

# Land agents licensing Guidelines and qualifications for renewing a permanent land agent licence

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A self-assessment tool for land agents

Guidelines and qualifications for renewal of a permanent land agent licence  
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For more information about this document, contact:

Land Agents Licensing  
3rd floor, Labour Building  
10808 99 Avenue NW  
Edmonton, AB T5K 0G5  
Tel: 780-415-4600  
[land.agents@gov.ab.ca](mailto:land.agents@gov.ab.ca)

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## Guidelines Overview

The purpose and intent of this publication is to assist permanent licence holders in understanding how to satisfy their legislated professional competency requirements.

The Land Agent Licensing Regulation was amended on November 30, 2007, requiring all permanent land agents to spend at least 14 hours (within their 2 year renewal period) improving their professional competence outside of their normal work in order to qualify for renewal of their permanent land agent licence.

In light of evolving industry changes, new technologies, regulations, professional practice standards, and public expectations, policies such as these guidelines may be periodically updated to reflect changing environments to ensure licences are issued to individuals who are committed to continuous learning.

Professional competence is ongoing and practicing individuals are expected to continually improve their knowledge, skills, and abilities in providing the professional services of a land agent and to keep their skills and knowledge of the professional practice of a land agent current.

Holding a permanent land agent licence is an indication of professional competence as a land agent. In addition to their immediate regulated responsibility of negotiating for or acquiring an interest in land, licensed permanent land agents may also be expected to be knowledgeable and current in other areas complimentary to their specific field(s) of expertise.

These guidelines have been developed and are to be used as a self-assessment tool to aid licensed practitioners to determine the continuing competence learning activities a land agent needs or plans to work towards to support their chosen field/areas of practice, and includes information on how to satisfy the legislated requirements.

**Please note:** Generally, Land Agents Licensing does not pre-qualify or pre-approve courses, as practitioners are best able to determine what learning activities are required by them in order to improve their professional practice. However, these Guidelines do contain specific requirements that individuals need to be familiar with and adhere to before submitting their application package.

## Continuing Professional Competence

Continuing competence is gained by periodic and on-going educational or training experiences for personal or professional development, in which participants are assumed to have previously attained a basic level of education, training, or experience. These experiences enable a land agent to gain new, or update existing competencies necessary for effective practice as a land agent, or ancillary competencies that can be applied to improve a land agents professional practice.

Licensed land agents are best able to assess their own professional development needs and pursue these needs and are expected to engage in activities directed toward maintaining and enhancing their levels of knowledge and skills in their field(s) of practice.

Maintaining competence is the professional land agent's responsibility and self-assessment is an important component.

This information is provided to assist a permanent land agent licence holder to understand and self-assess the activities that may satisfy the legislated professional competency requirements.

## Legislated Requirements

The Land Agents Licensing Regulation sets out the requirements for continuing competence activities and record retention.

**Section 5 (3)** A permanent land agent licence expires 2 years after the date of its issue or last renewal unless it is sooner cancelled, and may, subject to (3.1), be renewed by the Registrar for a further 2-year period.

**Section 5 (3.1)** The qualifications for renewal of a permanent land agent license are that the applicant has spent at least 14 hours in one or both of the following activities in the previous 2 years:

- a) attending courses, seminars or conferences satisfactory to the Registrar;
- b) serving on a committee or board, satisfactory to the Registrar that carries out the activities relevant to land agent work.

**Section 5 (3.2)** An applicant for renewal of a permanent land agent licence must complete and submit to the Registrar the permanent land agent licence renewal qualification form set out in Schedule 1.2 and provide any additional information requested by the Registrar.

**Section 5 (7)** A land agent who obtains a permanent land agent licence must keep, for at least 5 years, records evidencing that the land agent has met the eligibility requirements;

- a) for that licence, and
- b) for any renewal of that licence.

In addition, the *Land Agents Licensing Act* sets out:

**Section 6** The Registrar may make any inquiry or investigation that is necessary in relation to the qualifications and suitability of an applicant for a licence and

- a) may issue the licence applied for,
- b) may refuse to issue the licence applied for if, in the Registrar's opinion, it is in the public interest to do so, and
- c) shall refuse to issue the licence applied for if the applicant does not meet the prescribed qualifications.

## Record Retention

Licensed land agents are required to keep records of the completion of application forms and their continuing competence activities and report them to the Land Agent Licensing office upon request.

Licensed Land Agents are encouraged to keep track of their continuing competency learning activities as they occur throughout the year. This will ensure learning activities are not lost or forgotten when submitting an application.

A land agent must keep records that the land agent has met the eligibility requirements for renewal of their licence for at least 5 years.

The records a land agent must keep are:

- The application for a licence or renewal of a licence
- Schedule 1.2 of the land Agents Licensing Regulation, which is the Permanent Land Agent Licence Renewal Qualification Form

In addition, a land agent must retain any documents or material that can prove a land agent has met the eligibility requirements.

The types of records include but are not limited to the following:

- Certificate of completion or other documentation evidencing the completion of the course, seminar, or conference
- Registration application and information
- Attendance sheets
- Transcripts from educational institutions
- Emails or meeting requests for lunch and learn sessions or other seminars
- Documentation of appointment or assignment to a committee or board
- Documentation outlining the purpose and responsibilities of the committee or board
- Documentation evidencing the attendance at a committee or board meeting
- Documentation of time spent working on committee or board work

## Courses, Seminars and Conferences

Courses and Seminars Definitions	
Definition	Clarification
<p>A <b>course or seminar</b> is a formally <b>organized learning session</b> of information exchange where the mode of learning is a “lecture” or “seminar presentation” to impart information from an expert to an audience in a <b>suitable education setting</b>.</p>	<p>The communication would mainly be unidirectional (from presenter to audience) and there is minimal active participation of the audience, with no preparation or post-session follow-up required by the member.</p>
<p>An <b>organized learning session</b> means there is an information transfer in an organized event format with a purpose or objective, often advertised and available to a number of people.</p>	<ul style="list-style-type: none"> <li>• registration necessary for attending (may or may not require a fee)</li> <li>• session agenda/outline/learning objectives made available prior to session</li> <li>• formal or informal outcomes produced from the session (i.e. record of the information presented is made available)</li> <li>• learning material (textbooks, class handouts) required for meaningful participation</li> </ul>
<p>A <b>suitable educational setting</b> is any setting where one would go in order to have an educational experience.</p> <p>That is a classroom, boardroom, lecture facility, theatre can include in-person, distance or on-line training/ learning environment.</p>	<p>The educational setting would:</p> <ul style="list-style-type: none"> <li>• be hosted and presented by a formalized body (e.g. post secondary learning institution, recognized association or other accredited or recognized organization)</li> <li>• have an instructor/leader/presenter who is a recognized expert in their field with a specialized or advanced knowledge of subject matter being shared with the audience</li> </ul>



<p>Courses or seminars could also include organized learning experiences that are significantly more interactive and have a greater emphasis on the learning process or engagement at the participant level.</p> <p>There is an expectation that the learning experiences are defined in the course outline/syllabus, and are part of the learning process.</p>	<p>These learning experiences may require:</p> <ul style="list-style-type: none"> <li>• pre and/or post session effort</li> <li>• meaningful interaction among participants and/or with the facilitator/instructor that is a functional part of the learning experience i.e. webinars, learning management software, blogs or submission of a final report</li> <li>• individual work (outside of session) required for meaningful participation</li> <li>• testing/evaluation of participant's learning is part of the session and evidence of testing must be retained for audit purposes</li> </ul>
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Courses and Seminars Criteria	
Criteria	Clarification
<p>The courses, seminars or conferences satisfactory to the Registrar should be primarily <b>related to land agent work</b>.</p> <p><b>Related to land agent work</b> means a course that will benefit you in your duties as a land agent.</p>	<p>The topics for land agent related courses or seminars would include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• land administration</li> <li>• oil and gas industry</li> <li>• transportation and utility industry</li> <li>• agriculture/farming/ranching in Alberta</li> <li>• negotiation skills</li> <li>• regulatory courses/seminars e.g. <ul style="list-style-type: none"> <li>- Environmental Regulations</li> <li>- Alberta Energy Regulator</li> <li>- Alberta Utility Commission</li> <li>- Surface Rights Board</li> </ul> </li> <li>• public consultation</li> <li>• First Nations/Indigenous education or consultation</li> </ul>

<p>Other courses and seminars that would benefit the professional practice of a land agent that are not specifically related to the work of a land agent may be acceptable to the Registrar.</p>	<p>Other acceptable courses/seminars may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• safety courses (maximum allowed 4 hours)</li> <li>• resource development</li> <li>• conservation</li> <li>• land use/planning</li> <li>• environment</li> <li>• communication</li> <li>• renewable energy</li> <li>• technical writing</li> <li>• business</li> <li>• management</li> <li>• project management</li> <li>• emergency management</li> <li>• public speaking</li> <li>• law</li> <li>• computer science</li> <li>• personnel development</li> <li>• public speaking</li> <li>• other courses that benefit an individual in their profession or land agent position</li> </ul>
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Conferences	
Criteria	Clarification
<p>A <b>conference</b> is a meeting, often lasting a few days, which is organized on a particular subject or to bring together people who have a common interest.</p>	<p>Attendance at <b>conferences</b> may be acceptable to the Registrar and should be primarily related to land agent work.</p> <p>The hours submitted must be for specific organized learning/education sessions or for specific speaker/technical sessions related to land agent work.</p>

Annual General Meetings	
Criteria	Clarification
An <b>Annual General Meeting (AGM)</b> is the statutory meeting of the directors and shareholders of a company or of the members of a society, held once every financial year, at which the annual report is presented.	<p>Attendance at an AGM may be acceptable to the Registrar and should be primarily related to land agent work.</p> <p>The hours submitted must be for specific organized learning/education sessions or for specific speaker/technical sessions related to land agent work.</p>

Development of Learning	
Criteria	Clarification
<p>The <b>development of learning</b> is the step-by-step process used to create positive improvements in a course. It is the planned, thoughtful and deliberate course of action(s) that enhances the quality and impact of the learning experience for students.</p> <p>It includes the development and organization of learning activities designed to meet intended learning outcomes.</p>	<p>The Registrar may accept the development, preparation, and presentation of structured learning materials related to land agent work.</p> <p>The hours would be acceptable if it can be demonstrated that the hours spent were for the development of a new course or a significant rewrite of an existing course.</p> <p><b>Examples of acceptable educational activities:</b></p> <ul style="list-style-type: none"> <li>• instructor at an educational institution (e.g. Olds College, SAIT, MRU, NAIT)</li> <li>• instructor of in-house training courses, presentations at seminars</li> <li>• instructor for land agent related associations</li> <li>• development of training material for lunch and learn presentations.</li> </ul>

Safety Courses	
Criteria	Clarification
<p><b>Safety Courses</b></p> <p>Completion of Safety Courses may be acceptable to Registrar if the Safety Course is related to land agent work.</p>	<p>Examples of acceptable safety courses may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• defensive driving</li> <li>• safe driving practices</li> <li>• H2S Alive</li> <li>• First Aid/CPR/AED</li> <li>• wildlife awareness</li> <li>• bear safety</li> </ul>

## Determining Hours for Submission

Criteria	Clarification
<p>The hours that are submitted for courses, seminars or conferences as part of the continuing competence requirements are only the actual hours that were undertaken in the organized learning sessions.</p>	<p>Please note the following activities are <b>not accepted</b> for continuing competence hours:</p> <ul style="list-style-type: none"> <li>• hours spent outside of formally documented organized learning activities</li> <li>• registration</li> <li>• opening remarks</li> <li>• exhibit halls</li> <li>• recognition and awards sessions</li> <li>• networking sessions</li> <li>• coffee breaks</li> <li>• social activities (e.g. golf, kayaking)</li> <li>• travel time</li> <li>• lunch, unless there is a speaker (e.g. a 3-hour luncheon with a guest speaker would only qualify for 1 hour if the guest speaker only spoke for ½ hour and a ½-hour discussion followed)</li> </ul>
<p><b>Qualifying Dates:</b> To qualify for the renewal of a Permanent Land Agent Licence the activity must have been completed in the previous 2 years from the expiry date of a permanent land agent licence.</p>	<p><b>For example:</b> If the Permanent Land Agent Licence expired on July 31 2021, any activity submitted must have been completed between July 31, 2019 and July 31, 2021.</p>

<p><b>Safety Courses:</b> The completion of a safety course or multiple safety courses will only qualify to a maximum of four (4) hours towards the 14 hours of continuing competence for each renewal period, regardless of the actual hours completed.</p>	<p><b>For example:</b> A First Aid and AED Course over two days (equivalent to 16 hours) will be accepted but only 4 hours will count towards the required 14 hours of continuing competence.</p>
<p>Examples of the types of acceptable courses or seminars includes, but are not limited to:</p>	<ul style="list-style-type: none"> <li>• post-secondary courses – university or college</li> <li>• distance learning or on-line tutorials/modules</li> <li>• seminars/technical sessions</li> <li>• workshops</li> <li>• short courses</li> <li>• in-house training</li> <li>• guest speaker luncheons</li> </ul>
<p>Examples of unacceptable education includes, but is not limited to:</p>	<ul style="list-style-type: none"> <li>• staff meetings or project orientations</li> <li>• employment orientations</li> <li>• safety meetings or orientations</li> <li>• attending hearings</li> <li>• trade fairs</li> <li>• field tours</li> <li>• running a trade fair or a public event booth</li> <li>• sports coaching or lessons</li> <li>• judging science fairs</li> <li>• how-to crafting courses</li> </ul>

## Committee or Board Service

Committee or Board Service	
Criteria	Clarification
<p>Providing service on a committee or board that carries out the activities relevant to land agent work may count toward the 14-hour requirement.</p>	<p>The Registrar would normally accept service on committees or boards that would meet all of the following criteria:</p> <ul style="list-style-type: none"> <li>• the purpose of the committee or board is relevant to land agent work,</li> <li>• is established under legislation, association bylaws or by the direction of a recognized agency or organization, and</li> <li>• appointment or assignment to the committee or board is documented.</li> </ul>

Determining Hours for Submission	
Criteria	Clarification
<p>Hours claimed can only be the amount of time spent on committee or board work. This would include subcommittee work on projects, meetings and meeting preparation hours for participation and involvement.</p>	<p>In determining the hours submitted for committees or boards as part of the continuing competence requirements, please note the following activities are <b>not accepted</b> for continuing competence hours:</p> <ul style="list-style-type: none"> <li>• networking sessions</li> <li>• coffee breaks</li> <li>• social activities (e.g. golf, kayaking, dances or any other social events)</li> <li>• travel time</li> <li>• lunch unless there is a speaker (e.g. a luncheon with a guest speaker would only qualify for 1 hour if the guest speaker only spoke for ½ hour and a ½-hour discussion</li> </ul>

	followed)
<b>Qualifying Dates:</b> To qualify for the renewal of a Permanent Land Agent Licence the activity must have been completed in the previous 2 years from the expiry date of a permanent land agent licence.	<b>For example:</b> If the Permanent Land Agent Licence expired on July 31 2021, any activity submitted must have been completed between July 31, 2019 and July 31, 2021.
Examples of the acceptable types of Committees or Boards include but are not limited to:	<ul style="list-style-type: none"> <li>• industry working groups or associations</li> <li>• provincial working groups</li> <li>• education advisory boards</li> <li>• land agent related associations where agenda topics relate to providing direction or problem solving for the land agent profession</li> </ul>
Examples of un-acceptable entries in this category include but are not limited to:	<ul style="list-style-type: none"> <li>• weekly, monthly or annual staff meetings</li> <li>• pre/post project staff meetings</li> <li>• safety team meetings</li> <li>• safety committee meetings</li> <li>• sports committees</li> <li>• condominium boards or committees</li> </ul>



## Completion of Renewal Qualification Form

The following application and renewal qualification completion tips are being provided to **minimize** application processing times and follow-up emails or telephone calls from Land Agents Licensing:

- Ensure all sections of the form are completed. Incomplete applications will be returned for completion.
- Refer to the Guidelines – Qualifications for Renewing a Permanent Land Agent License to self-assess if an activity meets the legislated and Registrar of Land Agents requirements.
- When itemizing courses, seminars or committee hours provide detailed information (i.e. description of the course, seminar or presentation conducted, along with times/hours and dates attended).
- Submit supporting documentation with the Renewal Qualification Form (i.e. registration documents/emails or agendas).
  - To minimize processing time through the return and resubmission of documents ensure that documents do not include (or redact) other peoples names, and/or credit or debit card information.
  - If you have submitted hours but have not yet attended, you will be required to provide documents that confirm attendance once you complete the activity.

## Renewal Qualification Form Sample Entry

Name of Course or Seminar or Conference	Dates Attended	Hours
Seminar X facilitated by X  (See attached agenda with sessions attended as marked; include hours/session)	2020-06-16	X
Conference – 2 days, insert start and end date  Day 1 of 2 (See attached agenda with sessions attended as marked)  Day 2 of 2 (See attached agenda with sessions attended as marked)	Insert all dates or just the end date	X
Safety Courses:  Insert Course Name, facilitated by X, topic X, Hours  Insert Course Name, facilitated by X, topic X, Hours	Insert dates	<b>Max 4</b>
Insert Course Name, facilitated by X, topic X  Start date X End date X for X hours/day OR Attended April 5, 12, and 19 for X hours/day	Insert all dates or just the end date	X
Insert Course Name, facilitated by X, topic X  Online course, self-paced, attended Feb. 1, 2017 to Feb. 3, 2017	2020-02-03	X
<b>Total</b>		<b>X</b>

Name of Committee or Board	Position	Dates Attended (from –to)		Hours
Insert Name of Committee or Board	Member	2016-10-01	2016-10-01	X
Insert Name of Committee or Board  Meeting held X date for X hours Meeting held X date for X hours	Member	2016-01-01	2016-12-31	X  X
<b>Total</b>				X

*Source: Fictitious data, for illustration purposes only*