

## ACCREDITED MORTGAGE PROFESSIONAL OF CANADA DESIGNATION PROGRAM REGULATIONS

### I. INTERPRETATION

#### 1.01 Definitions

The following words and phrases will have the following meanings:

“AMPC” means Accredited Mortgage Professional of Canada;

“Designation Program” means the AMPC Designation Program (consisting of the four AMPC DP Courses) or the PMPC Designation Program (consisting of the four PMPC Courses);

“AMPC DP Course” means an AMPC Designation Program course that is offered online by the Real Estate Division on behalf of MPC;

“AMPC PD Course” means an AMPC Professional Development course that is offered online by the Real Estate Division on behalf of MPC;

“Course” means an AMPC DP Course, AMPC PD Course, or PMPC course that is offered online by the Real Estate Division on behalf of MPC;

“AMPC Course Exam” means the examination for and within each of the four AMPC Professional Designation Courses;

“Course Resources webpage” refers to a course’s designated webpage found on the Real Estate Division website [www.realestate.ubc.ca](http://www.realestate.ubc.ca);

“Director” means the Executive Director, Director, or Associate Director responsible for Real Estate Licensing Programs (Real Estate Division);

“MPC” means Mortgage Professionals Canada;

“PMPC” means Preferred Mortgage Professional of Canada;

“PMPC Course” means a PMPC course that is offered online by the Real Estate Division on behalf of MPC;

“PMPC Exam” means the examination offered and administered by MPC that students must pass in order to become eligible for the PMPC Designation;

“Real Estate Division” means a division of the Sauder School of Business at The University of British Columbia;

“University of British Columbia Calendar” means the most recent course calendar published by the University of British Columbia Registrar’s Office, Student Services.

#### 1.02 Miscellaneous

- (1) Where the context requires it, the masculine will include the feminine and vice-versa and the singular will include the plural and vice-versa.
- (2) Regulations and fees may change from time to time without notice.
- (3) These regulations are posted on the UBC Real Estate Division website. In case of conflict, the posted version is considered to be the official version.

### I. COURSE FORMAT AND COMPLETION

#### 2.01 AMPC DP Courses

- (1) **Format:** All AMPC DP Course sections and the AMPC Course Exam must be completed and submitted online via the Course Resources webpage.
- (2) **Course Completion:** To complete an AMPC DP Course, a student must complete:
  - (a) all AMPC DP Course sections; and
  - (b) the AMPC Course Exam, with a grade of least 75%
 

within two years of the date upon which the student was enrolled in the AMPC DP Course.
- (3) **Fail:** A student will receive two attempts at each AMPC Course Exam. If the student does not obtain a mark of 75% or greater on either attempt, the student will fail the related AMPC DP Course. The student will be required to re-enroll in that AMPC DP Course and pay all applicable registration fees if they wish to attempt the AMPC Course Exam again.

- (4) **Copying/Plagiarism:** It is assumed that all work submitted by students is their own. It is unacceptable and unprofessional to copy someone else’s work and submit it as one’s own.
- (5) **AMPC Designation:** To be eligible for the AMPC designation, a student must:
  - (a) complete all four of the AMPC DP Courses within two years of the date upon which the student was first enrolled in an AMPC DP Course;
  - (b) satisfy all other requirements set by MPC; and
  - (c) make an application directly to MPC.

#### 2.02 AMPC PD Courses

- (1) **Format:** All AMPC PD Course sections and the final review must be completed and submitted online via the Course Resources webpage.
- (2) **Course Completion:** To complete an AMPC PD Course, a student must complete:
  - (a) all AMPC PD Course sections; and
  - (b) the final review, with a grade of 100%
 

within two years of the date upon which the student was enrolled in the AMPC PD Course.
- (3) **Final Review:** If the student does not obtain a grade of 100% on the final review, the student must redo and resubmit the final review until a grade of 100% is obtained.
- (4) **Copying/Plagiarism:** It is assumed that all work submitted by students is their own. It is unacceptable and unprofessional to copy someone else’s work and submit it as one’s own.

### 2.03 PMPC Courses

- (1) **Format:** All PMPC Course sections and the final review must be completed and submitted online via the Course Resources webpage.
- (2) **Course Completion:** To complete an PMPC PD Course, a student must complete:
  - (a) all PMPC Course sections; and
  - (b) the final review, with a grade of 100%within two years of the date upon which the student was enrolled in the PMPC Course.
- (3) **Final Review:** If the student does not obtain a grade of 100% on the final review, the student must redo and resubmit the final review until a grade of 100% is obtained.
- (4) **Copying/Plagiarism:** It is assumed that all work submitted by students is their own. It is unacceptable and unprofessional to copy someone else's work and submit it as one's own.
- (5) **PMPC Designation:** To be eligible for the PMPC designation, a student must:
  - (a) complete all four of the PMPC Courses;
  - (b) pass the PMPC Exam within two years of the date upon which the student was first enrolled in a PMPC Course;
  - (c) satisfy all other requirements set by MPC; and
  - (d) make an application directly to MPC.

## II. **ADMISSIONS, REGISTRATIONS, TRANSFERS, WITHDRAWALS, ACADEMIC MISCONDUCT, STUDENT DISCIPLINE AND SUSPENSIONS**

### 3.01 Registration

Registration requirements are under the sole jurisdiction of MPC.

### 3.02 Transfers

Students have no right of transfer to any other Course. Students may not transfer their Course to another person.

### 3.03 Withdrawals

- (1) A student may withdraw from a Course and request a refund within one week of registration, subject to a \$50 administration fee being withheld. No refund is available where the request to withdraw is received more than one week after registration or if the Course has been completed at the time of the request.
- (2) A student may withdraw from a Designation Program and request a refund within one week of registration, subject to a \$100 administration fee being withheld. No refund is available where the request to withdraw is received more than one week after registration or if any of the Courses in the Designation Program have been completed at the time of the request.

### 3.04 Academic Misconduct and Student Discipline

- (1) The Real Estate Division is committed to ensuring that all students are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination. When communicating with staff or other students, it is expected that students conduct themselves in ways that are consistent with these principles, and with the University's regulations governing non-academic misconduct. Students who contravene these principles or regulations are subject to non-academic discipline including suspension or expulsion from the program.
- (2) All students are expected to behave as honest and responsible members of the academic community. Failure to follow the appropriate policies, principles, rules and guidelines as outlined in these regulations may result in disciplinary action. Academic misconduct that is subject to

disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in the following:

- (a) copying/plagiarism; **OR**
  - (b) falsifying any material subject to academic evaluation; **OR**
  - (c) submitting false records or information, orally or in writing, or failing to provide relevant information when requested; **OR**
  - (d) falsifying or submitting false documents, transcripts, or other academic credentials; **OR**
  - (e) failing to comply with any disciplinary measure imposed for academic misconduct.
- (3) Disciplinary measures which may be imposed, singly or in combination, for academic misconduct include, but are not limited to, the penalties outlined in Regulations 3.05(2) and 3.05(3).
  - (4) Where a student has committed misconduct which is not specified in these regulations, but which is specified in the University of British Columbia Calendar, the student may be subject to disciplinary measures which may be imposed, singly or in combination, but are not limited to, the penalties outlined in Regulations 3.05(2) and 3.05(3) at the discretion of the Director.
- ### 3.05 Suspension
- (1) Any student who fails to comply with the requirements of Regulation 2.01(2), 2.02(2), or 2.03(2) will be suspended from the Course.
  - (2) The Director may, at any time, suspend a student for academic misconduct or cause by means of a suspension letter emailed to the student's email address on file.

- (3) Where a student is suspended from a Course, no credit will be granted, and no refund or transfer will be permitted. The student's status will be recorded as "Suspended" and a copy of the suspension letter may be forwarded to the appropriate regulatory body.

#### 3.06 Appeal Procedure

- (1) Where a student is suspended or receives a letter pursuant to Regulation 3.05(2), a written appeal of the suspension may be made to the Appeals Committee.
- (2) Appeal requests must be in writing and must be accompanied by a non-refundable appeal fee of \$50.00. The request must set out the reason for appealing the decision, and if applicable, should contain medical or legal certification of the circumstances surrounding the appeal. All appeal requests must be mailed within 21 days of the date of the Real Estate Division's letter, as the case may be, to:

*Appeals Committee  
UBC Real Estate Division  
PO Box 5380 Station Terminal  
Vancouver, BC V6B 5N4*

### III. GENERAL COURSE REGULATIONS

#### 4.01 Change of Student Profile (Address, Email Address, Phone Number), Name and Correspondence

- (1) Students must update their address, email address and phone number on their Course Resources webpage (Student Profile) or by notifying the Real Estate Division in writing. Correspondence will be sent to the latest address on record.

- (2) The Real Estate Division must be notified in writing of any change of name. Requests must be accompanied by change of name documentation (e.g., marriage certificate).

#### 4.02 Discretion of the Executive Director

Notwithstanding anything contained in these regulations to the contrary, where a student alleges that they have been unfairly prejudiced by the application of these Regulations, an application in writing may be made to the Director for relief.

The Director may take such action on such terms as the Director sees fit.

#### 4.03 Payment Policy

Accepted methods of payment are: Visa, MasterCard, AMEX, certified cheque or money order (payable to The University of British Columbia). Online payments can only be made using Visa, MasterCard, or AMEX.

#### 4.04 Freedom of Information and Protection of Privacy

Collection, use, disclosure and retention of information must comply with the provisions of the *Freedom of Information and Protection of Privacy Act*. Collected personal information will only be used by authorized Real Estate Division staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. A use consistent with the purpose of collection includes the sharing of Course marks

and personal information with the appropriate association (e.g., MPC).

#### 4.06 Accommodation for Students with Disabilities

Services are available through the UBC Centre for Accessibility, and students who have physical, sensory or specific learning disabilities are encouraged to contact the UBC Centre for Accessibility at 604.822.5844 to make appropriate arrangements.

#### 4.07 Appropriate Use of Educational Materials

While a great deal of care is taken to provide accurate and current information in the Courses, neither the University of British Columbia, its staff, or consultants assume responsibility for any use or reliance beyond the Course's operation.

The Course materials are prepared for educational purposes with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional advice. The general principles and conclusions presented are subject to local, provincial, and federal laws and regulations, court cases, and any revisions of the same.