



CONTINUING EDUCATION (CE) PROGRAM GUIDELINES FOR **TRAINING PROVIDERS**

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.

It is hereby expressly acknowledged and agreed that this agreement in no way constitutes the creation of a legal partnership or joint venture between Mortgage Professionals Canada and the training provider.

2. OBJECTIVE

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

3. VALUATION PROCESS

These guidelines have been designed to facilitate the evaluation of training content for providers and streamline the pre-approval process.

To have an educational offering reviewed, pre-approved and assigned Continuing Education Units by Mortgage Professionals Canada, the online application form must be completed. Upon successful pre-approval, you will receive authorization to use "*Pre-approved by Mortgage Professionals Canada for XX CE Units*" in any marketing materials.

- ❖ Pre-approved activities are listed on the Mortgage Professionals Canada website. This list is updated regularly.

**In order to be included in the website list, activities must be available to all mortgage industry participants. (i.e. cannot be limited to brokerage members only).*

1. Complete the online CE application form
2. Submit the online payment form for the applicable processing fee per course/seminar (i.e. \$125 + tax for MPC members, \$250 + tax for MPC non-members).
3. Receive a response within three (3) business days
4. Approval duration is one (1) calendar year
5. Re-approval for recurring activities with no substantial changes is required each calendar year by **February 1st**. Only one (1) re-approval is allowed.

4. OVERVIEW OF CE REQUIREMENTS

MPC designation holders 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 every MPC designation holder receives 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*.

(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 their 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

Note: No carry-over of CE Units from year to year is allowed.

5. 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 the designation holder to confirm CEU value with the education provider and the CE Program Guidelines.

(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 1.0 CEU per hour of learning, to a maximum of 4 CEU 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 4 CEU 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. *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.*
- For online courses totalling 10 or more hours, one (1) CEU per hour of learning to a maximum of 12 in the compulsory category. *Example: an online fraud prevention series is estimated at 15 hours (>10), the maximum CEU eligible is 12 in the compulsory category.*

(b) MINIMUM DURATION

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

(c) 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.

(d) COMPULSORY CE

- Educational activities that will be marketed as Compulsory CE **must be pre-approved by Mortgage Professionals Canada.**
- Educational activities that qualify as Compulsory CE may earn a **maximum of 12 CEUs.** Activities that qualify as Professional Development CE may earn a **maximum of 8 CEUs.**
- Educational activities that do not qualify under the Compulsory categories may still qualify in the Professional Development category.

(e) 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
- Reading of newspapers and magazines (Mortgage Journal, Maclean’s, The Economist, etc.)
- Motivational seminars

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

6. RECORD-KEEPING AND REPORTING

(a) CE REPORTING

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.

(b) TRAINING PROVIDER CONFIRMATION

The training provider is not required to keep attendance records, but the provider must offer participants a method of proving their attendance. Acceptable proof for a participant includes, but is not limited to:

- Paper certificate of completion/attendance
- Email confirmation of completion/attendance
- Email confirmation of registration
- Online system report of completion (as generated under an individual's profile in a learning management system)

Confirmation from the training provider should indicate that the participant is to keep the confirmation as proof of attendance.

7. PROVIDERS OF CE TRAINING

Training providers must maintain high standards of quality and professionalism. Mortgage Professionals Canada advises 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



RESPECT FOR OTHER CE PROVIDERS

Mortgage Professionals Canada pre-approves educational activities for CE Units from multiple training providers in order to allow for maximum continuing education potential for designation holders. Training providers are asked to respect other approved training providers and their respective programs. References to other providers' offerings without the express written consent of the provider are strictly prohibited.

MORTGAGE PROFESSIONALS CANADA AND DESIGNATION HOLDERS

Any use of Mortgage Professionals Canada and/or designation logos, referencing and/or comparisons to any Mortgage Professionals Canada courses, programs or offerings without prior written consent will result in the withdrawal of any CE approved.

8. MORTGAGE PROFESSIONALS CANADA AUDITS

Every year a random sampling of pre-approved courses may be audited by Mortgage Professionals Canada to ensure that the learning activity is eligible to maintain pre-approved CEU value.

9. EXPIRY

- Mortgage Professionals Canada pre-approval is valid for one calendar year (until December 31).
- Re-approval of recurring activities is scheduled for January 1. Recurring learning activities without substantial changes must submit a form for a one-time re-approval by February 1, however, a new fee is not required.
- Providers who do not submit their re-approval forms by February 1 must follow the full pre-approval process for educational activities, including fee payment.

TRAINING PROVIDER CE APPLICATION/SUBMISSION

Please complete the online application form to request CE pre-approval, *or* to submit for CE re-approval for Mortgage Professionals Canada records.

FURTHER INFORMATION

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



MORTGAGE
PROFESSIONALS
CANADA

CONTINUING EDUCATION (CE) APPLICATION

TRAINING PROVIDER

Contact Name: _____ Date : _____

Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

- **Processing Fee:** \$125 + tax for MPC members, \$250 + tax for MPC non-members, for each educational activity that requires review for pre-approval. Pre-approval is valid for the calendar year of the application (January 1 – December 31).
- Response time for pre-approval is approximately 3 business days. Processing fees are non-refundable and do not guarantee pre-approval of CE activities (please refer to Mortgage Professionals Canada CE Guidelines).

Please indicate the applicable option(s) for your submission(s):

Pre-approval for Professional Development and/or Compulsory category activity

*I certify that my activity is available to all mortgage industry participants.
Please list the activity on Mortgage Professionals Canada's website.*

Name of Educational Activity:	Compulsory CE Category Request?
1.	Yes / No
2.	Yes / No
3.	Yes / No
4.	Yes / No
5.	Yes / No

Processing Fee:

Number of activities to be pre-approved: _____ *Members: \$125+tax/each* *Non-Members: \$250+tax/each* Total: _____

Method of Payment: VISA Master Card American Express

Credit Card Number: _____ Expiry (MM/YY): _____

Authorized Signature: _____ Name on Card: _____

CONTINUING EDUCATION (CE) APPLICATION

Please provide the following information or attach an equivalent outline for each educational activity. Include any samples with your submission, such as slides and workbooks.

ACTIVITY DESCRIPTION (please fill one per Educational Activity)	
Title:	
Type of course/event (conference, e-learning, etc.)	
Facilitator and/or Course Developer (experience and credentials)	
Intended audience (knowledge level)	
Course materials (slides, handouts, workbooks, etc.)	
Exercises, participation and practice (please describe)	
Test (format, such as multiple choice and number of questions)	
If this activity was pre-approved in the past, have there been any substantial changes? Yes / No	
If yes, please indicate:	
If you are requesting pre-approval for Compulsory CE , please indicate the category:	
<input type="checkbox"/> Regulations and Compliance	<input type="checkbox"/> Advertising and Marketing Standards
<input type="checkbox"/> Fraud Avoidance	<input type="checkbox"/> Housing and Mortgage Economics

CONTINUING EDUCATION (CE) APPLICATION

ACTIVITY OUTLINE		
Title		
Description <i>E.g., Industry context or reason for the learning</i>		
Learning Objectives <i>How will this learning help a mortgage agent to perform his or her job more effectively?</i>		
Topics and Duration	Topic	Hours
DURATION OF LEARNING AND CE UNITS <i>(do not include breaks, lunch, registration, travel, etc.)</i>		
How many hours focus on industry best practices that are not specific to a particular company?		_____ HRS
How many hours focus on specific product or company information or computer software training?		_____ HRS
Based on the CE guidelines, how many CE units does this educational activity qualify for?		_____ HRS
<p>Email the completed form and any attachments to: education@MortgageProsCan.ca</p> <p>Include in the subject line, either <i>Request for Pre-Approval</i> or <i>Submit for Record Keeping</i>.</p> <p>Fax: 416-385-1177 or 1-888-579-2840</p>		