

## **GUIDELINES**

### **Qualifications for Renewal of a Permanent Land Agent License**

Holding a permanent land agent license is an indication of professional competence. By nature of the profession, a land agent is expected to be knowledgeable and current in many areas outside of their immediate responsibility of acquiring an interest in land. Professional competence can never be guaranteed, however a person can always strive to improve their knowledge, skills, abilities and judgment in providing the professional services of a land agent.

On November 30, 2007 the Land Agents Licensing Regulation was amended requiring permanent land agents to spend at least 14 hours improving their professional competence outside of their normal work in order to qualify for renewal of their licence. These guidelines have been prepared to assist land agents in determining what the Registrar of Land Agents would normally accept to count towards the 14-hour requirement.

#### **Courses, Seminars and Conferences**

Generally any structured learning which includes courses, seminars and conferences that meet the following criteria will count toward the 14 hour qualification requirement:

- 1) Will benefit you in your duties as a land agent.
- 2) Organized learning in a suitable education setting.
- 3) Requires registration.

Ideally the courses, seminars or conferences should be primarily related land agent work; however there are many other courses, seminars and conferences that would benefit a land agent in their duties. For example, any education in the areas of computer science, management, public speaking, law, resource development and conservation, technical writing, environment, public consultation etc. would improve the professional competence of a land agent. Examples of unacceptable education may include; how-to crafting courses, sports lessons, judging science fairs, and regular Friday after work pub meetings.

Organized learning means the information transfer in an organized event format with a purpose or objective, often advertised and available to a number of people. The setting in which the organized learning takes place could include in-class sessions, on-line or distance learning, podcasts, in house training, guest speaker luncheons, field trips, etc. The amount of hours claimed would be one hour for one hour of instruction or information exchange. For example, a 7 hour in class course would qualify for 7 hours while a 3-hour guest speaker luncheon would maybe only qualify for 1 hour if the guest speaker only spoke for ½ hour and a ½ hour discussion followed.

To qualify as a course, seminar, or conference, the event should have registration. Registration provides for a record of attendance and assists in establishing if the event would be considered “organized learning”. The registration may or may not include a registration fee.

There are a number of educational institutions and organizations that offer courses and organize seminars and conferences. Below are a few organizations that offer these services.

[Canadian Association of Petroleum Landmen](#)  
[Alberta Association of Surface Land Agents](#)  
[International Right of Way Association](#)  
[Canadian Association of Petroleum Land Administrators](#)  
[Small Explorers and Producers Association of Canada](#)  
[Olds College](#)  
[Mount Royal College](#)  
[Northern Alberta Institute of Technology](#)  
[Southern Alberta Institute of Technology](#)  
[Alberta Arbitration and Mediation Society](#)

### **Committee or Board Service**

Providing service on committees or boards that carry out activities relevant to land agent work would count toward the 14 hour requirement. The Registrar would normally accept service on committees or boards that would meet the following criteria:

- 1) Purpose is relevant to land agent work.
- 2) Is established under legislation, association bylaws or by the direction of a recognized agency or organization.
- 3) Appointment or assignment to the committee or board is documented.

Hours claimed can only be the amount of time spent on committee or board work. This would include subcommittee work, work on projects, meetings and meeting preparation. Travel time would not count toward the 14-hour requirement.

### **Record Retention**

A land agent must keep the records evidencing that the land agent has met the eligibility requirements for renewal of their licence for at least 5 years. For the purposes of section 5(3.1) of the Regulation, a land agent should retain the following records:

- 1) Certificate of completion or other documentation evidencing the completion of the course, seminar or conference.
- 2) Registration application and information.
- 3) Documentation of appointment or assignment to a committee or board.
- 4) Documentation outlining the purpose and responsibilities of the committee or board.
- 5) Documentation evidencing the attendance at a committee or board meeting.
- 6) Documentation of time spent working on committee or board work.
- 7) Schedule 1.2 of the land Agents Licensing Regulation – Permanent Land Agent License Renewal Qualification Form.

The Registrar may request the land agent produce these records at any time.

## **Audits**

The Registrar will randomly conduct audits of permanent land agent licensee's renewal qualifications. The purpose of these audits is to ensure land agents are not reporting false information on the [Permanent Land Agent License Renewal Qualification Form](#).

A person who reports false information on a Permanent Land Agent License Renewal Qualification Form would be considered in contravention of the Regulation and could be subject to license cancellation or suspension.

## **How Licence Holders on November 30, 2007 are Affected**

If a person held a permanent land agent licence on November 30, 2007, that person will not have to meet the 14-hour requirement for their first renewal of their licence after November 30, 2007. They will however have to meet the 14-hour requirement for any subsequent renewals.

## **References – Land Agents Licensing Regulation**

**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.

**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.

**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.

**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.

**10(4)** Section 5(3.1) and (3.2) of the amended Regulation do not apply to an individual who holds a permanent land agent licence on November 30, 2007 until after the licence is first renewed after November 30, 2007.