

EDUCATION CODE OF CONDUCT FOR LEARNERS

Purpose: This bulletin explains the conduct RECA expects of learners who enrol in third-party course providers.

The Principles in this Code of Conduct apply to all licensing courses offered by third-party providers.

The honest pursuit of education by those engaged in learning is the cornerstone for the development and enhancement of professionalism. An individual's intellectual engagement, personal integrity and ethical conduct are inherent in the learning process and necessary for the acquisition of the new knowledge and the development of new skills by that individual.

As professionals, individuals have the responsibility to gain the requisite knowledge and skills and adopt a mindset for continuous improvement to ensure they are competent in the provision of services to the public. Competent practice is foundational to maintaining the trust, respect and confidence of other professionals and the public.

The Real Estate Council of Alberta (RECA) provides pre-licensing and re-licensing education initiatives for the professions that it governs, which are real estate brokerage, property management, and mortgage brokerage. RECA education requirements include, but are not limited to, the eligibility, enrolment and participation in courses or programs, and any associated examinations. Individuals who participate in RECA's education requirements are referred to as learners. This Education Code of Conduct for Learners applies equally to industry professionals and those intending to become industry professionals.

RECA supports a principle-based approach to learning as the foundation for the development of professional conduct in practice. As such, the learner will ensure that they demonstrate the following principle-based code of conduct when participating in any RECA education initiative.

Principle 1: Learners will be actively engaged in their education and make their best efforts to acquire the knowledge and develop the skills as set out by the identified learning outcomes for that course or program.

Learners need to engage intellectually when completing RECA recognized courses. This means they must read all content and complete all knowledge checks. Learners must work through all course content, knowledge checks, and exams seeking to acquire the knowledge and expected skills of the course/program.

Examples of learners breaching principle 1:

- trying to move through courses/knowledge checks as quickly as possible
- failing to review incorrect responses to determine the correct response/outcome

Principle 2: Learners will at all times conduct themselves with honesty, integrity, and respectfulness.

Learners must not cheat nor participate in any conduct that results in them completing a course, program, knowledge check, or exam from a source outside of their own knowledge. Learners can get advice from others if an assignment or activity guidelines allow it. Learners must be familiar with all examination guidelines and abide by them. They must treat other learners, facilitators, exam proctors and education partners with respect. Any questions or challenges must be respectful and only for obtaining a proper outcome without insult, threat, or false accusation.

Examples of learners breaching principle 2:

- attempting to cheat by accessing other computer programs, online windows, external websites, emails, texts, or instant messages
- using prohibited devices, such as cell phones, personal digital devices, or translation devices, during an exam
- engaging others, or attempting to engage others to complete their course or write their exam under a false or fictitious identity
- acting in an abusive manner towards other learners, facilitators, proctors, or education partners
- bringing notes or other information into examinations in order to complete such examinations where guidelines do not allow notes, etc.
- copying or trying to get answers from others to examination questions

Principle 3: Learners may assist other learners when the assistance provided to them supports their engagement in the learning process and results in their honest acquisition of knowledge and skills.

Learners must not help other learners cheat or help them complete a course, knowledge check or exam in a way that prevents or detracts the learners from honestly acquiring the knowledge and skills. Learners can assist other learners by providing training and advice to assist other learners understand or work through assignments or activities if the assignment or activity guidelines allow it. Never provide answers to assignments, exams or knowledge checks.

Examples of learners breaching principle 3:

- completing assignments for others or writing examinations for others under a false or fictitious identity or those who knowingly give false information
- providing answers or participating in any form of cheating during an examination
- completing any part of an online or classroom course for another learner
- providing other learners with the answers to re-licensing courses.
- permitting other learners to copy their answers during examination

Principle 4: Learners will support RECA's education requirements and will conduct themselves in a manner that does not undermine the integrity, efficacy, and efficiency of any aspect of RECA's education.

Learners should not involve themselves in activities that decrease the efficiency or effectiveness of RECA recognized courses or examinations.

This principle does not intend to prevent learners from voicing concerns related to RECA's recognized courses. RECA welcomes your constructive criticisms and suggestions as part of our efforts to improve our education offerings.

Examples of learners breaching principle 4:

- being disruptive during examinations or in a classroom setting
- collecting, copying or reproducing any aspect of the exam, by any means
- distributing quiz or exam questions and/or answers to other learners
- maintaining a database of quiz or exam questions and/or answers
- collecting examination questions and/or answers for dissemination to other learners, potential learners or brokerages
- attempting to access RECA recognized courses or examinations without the appropriate permission

Education and disciplinary outcomes

Individuals who breach the Education Code of Conduct for Learners may be subject to disciplinary action and certain education program outcomes, such as:

- failing grade(s)
- course or program suspension
- expulsion from RECA education courses or programs

RECA may deny an authorization and issue an Administrative Penalty up to \$25,000 for learners who are not industry professionals and who breach the Education Code of Conduct.

Learners who are industry professionals and who breach the Education Code of Conduct may be subject to a finding of conduct deserving of sanction and receive discipline ranging from an Advisory Note to licence cancellation.

RECA will refer all breaches of the Education Code of Conduct for Learners that constitute a criminal offence to the applicable police (law enforcement) agency.

INFORMATION BULLETINS

Last Revised April 2025

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Related information

Legislation

- *Real Estate Act* Rules – Schedule 3 Education Code of Conduct
- *Real Estate Act* Rules – Schedule 4 Education Code of Conduct for Learners: Compliance Process and Remedies