

HOW TO BECOME A LAND AGENT

1. Obtain an Interim Land Agent License.

- You must be 18 years of age and have at least 2 years of post-secondary education that is relevant to the activities of a land agent.
- Enter into a Training Agreement with a person or corporation (trainer) willing to train you as a land agent. Please note - You must work under a trainer for at least 12 consecutive months prior to applying for a permanent land agent license. The trainer does not have to be a licensed land agent, however the trainer must ensure you are trained under the supervision of permanent land agent licensees who have been actively involved in land agent work during the three years immediately preceding the date of your interim land agent license application.
- Complete the interim land agent license application. Return the application along with proof (copy of transcripts) that you have completed at least 2 years of post-secondary education, the executed Training Agreement, and a cheque or money order for \$100 payable to the **Minister of Finance**, to:
 - Alberta Employment and Immigration
 - Land Agents Licensing
 - 7th Floor, 10808 – 99 Avenue
 - Edmonton, Alberta T5K 0G5
- If your application is approved, you will be contacted to schedule a suitable date and place to write the interim land agent license exam. Exams are usually held on the 2nd Wednesday of each month in Calgary and the 1st and 3rd Monday of each month in Edmonton.
- Prepare to write the interim land agent license exam. The exam is based on Sections 2, 3, 5, 6, 7, 8, 13 and 14 of the Reference Manual for Alberta Land Agents. The Reference Manual for Alberta Land Agents can be ordered from:
 - The DATA Group of Companies
 - 9503 - 12 Avenue SW
 - Edmonton AB T6X 0C3
 - Phone: (780) 462-9700 Fax: (780) 465-1844
 - Online ordering at: <https://secure10.datagroup.ca/alw/default/default.asp>
- You must pass the interim land agent license exam with a mark of 76% or greater. If you pass, you will receive an interim land agent license. If you fail, you will have to wait 1 month before being permitted to rewrite the exam

2. Register in the Land Agents Licensing Distance Learning course offered through Olds College.

- For Course Information, contact:
 - Mary Jane Block at 403-507-7761
 - Email: mblock@oldscollege.ca
- To Register, contact:
 - Gloria Barbas at 1-800-661-6537 – Ext. 8299 or 403-556-8299
- On-line registration: www.oldscollegeonline.ca
- Cost of the course is \$999.
- The course is based on the Reference Manual for Alberta Land Agents.
- The 10-week, 35-hour course will be offered a minimum of 4 times in a 12-month period.
- Register as soon as possible as the minimum number of registrants required to hold the course is 8 and the maximum enrolment is 40.

- You will not be permitted to apply for a permanent land agent license until you successfully complete the course with a 70% or better pass mark.

3. Train to become a Permanent Land Agent under the terms of the Training Agreement.

- Once you have been issued an interim land agent license you must train to become a permanent land agent under the terms and conditions of the Training Agreement you entered into with your trainer.
- Under the Training Agreement you must work for at least 12 consecutive months under the supervision of permanent land agent licensees who have been actively involved in land agent work for the last three years. During your training period you must conduct a minimum of 25 negotiations for an interest in land. The supervising land agent(s) must personally observe you perform at least ten (10) of these negotiations and review the other fifteen (15). The first 5 negotiations you conduct must be observed by a supervising permanent land agent. The ten (10) observed negotiations must be **separate** and **distinct**. The negotiations could be with the same landowner, however they must be on different occasions or be different types of agreements (i.e. Surface lease, right of way agreement, etc.). For example, two (2) surface lease agreements negotiated with the same landowner at the same time would only qualify as one negotiation.
- If you have to change trainers your existing Training Agreement must be terminated and you must enter into a new Training Agreement with your new trainer. Your interim land agent license may be temporarily suspended by the Registrar until you have entered into a new Training Agreement.

4. Apply for a Permanent Land Agent License.

- You must have met all the requirements under the *Land Agents Licensing Act* and Regulation.
- Your Trainer(s) must have completed and filed with the Registrar a Performance Evaluation recommending you become a permanent land agent. Even if no negotiations were conducted under a particular Training Agreement, a Performance Evaluation is still required, which should indicate that no negotiations were conducted under the term of the agreement and should include comments regarding your suitability as a land agent.
- Apply for a permanent land agent license. Complete the permanent land agent license application and return it along with a copy of the Olds College Certificate of Completion indicating that you have passed the Land Agents Licensing Distance Learning course, and a cheque or money order for \$100 payable to the **Minister of Finance**, to:

Alberta Employment and Immigration
Land Agents Licensing
7th Floor, 10808 – 99 Avenue
Edmonton AB T5K 0G5
- If your application is approved, you will be contacted to schedule a suitable date and place to write the permanent land agent exam. Exams are usually held on the 2nd Wednesday of each month in Calgary and the 1st and 3rd Monday of each month in Edmonton.
- You must pass the permanent land agent license exam with a mark of 70% or greater. If you pass, you will receive a permanent land agent license. If you fail the exam, you will have to wait 1 month before being permitted to rewrite the exam.
- A permanent land agent license is renewable every 2 years provided the permanent land agent licensee has met the renewal qualifications.

For more information, please call Erica Weber, Land Agents Licensing Administrator, at (780) 415-4600 (to connect toll-free first dial 310-0000) or e-mail land.agents@gov.ab.ca.