

Rental Property Management Challenge Package and Examination Information

OVERVIEW

The Rental Property Management Challenge Package assists students who have received permission to challenge the examination from the British Columbia Financial Services Authority. The Rental Property Management Challenge Package includes course materials (such as the course manual, student handbook, course workbook and the answer guides), access to the Course Resources webpage and the central tutor support service. Please note that if you prefer, you can purchase some course materials individually from the online UBC Real Estate Division bookstore (www.realestate.ubc.ca), however, the student handbook, course workbook, answer guides, access to the Course Resources and the central tutor support service are only available with the Challenge Package.

REGISTRATION

Students should study the course material before registering for the examination.

FEES

The Rental Property Management Challenge Package costs \$350. The Regularly Scheduled Examination fee is \$85 and the Computerized Examination Centre fee is \$125.

EXAMINATIONS

The Rental Property Management challenge examination is three hours in duration and will consist of 100 multiple choice questions.

Regularly Scheduled Examinations

Examination Dates. Examinations take place at various times each year.

Examination Registration. **If you would like to register for a regularly scheduled examination, a completed registration form, along with the \$85 examination fee, must be received by the Real Estate Division no later than one month prior to the examination date chosen (i.e. if the exam date is December 2, you must register before November 2).**

Examination Centres. Examination centres are established in the following locations:

Campbell River	Castlegar	Cranbrook	Dawson Creek	Fort Nelson
Fort St. John	Kamloops	Kelowna	Langley	Nanaimo
Port Hardy	Powell River	Prince George	Sechelt	Smithers
Terrace	Vancouver	Victoria	Williams Lake	

Special Examination Centres. If you wish to write your examination in a location other than an established exam centre in British Columbia, you may apply for a Special Examination Centre. We will try to accommodate your request, but we cannot guarantee your choice of location due to the complexity of establishing new centres in numerous locations. Please note that Special Examination Centres will not be set up within 100 kilometres of an established centre.

Licensing examinations are NOT offered outside of Canada. In order to complete the course for licensing purposes, you will need to write and pass the examination in a Canadian examination centre.

Establishing a Special Examination Centre requires a \$200 fee. Applications must be received at least 30 days prior to the exam date – applications will not be accepted with less than 30 days' notice. If you cancel an exam scheduled at a Special Examination Centre, you must apply with at least 30 days' notice or the fee will be forfeited. If forfeited, re-establishing a Special Examination Centre for another exam date will require a further \$200 fee.

Examination Results. Regularly scheduled examination results are posted on the Course resources webpage, usually within 3 weeks of the date of the examination. No results will be provided in person, by telephone, or email.

Computerized Examination Centre (CEC)

Students may choose to write their exam at the Computerized Examination Centre (CEC) located at the UBC Real Estate Division office rather than writing on the regularly scheduled examination dates. The CEC allows students the option of writing examinations in a quiet, comfortable environment, and at a time that may be more convenient for them.

CEC Examination Dates. CEC examination sittings are available on Monday to Friday at either 9:00 am or 1:00 pm. Specific date and time requests are granted on a first come, first served basis; therefore, please be prepared to specify three different choices. **CEC availability is limited – due to high demand, bookings may require six weeks' advance notice, so please plan ahead.**

CEC Examination Registration. If you would like to register for the CEC, a completed registration form, along with the \$125 examination fee, should be faxed or mailed to the UBC Real Estate Division. Once our office receives your exam registration, it takes 3-5 days to process.

CEC Electronic Monitoring. All examinations are conducted in a secure Computerized Examination Centre located at the UBC Real Estate Division office. The entire duration of the examination will be monitored by closed circuit television that includes video and audio capability. No permanent record is created from the monitoring of the examination.

CEC Examination Conditions. **If the conditions at the CEC are not satisfactory, a complaint must be received by the Exams Administrator prior to the student leaving the CEC.**

CEC Examination Results. CEC Examination results are posted on the Course Resources webpage, usually within one business day of the date the examination was written. No results will be provided in person, by telephone, or email.

Examinations – General Information

In order to be permitted to write the challenge examination, a candidate **MUST** present, at the exam centre on the day of the exam:

1. An Examination Admission Ticket with a valid passport photo attached (see https://professional.sauder.ubc.ca/re_licensing/docs/ticket_bulletin.pdf for more details); AND,
2. One of the following types of picture identification in the name in which the candidate originally registered for the course:
 - A. A current passport which has a picture of the candidate; OR,
 - B. A current provincial driver's licence which has a picture of the candidate (**interim driver's licences are not acceptable**); OR,
 - C. An official picture identification card issued by either the Federal Government of Canada, or by one of the provincial governments; OR
 - D. An official employment picture identification card issued by either the Federal Government of Canada, or by one of the provincial governments.

If you purchase a Challenge Package, you can print out your Examination Admission Ticket from your Course Resources webpage. If you are unable to print out your Examination Admission Ticket, please contact Examination Services at 604-822-8454 or 1-888-776-7733 ext 28454 as soon as possible and your Examination Admission Ticket will be faxed or mailed to you.

A candidate who is unable to produce an Examination Admission Ticket with a valid passport photo (photo must have been taken within 30 days of the examination date) and one of the four acceptable forms of picture identification, or whose picture is not clearly recognizable by the examiner, will be refused admittance to the exam centre. **No exceptions will be made.**

Also note that electronic devices of any kind (including notebooks/tablet PC/laptops, cameras, pagers, beepers, cellular phones, Palm Pilots, personal data assistants, and unauthorized calculators), scrap paper, rulers, calendars, dictionaries, amortization payment tables, pencil cases, etc. will NOT be permitted in the exam room.

If your name changes during the time you are challenging the course, please submit change of name documentation (e.g., marriage certificate) to the UBC Real Estate Division. Please be aware that you may be required to show your change of name documentation at the examination centre on the day of your exam.

CONTINUATION AFTER FAILURE

A candidate must achieve a grade of 65% to pass. **A candidate who has obtained a failing grade in the examination for the course may rewrite the examination only in accordance with the Real Estate Services Act (including the Regulations, and Rules). All candidates who fail an examination must wait at least 90 days from the examination date before attempting the exam again. If you do not successfully complete the examination after your second attempt, you will be required to re-enroll in the course.**

REFUNDS

No refunds are available for Challenge Packages or examination fees.

REVISIONS TO MATERIAL

Where the course material has been amended, it is the student's responsibility to obtain and learn the amended material. Students should periodically check any bulletins posted on the Course Resources webpage. The risk of major changes increases the longer the candidate defers writing the examination.