

### CREB® Unlicensed Real Estate Assistant (URA) Training

CREB®'s Unlicensed Real Estate Assistant (URA) course was designed to provide the fundamental knowledge that will help individuals support the administrative functions of licensed REALTORS®.

#### Who is CREB®'s URA Course for?

- Individuals with a friend or family member who is already a licensed REALTOR® and for whom they are wanting to offer administrative support.
- Individuals considering getting into the real estate industry and wanting to work as an administrator to learn more about rules, roles, and regulations.
- Individuals with prior administrative training or experience who are seeking a specialization in real estate administration.

**Note:** CREB®'s URA course is NOT designed for licensed real estate professionals. If you are licensed by RECA in any capacity, you cannot be a URA member of CREB®.

#### What is the cost and how do I register?

The cost is \$299 + GST, regardless of chosen delivery method – course delivery information to follow.

You can register on [creb.com](http://creb.com) under the “Join the Industry” tab or [click here](#) to access the registration page.

Once registered, you will receive confirmation emails for all sessions and further instructions.

#### What Will I Learn?

Upon successful completion of the URA course, participants will understand how real estate is regulated in Alberta and they will be equipped with the basic knowledge and skills to support real estate professionals with the day-to-day tasks and duties involved in the real estate transaction process.

Learning objectives for the course are:

- Discover what it takes to maintain an orderly framework for real estate activity in this government regulated marketplace.
- Recognize the roles of the agent, the broker, the assistant, and the regulatory agencies and their relationship with CREB®.
- Know and understand your obligations and limitations and learn what a URA is legally able to do and not do in Alberta to ensure you lead an ethically sound business.
- Explore the listing and selling processes.
- Learn about property types and the Residential Measurement System (RMS) used when marketing residential properties in Alberta.
- Review of basic administrative concepts and skills.

#### What is included?

The CREB® URA course is comprised of about 16-hours of instructional time. It is offered five times per year, alternating between in-person and virtual delivery.

*An asynchronous (or self-study) option is also available, by request only.*

Upon successful completion of CREB®'s URA course, participants will be issued a certification of completion and can opt-in to an internal contact list for CREB® members seeking administrative support.

There is a 20-question open-book final assessment. A minimum score of 70 per cent is required to receive a CREB® URA Certificate of Completion.

### Course Delivery Options:

#### In-Person Delivery

When delivered in-person, URA is delivered over two full-days in a CREB® classroom – from 9 a.m. to 4 p.m. daily. In-person attendance for both days is required.

Hard copies of course materials are provided on day one of the course, which participants can make notes in and keep afterward. Attendees should bring a pen, highlighter, water bottle and lunch.

CREB® is located at  
300 Manning Road NE  
Calgary, AB

#### Virtual Delivery

When delivered virtually, URA is delivered over four half-days via Zoom Meeting – from 9 a.m. to 12 p.m. daily. Virtual attendance for all four days is required.

To participate in virtual delivery, attendees will require a laptop or PC with a webcam and microphone to engage in the virtual classroom environment. They will also need their device to have a web browser installed and have access to Zoom Virtual Meeting software. Electronic copies of course materials are provided for virtual delivery.

#### Asynchronous Delivery

When delivered asynchronously, participants are given a maximum of seven days to independently complete the videos, readings, assignments, and final assessment.

To participate in asynchronous delivery, participants will require a laptop or PC with a web browser, word processor and PDF reader installed. Electronic copies of course materials are provided for asynchronous delivery.

Participants of asynchronous delivery do not have regular access to an instructor but can contact the CREB® training team by phone or email within regular business hours for questions or support.

### What is NOT included?

Please note that successful completion of the URA course will not guarantee employment. Hiring practices in real estate, as in other competitive industries, are merit based and subjective, guided by the needs of the hiring organization/manager.

Becoming a CREB® URA member and receiving access to industry tools and resources including Pillar 9™'s MLS® System is dependent on being hired, registered, and supervised by a licensed REALTOR®, for liability purposes. [CREB® members can find the URA registration form and fee information here.](#)

### Who to contact if I still have questions?

Any questions or further inquiries can be directed to the CREB® Member Training Team [training@creb.ca](mailto:training@creb.ca) or 403-781-1379.