

GUIDELINES
Preparing a Submission
Requesting Waiver of the 2 Years of Post Secondary Education Requirement

An interim land agent license applicant who has not satisfactorily completed at least 2 years of post secondary education may request the Registrar of Land Agents waive this requirement if the applicant feels that they have the equivalent competence and are suitable to be trained as a land agent.

The request must be in writing (resume format) and contain sufficient **detail** to properly assess the applicant's suitability. These guidelines have been prepared to assist applicants in preparing a submission to the Registrar requesting waiver of the 2-year post secondary education requirement.

Submissions will be reviewed by a panel which will make a recommendation to the Registrar. After review, the Registrar may:

- a) waive the 2-year post secondary education requirement,
- b) waive the 2-year post secondary education requirement with conditions, or
- c) not waive the 2-year post secondary education requirement.

The amount of **detail** provided in a submission will have an affect on the panel's ability to carry out a proper review and ultimately to make a fair recommendation. Submissions should include information on the applicant's education, work history, experience and any other information that will assist in the review of the submission. The applicant should also include references and an explanation of why they feel they are competent and suitable to be trained as a land agent.

Education

Include information on grade school, any post secondary education, courses, seminars, conferences, etc. The information, where applicable, should specify when completed, where, duration, purpose, etc. If some post secondary education has been completed, the applicant should include a transcript of their marks and credits.

Work History

This information should include employment history such as where the applicant worked, when, supervisor's contact information, working title and a brief description of the responsibilities.

Experience

The applicant should provide detail on their experience with emphasis on experience that would help them carryout their duties as a land agent. Some areas to consider including are:

- a) Negotiation
- b) Administration
- c) Oil and Gas Industry
- d) Transportation and Utility Industry
- e) Agriculture
- f) Business
- g) Regulatory
- h) Dealing with the public
- i) Etc.

References

At least 3 written references should be included with the applicant's submission. The reference letters must include the name of the person giving the reference, their relationship to the applicant, their employer, position, and contact information such as phone numbers, fax numbers and e-mail addresses.