when choosing a training provider:

- Experience of the provider in creating and delivering education and training
- Experience of the instructor as facilitator and subject matter expert
- Timeliness, materials and professionalism offered to the participant
- Provider's intent to furnish proof of CE completion

Not all mortgage education provided by third party providers has been reviewed/approved by Mortgage Professionals Canada. To ensure CEUs qualify for the CE Program, you may wish to seek providers with pre-approved CE units.

9. EXEMPTIONS

There may be times when completion of CE requirements becomes difficult or impossible. Exemptions can be requested for extenuating circumstances.

Maternity/Parental Leave Exemption

An exemption for one year may be requested in the year the designation holder's child has been born or adopted if the designation holder is taking maternity or parental leave. A *Continuing Education Exemption Request Form* must be completed and submitted for approval prior to the end of the calendar year the exemption is being requested. A copy of the child's birth certificate or adoption papers must be submitted with the exemption form.

Disability Exemption

MPC designation holders who have suffered a disability or serious medical condition may request an exemption to the CE requirements for that year. A *Continuing Education Exemption Request Form* must be completed and submitted for approval. Medical documentation must accompany the request. Each case will be assessed on an individual basis. It is possible that accommodations will be made, or CE requirements postponed. A permanent or long-term exemption will not likely be approved.

Other Extenuating Circumstances

Other extenuating circumstances may make it difficult to complete CE requirements in a particular year. A *Continuing Education Exemption Request Form* must be completed and submitted for approval. Each case will be assessed on an individual basis.

FURTHER INFORMATION

For further information, please contact Mortgage Professionals Canada at 1-888-442-4625 or via email at designation@MortgageProsCan.ca.



REQUEST FOR EXEMPTION FROM CONTINUING EDUCATION REQUIREMENT

Name: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Tel. Number: _____ Alternate Tel. Number: _____

Email: _____

Company Name and Address: _____

Please indicate the reason why you are requesting exemption from the Continuing Education Requirements:

- Illness/Disability
- Maternity/ Paternity Leave
- Other Reason (please provide reason) _____

Length of exemption you are requesting: _____

Please provide details below explaining the need for the exemption or attach explanatory letter.

If you have documents to confirm the need, please attach.

DECLARATION

I declare that the statements made in this Request for Exemption are true and correct, and authorize MORTGAGE PROFESSIONALS CANADA to investigate and confirm as required.

I further declare that I am not currently working.

Signature of Applicant: _____ Date: _____