

Guidelines for Determining 2 Years of Post Secondary Education

A person must successfully complete at least 2 years of post secondary education before the Registrar of Land Agents may issue an interim land agent license to that person. These guidelines have been prepared to assist individuals in determining if they have the equivalent of 2 years of post secondary education.

1. Post-Secondary Education Requirement

- a) Applicants for interim land agent licenses are not required to have a post secondary diploma or degree but must have [successfully completed credit](#) courses equivalent to 2 years of a [full course load](#) in a diploma or degree program. This may be met through courses completed at one institution or through a combination of courses from multiple institutions.
- b) The post secondary education must be relevant to the activities of a land agent. This could include any post secondary education related to the oil and gas, utility or transportation industries, agriculture, environment, law, management, business or resource development and conservation.
- c) An official transcript is required from all institutions as proof of completing the [post-secondary education requirement](#).

2. Definitions

- a) **Full Course Load**
 - Equal to the number of [credits](#) and courses required in the majority of full-time programs at the educational institution where the courses are completed;
 - Normally 15 or more [credits](#) are obtained per [semester](#);
 - Normally enrolled in 5 or more [credit](#) courses per [semester](#);
- b) **Semester**
 - Normally a 14 to 16 week period.
- c) **Credit**
 - The academic value given to a course that has a degree of rigour and that has been approved by the institution or the Province for having comparable value in relation to another course or program;
 - Usually 3-credits are given to a course that has 35 to 50 hours of instruction and will always involve evaluation and grading of the student's performance in the course.
- d) **Non Credit Course**
 - Courses that have not been granted [credit](#) by the institution;
 - Generally do not have examinations or grades associated with the course;
 - Can not be applied toward the [post-secondary education requirement](#) for land agent licensing.
- e) **Successfully Completed**
 - Achievement of a [Cumulative Grade Point Average](#) of 2.0 (65%) or better in all [credit](#) courses being applied to meet the [post-secondary education requirement](#) for licensing.

f) Grade Points

- A point value assigned to a grade obtained in a [credit](#) course.
- For example:
 - A – 4 points
 - B – 3 points
 - C – 2 points
 - D – 1 point

g) Cumulative Grade Point Average (GPA)

- The average number of [grade points](#) awarded for all [credit](#) courses being applied to meet the [post-secondary education requirement](#).
- The Cumulative GPA should be represented on the official [transcript](#) provided with the application.

h) Transcript

- A permanent academic record of courses completed along with grades, terms and [Cumulative GPA](#).