

➤ **Thinking of a career in real estate?**

The fast-paced world of real estate is full of opportunities for those willing to put in the time and effort for a rewarding career. As with any job, you get what you put into a real estate career. While that may include income uncertainty, market fluctuations and at times long and unusual hours, it is often balanced with perks like flexibility, income potential and the opportunity to work with a variety of people as you help them with some of life's most significant and exciting transactions.

If you think you've got what it takes – the interest, the passion, the commitment – to pursue a career in real estate, then consider the next steps:

- Look into educational requirements. To become registered to trade real estate in Saskatchewan, you must first complete education required by the Saskatchewan Real Estate Commission (Commission) and provided by UBC Sauder School of Business (UBC). [Click here](#) to learn more about the educational requirements. You can pay for your courses online using Visa or MasterCard.
- You will be required to supply the Commission with a criminal record check by fingerprint comparison prior to becoming licenced to trade in real estate. It is recommended to complete this step during your course studies, as it can take several weeks to months to obtain results.
- Talk to brokers you may be interested in working with. Different brokerages offer different services, fees and cultures and you'll want to find the right match for you. Every registrant must be affiliated with a brokerage before they can become licensed.
- Register with the Commission by completing their [application for registration](#).

➤ **The Learning Path**

You can purchase your courses through UBC on their website, by fax or traditional mail; the course registration form is found on UBC's website if sending one in by fax or mail. All print material and course packages are sent by courier directly to you.

Education begins with Phase 1, *Real Estate as a Professional Career*. Then you may choose which path to follow in Phase 2; Regular (Residential, Commercial and Farm) or Property Management. Each course is separate with its own examination, which must be passed with a minimum of 70%. You have two years (from Phase 1 course purchase date) to complete all courses and exams.

The convenient online program format maximizes the learning experience while respecting the value of time. You choose the time and place to study that suits you best according to your own schedule. Assistance with courses is readily available through numerous online resources, webinars, and email and telephone tutoring to ensure you get the most out of your educational experience.

Exams are scheduled approximately every six weeks, which increases learning/study time, and ultimately student success rates. In reviewing current course requirements, you could complete all courses in order to be licensed in approximately 6 months depending on the date that you registered.

➤ **Requirements**

It is important to note that in order to apply for registration with the Commission, you must meet the following eligibility requirements:

- Minimum of 18 years of age
- Minimum of a Canadian high school diploma (or equivalent), or a post-secondary diploma/degree from a recognized institution
- Proven proficiency in English language through the successful completion of the [*Language Proficiency Requirement*](#)
- Be a Canadian citizen or have a permanent resident card or work permit
- Provide a copy of a valid government-issued photo ID and a photo for the Commission's online registration system
- Submit a criminal record check by fingerprint comparison, including full disclosure of any criminal conviction or charges. If you have concerns regarding a criminal record check, please contact the Commission in advance to discuss.

➤ **More about the organizations**

Commission: is responsible for the registration (licensing) of all people seeking real estate registrant status in Saskatchewan. They are also involved in all matters concerning registration renewals, investigations and audits, professional standards, and other activities in the interest of consumer protection.

UBC Sauder School of Business: charged with the responsibility, from the Commission, to develop and deliver real estate training courses for all prospective salespeople in Saskatchewan, as well as the annual CPD course required for license renewal.

SRA: While the SRA officially came into existence in 2020, the story began long before then.

Organized real estate has been around for over a century in Saskatchewan. REALTORS® came together to establish a cohesive voice in real estate and enhance professionalism within the industry. Together, real estate professionals could establish boards and become better equipped to make recommendations to governing agencies.

At its height, Saskatchewan had twelve REALTOR® associations throughout the province. Over time, smaller associations joined with Saskatoon and Regina until there were only three local boards. With a small population relative to other provinces, Saskatoon, Regina and Saskatchewan associations found efficiencies by working together and collaborating on major projects. After a couple failed attempts to merge the three associations, on March 19, 2019, members voted to form a single provincial association – the Saskatchewan REALTORS® Association.

The provincial association represents all REALTORS® in the province of Saskatchewan. Services they provide to members include: Matrix™, tech help desk, electronic lock boxes, education and training support, and much more. SRA plays an important role in advocating for REALTORS® and property rights in the province and it also embraces many charitable initiatives across Saskatchewan.

Personal skills

Experience suggests that certain talents, qualities, and personal traits improve the odds of building a satisfying career. Successful salespeople tend to excel in many of the following areas.

- **People Skills:** an ability to gain the trust and respect of buyers and sellers. Rapport comes easily to those who enjoy working with people, genuinely take interest in their well-being and understand their needs and wants.
- **Self Discipline:** the ability to work independently to get the job done. Real estate demands self-motivation, discipline, and personal commitment.
- **Negotiation Skills:** a fundamental part of any real estate transaction. Salespeople routinely negotiate on behalf of buyers and sellers to arrive at mutually agreeable terms.
- **Confidence/Persistence:** an enviable quality built on a mature and objective attitude. Real estate sales do not always go smoothly, and salespeople must routinely deal with setbacks and disappointments, in addition to success.
- **Organization/Planning:** an ability to organize personal affairs as well as conduct business activity in a logical, efficient manner. These qualities are useful in obtaining listings, showing properties, handling offers and conducting negotiations.
- **Research:** a practical knowledge of how to locate, read and understand legal documents. Familiarity with basic document structures will assist when researching materials concerning property ownership.
- **Problem-Solving:** an ability to address difficulties and arrive at plausible, practical solutions given conflicting interests of parties involved. This attribute is particularly useful in listing and selling activities. Often the success or failure of a real estate transaction will hinge on this ability.
- **Computer Knowledge:** an understanding of computer hardware and software. Computers and other electronic devices are mainstays in today's real estate brokerages.
- **English Language Proficiency:** an essential skill. Salespeople must understand, draft, and explain real estate agreements, listings, and other related forms.

They must also ensure that documents are correctly prepared and properly reflect the wishes of parties.

- **Math:** a basic grounding in math fundamentals, with proficiency in multiplication, division, fractions, and factors. These skills are required when measuring structures and land, as well as evaluating property and arranging mortgage financing.
- **Interview Techniques:** a basic understanding of questioning methods. Real estate success often depends on asking the right question at the right time. This skill is particularly valued when helping buyers determine their purchasing needs.

Budgeting

When entering a career in real estate, course costs will be just one part of your total investment. Careful budgeting is essential to your financial success. Students are reminded that no commission can be earned until registration occurs with the Commission. There is a fee to register with the Commission, as well as a cost to complete Continuing Professional Development (CPD) courses, required annually to maintain your registration.

Approximately 90% of Saskatchewan salespeople, branch managers, brokers and associate brokers are members of SRA. Current SRA fees are shown in the Fees section below.

Typical brokerage fees include long distance telephone fees, administration fees relating to listings and transactions, technology services, photocopy/fax services, etc. Ensure you are diligent in learning what costs you will be responsible for as a salesperson, and research various brokerages to find the one best suited to your requirements.

Some other expenses to consider are vehicle operation and maintenance, personal attire, computer equipment and electronic communication devices.

Choosing a brokerage

Whatever your career aspirations, to be a registrant licensed to practice in Saskatchewan, you must be registered by the Commission and engaged by a brokerage. When choosing a real estate brokerage, you may want to consider brokerages in the geographical area in which you intend to conduct your business. Talk to the managing broker at several real estate brokerages to find one with a fee structure and corporate environment that best suits you.

All brokerages have their own ways of operating, so you should ask each of them what makes them different from the others. A phone call or email to brokerages might be a good first step in approaching them.

You may change brokerages at any time once you are licensed, but the Commission will need to be informed for your licence to be amended and a transfer fee paid.

Remember, you cannot conduct any business unless you are engaged by a brokerage, and any business that you do conduct must be done in the name of, and on behalf of, the brokerage with which you are engaged.

Becoming a member of SRA

Once you have completed your licensing education and found a brokerage you want to work with, you will apply for your license with the Commission. At that point, if your brokerage is a member of SRA, you will also be required to become a member. A membership application form will need to be filled in by you and your broker. Once submitted, payment will need to be made, and your membership services will then be activated.

Upon joining SRA, you will receive details of required new member education, including a five-day new member course designed to support you in the launch of your new business.

➤ Fees

STEP 1: EDUCATION – UBC Sauder School of Business

Phase 1: Real Estate as a Professional Career	\$1,499.00
Phase 2: Residential, Commercial, and Farm (\$899 each)	\$2,697.00
Continuing Professional Development (annual)	\$250.00

INITIAL COST (including CPD) **\$4,446.00**

STEP 2: BROKERAGE SELECTION – Personal choice

Amount will differ with each brokerage based on level of service, commission split, desk fee, etc. **VARIES**

STEP 3: REGISTRATION – Saskatchewan Real Estate Commission

Initial registration	\$630.00
Annual renewal	\$540.00

FIRST YEAR COST **\$630.00**

STEP 4: PROVINCIAL REGISTRATION – Saskatchewan REALTORS® Association

which also includes registration with the Canadian Real Estate Association (CREA)

SRA and CREA join fee	\$1,188.30
CREA annual dues	\$325.50
SRA annual dues	\$509.25

INITIAL COST **\$2,023.05**

OTHER COSTS:

SRA monthly fee	\$147.14
MLS® listing processing fee	\$18.90 per listing
Supra lockboxes	\$160.95 new / \$94.35 used

APPROXIMATE COST TO BEGIN (excluding brokerage fees, SRA monthly fees, and other costs) **\$7,099.05**

➤ **Contact information**

SRA: Saskatoon office 306.244.4453
1705 McKercher Drive
Saskatoon, SK S7H 5N6
info@sra.ca

Regina office 306.791.2700
1854 McIntyre Street
Regina, SK S4P 2P9
info@sra.ca

Commission: 1.877.700.5233
104 – 210 Wellman Crescent
Saskatoon, SK S7T 0J1
info@srec.ca

UBC Sauder School of Business: 1.888.776.7733
www.realestate.ubc.ca/sask
saskinfo@realestate.sauder.ubc.ca

For any additional information or if you have questions, please contact Chasidy Bateman, Membership Coordinator at 306.477.8193 or membership@sra.ca.