

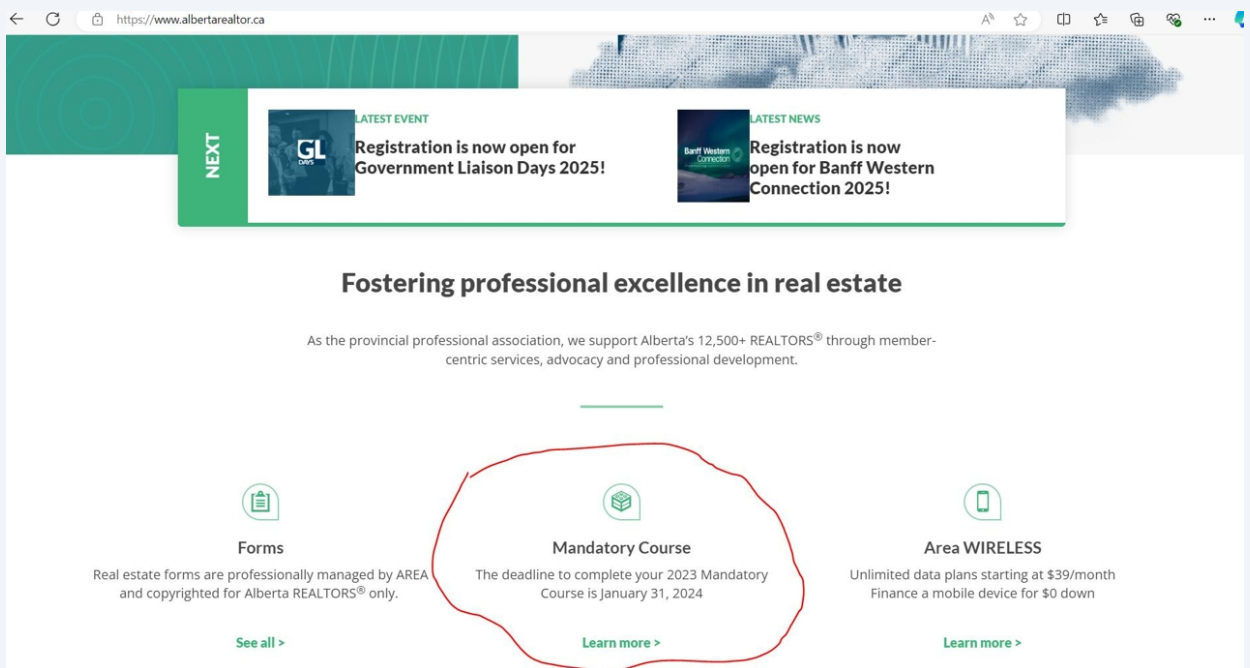
Navigating the Inter-REALTOR® Professionalism Course Online



This guide offers a comprehensive walkthrough for successfully navigating the Inter-REALTOR® Professionalism Course online, making it easier for participants to complete the course efficiently. It highlights the accessibility of the course on various devices, ensuring convenience for users. Additionally, the guide includes tips for effectively understanding and engaging with the course material, ultimately enhancing professional development and ethical standards within the real estate industry.

1

Step 1: To begin, please visit the website [Albertarealtor.ca](https://www.albertarealtor.ca). Once you are on the homepage, scroll down and select the option labeled "Mandatory Course," as highlighted in the accompanying image..



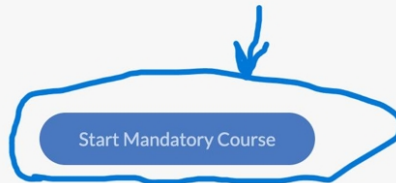
2

Step 2: You can access the course by clicking on the "Start the Mandatory Course" button, as highlighted in the image..

How to Apply:

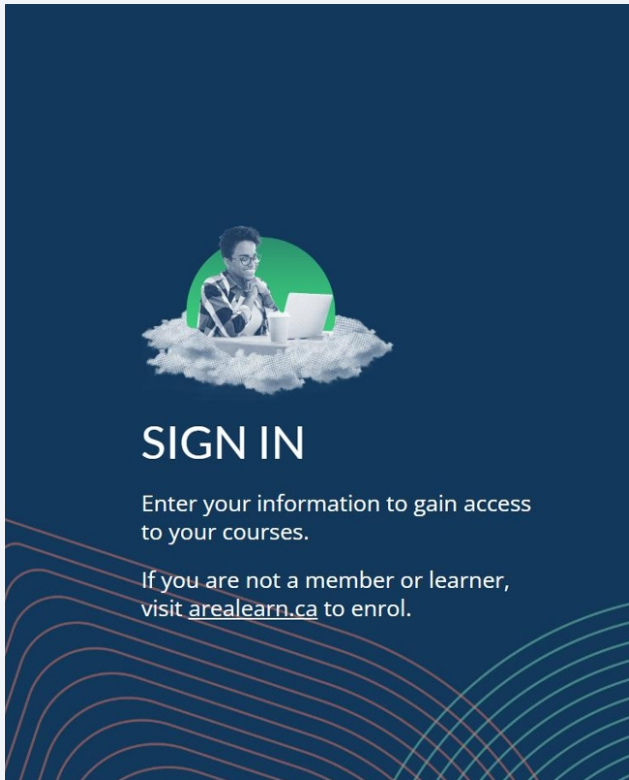
1. Select a Course: Choose a course from a recognized institution, such as NAR, CREA, REIC, a polytechnic, university, or college.
2. Or register and attend all days for GL Days or Banff Western Connection by the December 1, 2024, deadline.
3. Before completing the course, send an email to pd@albertarealtor.ca with the following details:
 - Your full name
 - Your brokerage name
 - Selected course or conference title
 - Name of the institution/organization offering the course
4. Await Confirmation: We will review your request and confirm if the course or conference qualifies as a substitute.
5. Submit Credentials: After completing the course, submit proof of successful completion to pd@albertarealtor.ca or email pd@albertarealtor.ca with conference registration information, if you use the conference substitution. We will update your member account and provide credit for your 2024 Mandatory Course.
6. If attending an AREA-approved conference, credit will be confirmed by AREA staff upon attendance. This means your account will not be updated until after the conference.

For any questions or further assistance, please contact us at pd@albertarealtor.ca.



3

Step 3: Select the option that says I am an AREA member.



I am an Area Learn pre-licensing learner.

Sign In

AND




I am an AREA member.

Sign In

4


Step 4: To access your AREA member account, please use your CREA credentials. You should log in with the same email address and password that you use for your CREA account. Use your email address in the username field.

Powered by: 

Sign In

Please log in to continue OR please click 'Sign up' below to create your account.

Email address*

Password* 

[Forgot password?](#)

Continue

Haven't registered yet? [Sign up](#)

[Help](#) | [Terms of Use](#)

5

Step 5: Click on the green-highlighted button labeled "Mandatory Courses."

Area Learn Course Catalogues

Mandatory Courses
Find your 2024 Mandatory Courses

Licensing Education
Expand your Professional Career here!

Pre-Licensing Courses
That you purchased before becoming a REALTOR®

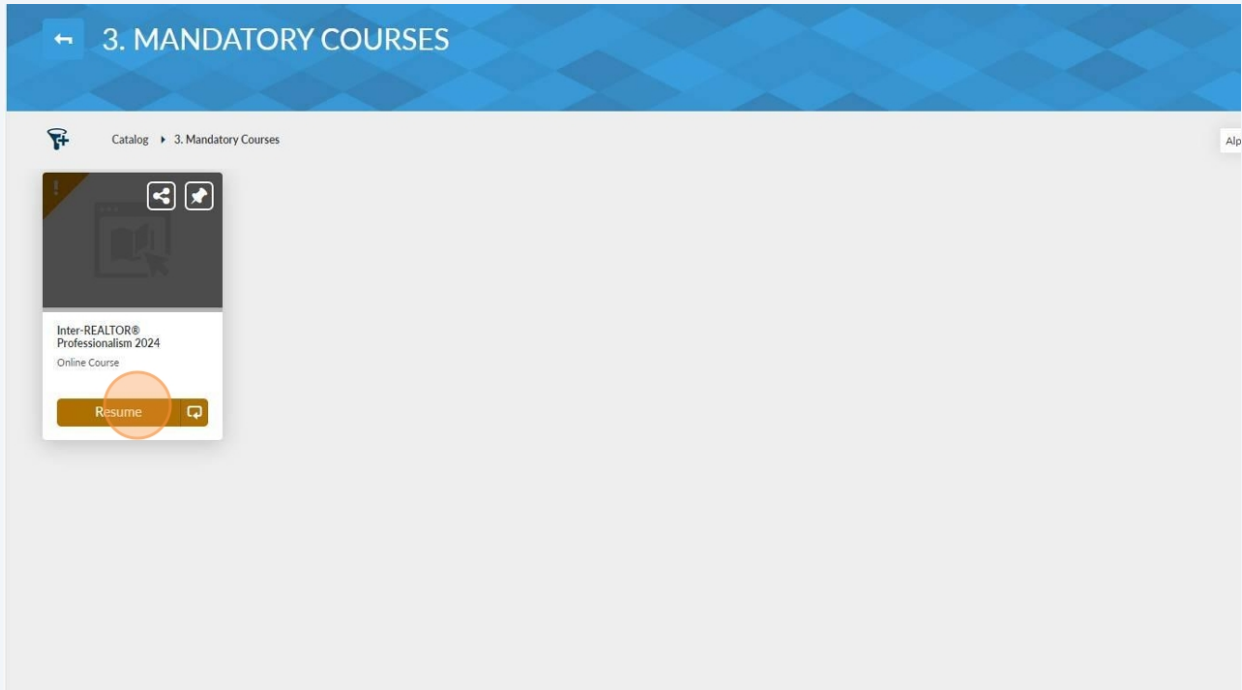
Professional Development Courses
Get training courses here!

Content for Broke
Files for Brokers only here!

Featured Courses

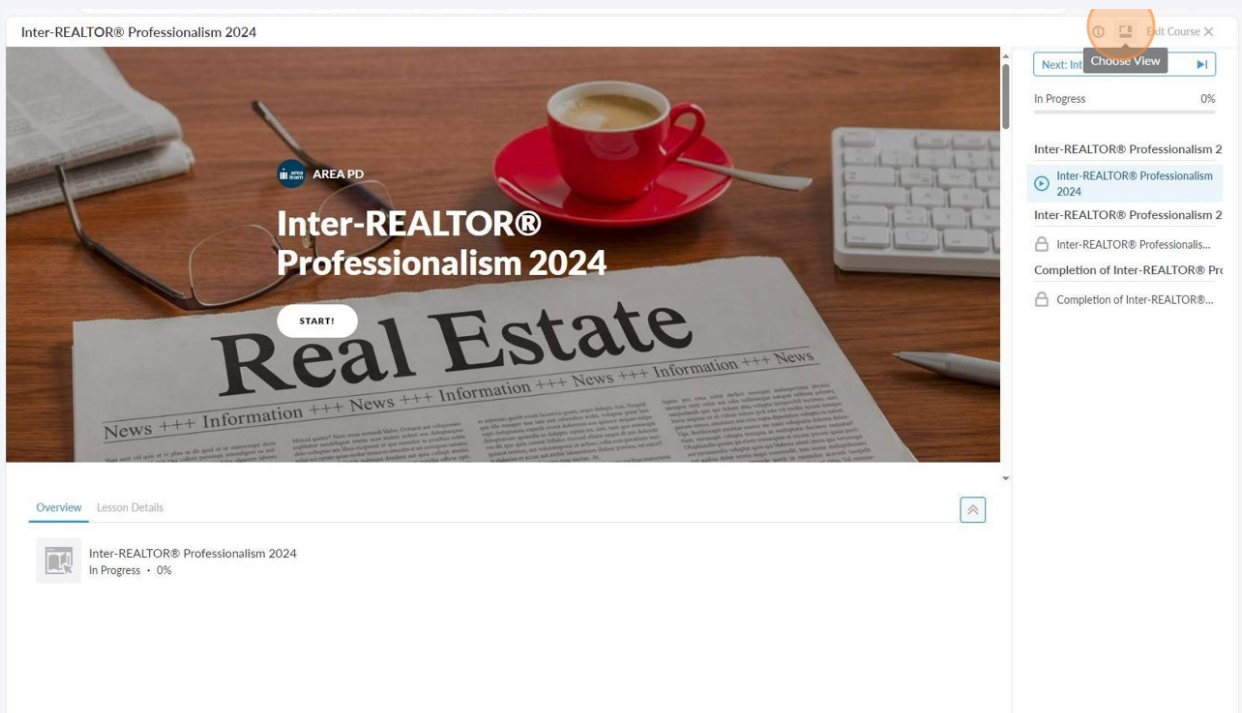
6

Step 6: Click on the "Start" or "Resume" button as indicated in the screenshot.



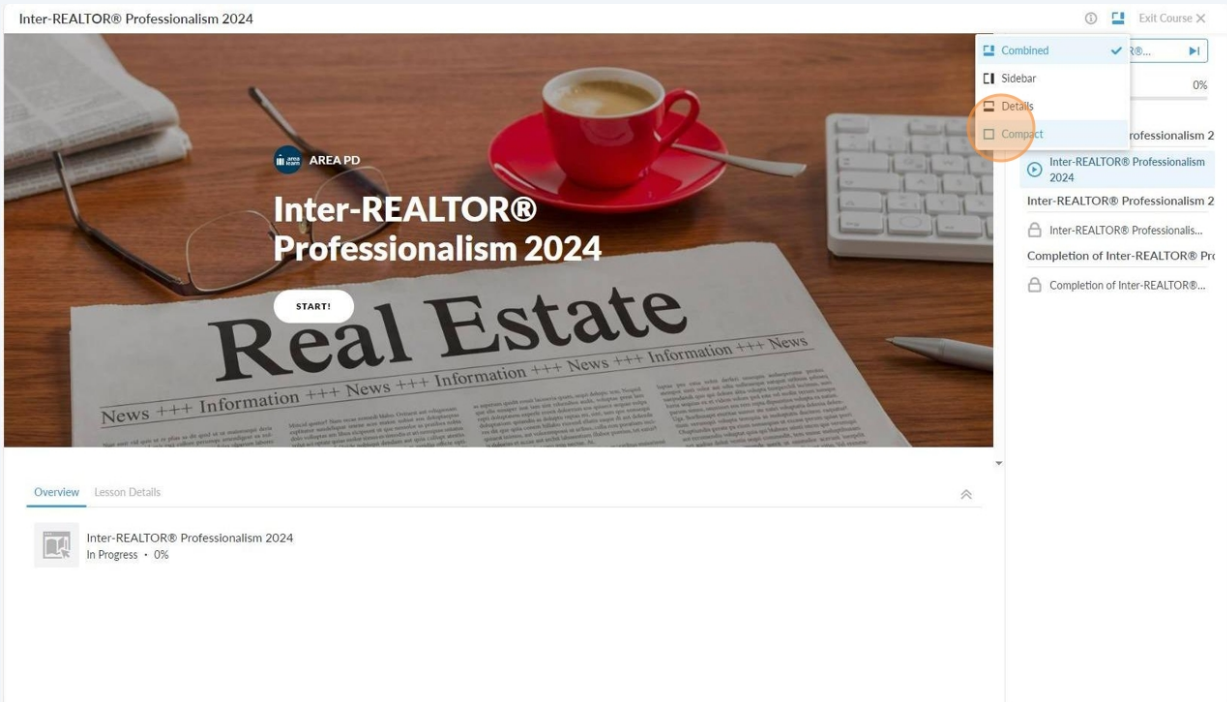
7

Step 7: Click on the start button to start the course and "Choose View" option, which is displayed below in the amber-colored circle at the top right corner.



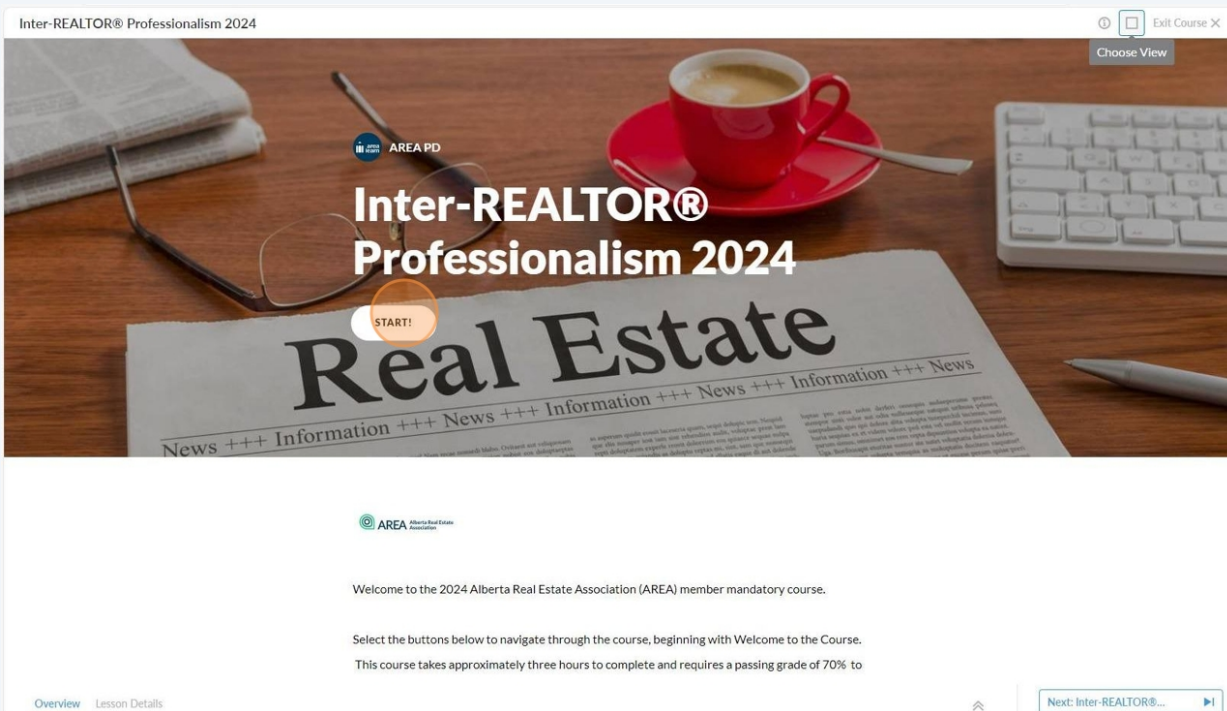
8

Step 8: please select the compact option. Once you do so, you will be able to view the course in full screen.



9

Step 9: Once the view has been adjusted, please click the "Start" button to begin the course.



10

Step 10: Once you have accessed the course, proceed through the entire content. When you are ready to move forward, click the "Continue" button. On the left side you can track your progress throughout the course.

Inter-REALTOR® Professionalism 2024

Exit Course X

Choose View COURSE

Inter-REALTOR® Professionalism 2024
Real Estate
100% COMPLETE

- Course Navigation and Troubleshooting
- AREA Disclaimer of Liability and All Rights Reserved
- LET'S BEGIN!
 - Welcome to the Course
 - Our Thank You
 - Printable Version of Course
- UNIT 1 INTRODUCTION
 - Inter-REALTOR® Professionalism**
 - Maintaining Professionalism
 - Professional Competent Service

Overview Lesson Details

Do I need to download or install anything? No. You access the course via your web browser. No downloads, no plugins. Easy! You do however need a reliable internet connection.

What browser should I use for course completion? Google Chrome gives the best experience on both PCs and Macs, but you can also use Firefox, Edge, Internet Explorer and Safari.

Is there audio in the course? The optional podcast episodes listed are audio files.

What minimum requirements must my device have to work? We've created a document, which is hosted on our website, to answer this question. Press the button below if you want to know more about these requirements.

Press the button to the right, to be redirected to the computer requirements document.

COMP REQUIREMENTS

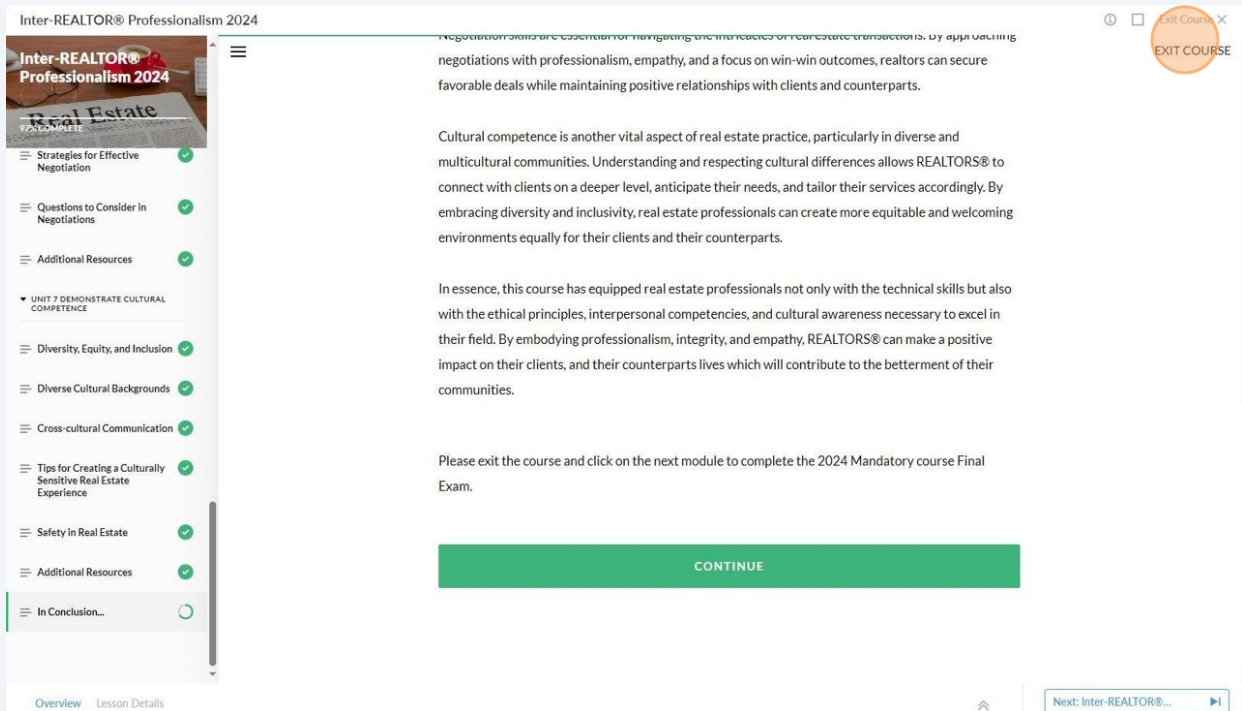
Press the banner below to access the written companion document for this course.

CONTINUE

Next: Inter-REALTOR®...

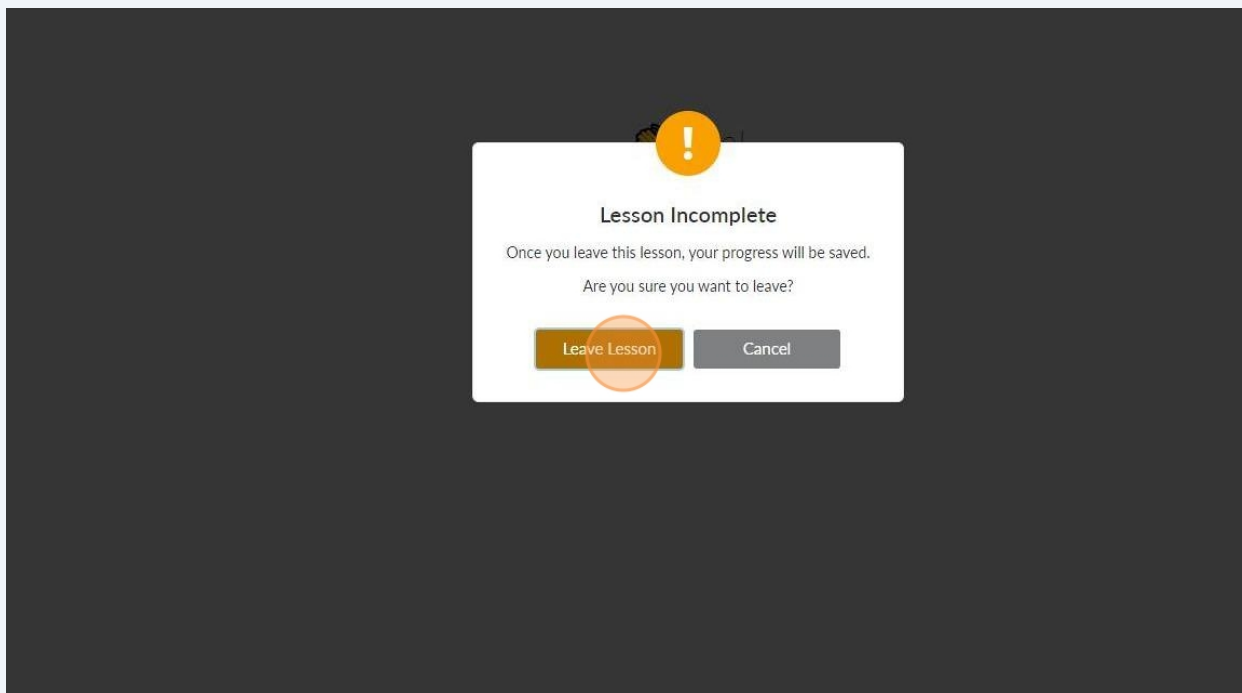
11

Step 11: If you wish to pause your course and continue at a later time, you can simply click the "Exit" option located at the top right corner of your screen. This action will not affect your progress in the course, allowing you to resume whenever you choose. You are free to leave or continue the course at your convenience.



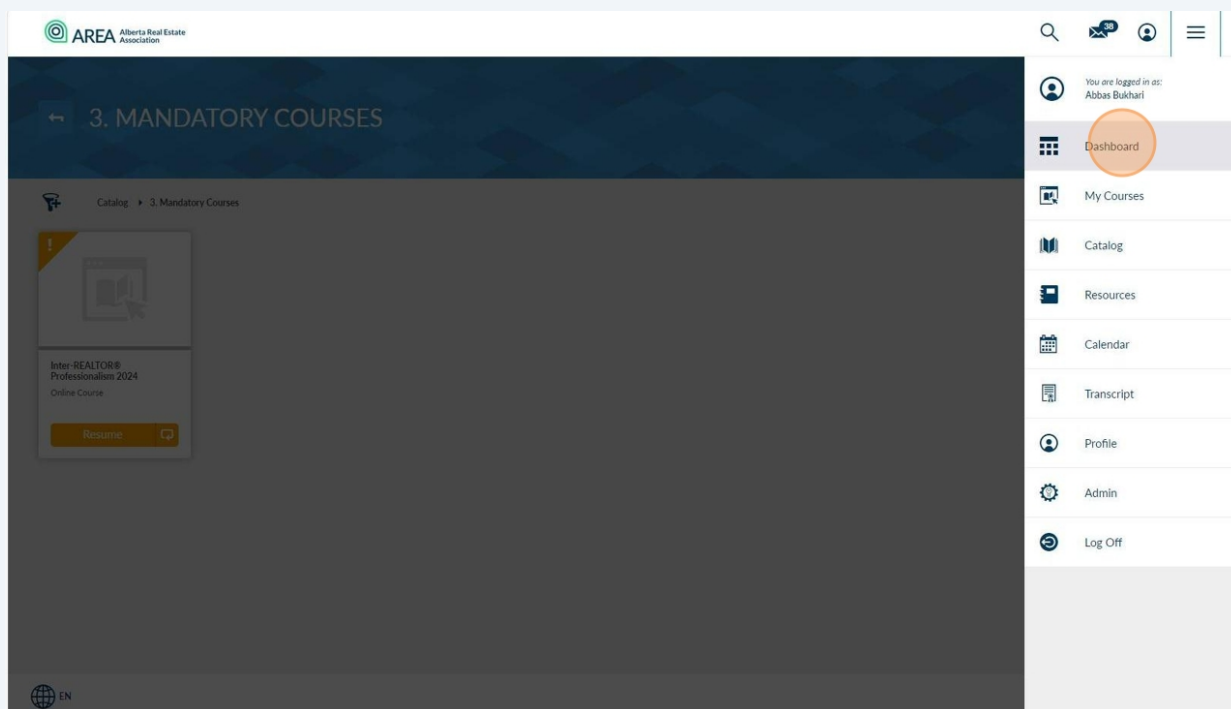
12

Step 12: Select the "Leave lesson" option from the available choices. This action will allow you to exit the course.



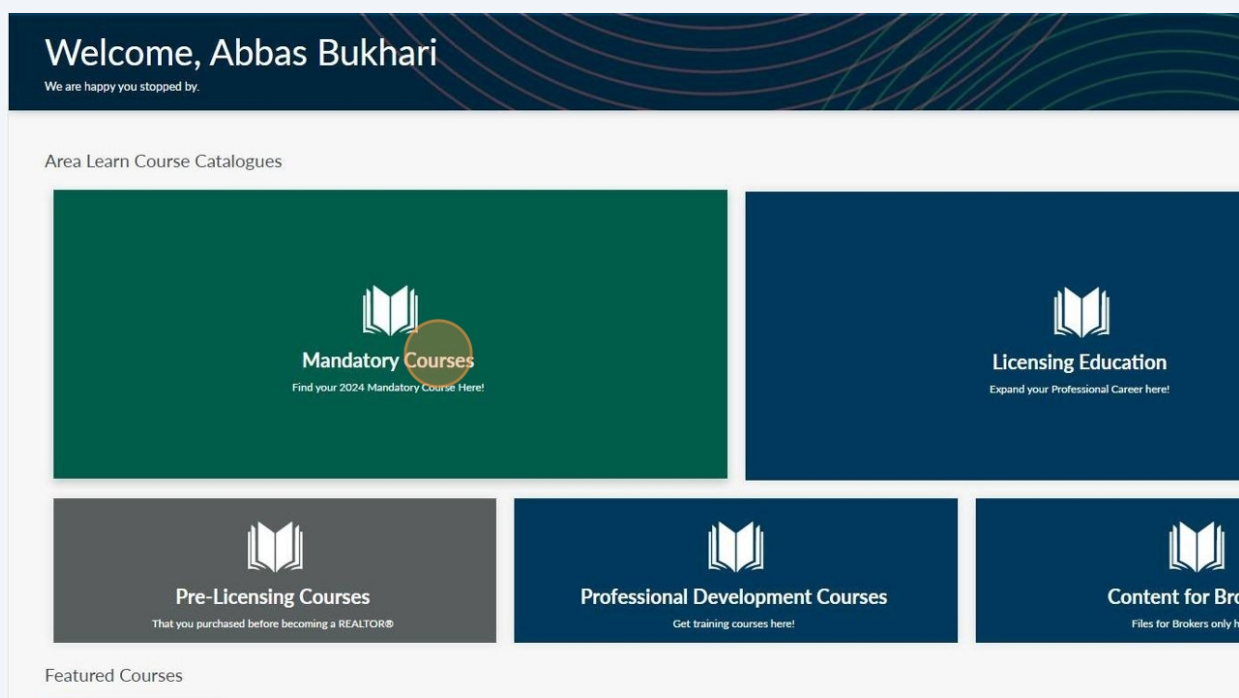
13

Step 13: When you are ready to continue your course, click on the three dots located on the right side and select the "Dashboard" option.

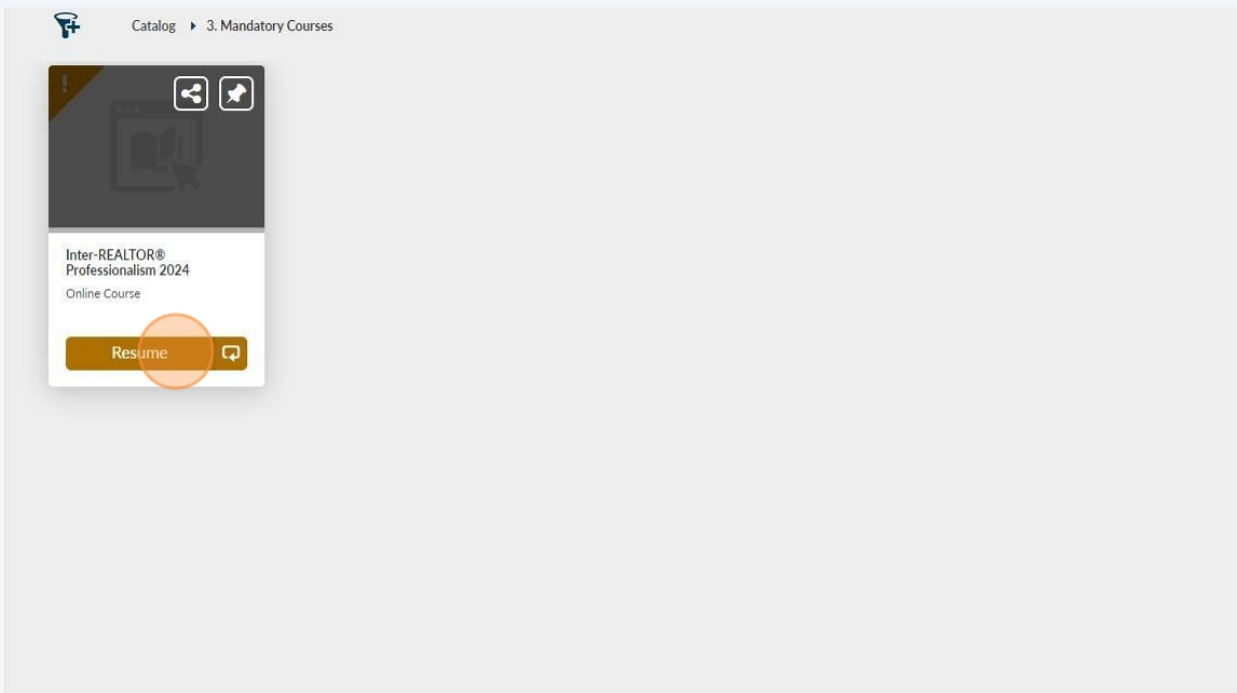


14

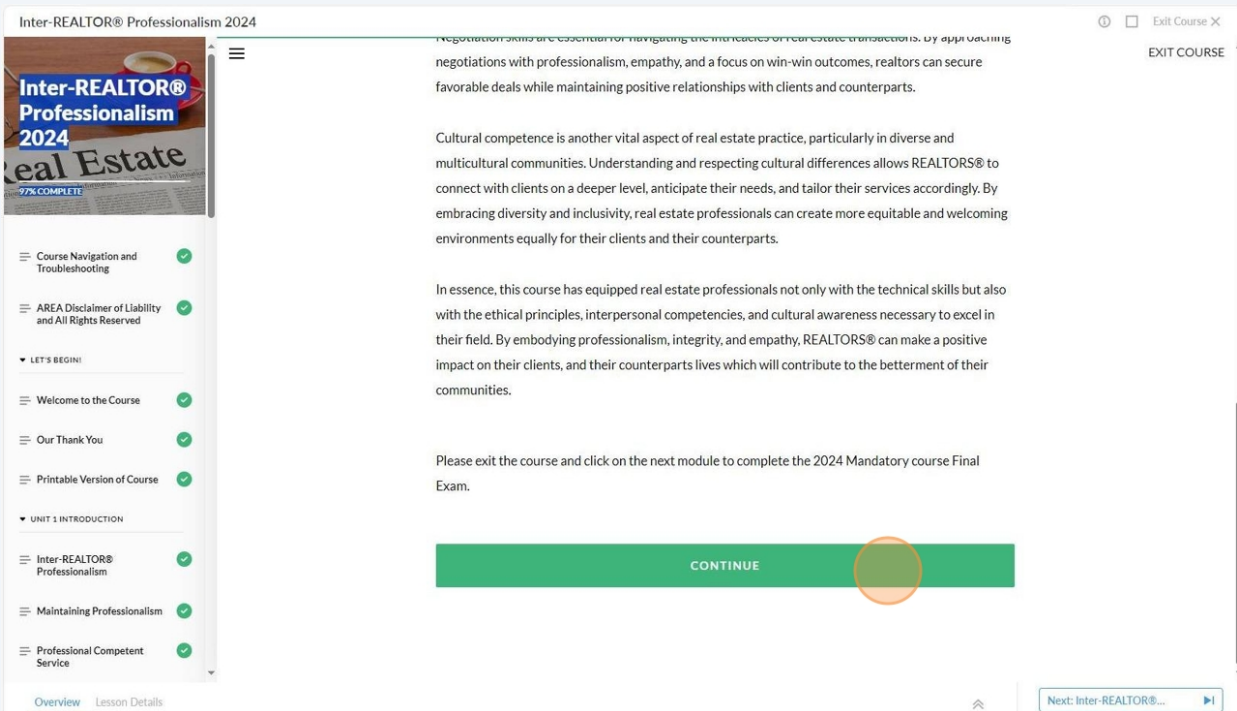
Step 14: Click on the green-highlighted button labeled "Mandatory Courses."



15 Step 15: Click on the "Resume" button as indicated in the screenshot.



16 Step 16: You can see in the top left corner that your course progress has not been lost.



17

Step 17: Once you have completed the course, please click on the option located at the bottom right side of the page, indicated by the downward arrow, to proceed to the quiz.

professionalism is demonstrated through consistency, reliability, and respect for all parties involved.

Negotiation skills are essential for navigating the intricacies of real estate transactions. By approaching negotiations with professionalism, empathy, and a focus on win-win outcomes, realtors can secure favorable deals while maintaining positive relationships with clients and counterparts.

Cultural competence is another vital aspect of real estate practice, particularly in diverse and multicultural communities. Understanding and respecting cultural differences allows REALTORS® to connect with clients on a deeper level, anticipate their needs, and tailor their services accordingly. By embracing diversity and inclusivity, real estate professionals can create more equitable and welcoming environments equally for their clients and their counterparts.

In essence, this course has equipped real estate professionals not only with the technical skills but also with the ethical principles, interpersonal competencies, and cultural awareness necessary to excel in their field. By embodying professionalism, integrity, and empathy, REALTORS® can make a positive impact on their clients, and their counterparts lives which will contribute to the betterment of their communities.

Please exit the course and click on the next module to complete the 2024 Mandatory course Final Exam.

Next: Inter-REALTOR®...

18

Step 18: Click Start Quiz

Confirm Quiz Attempt

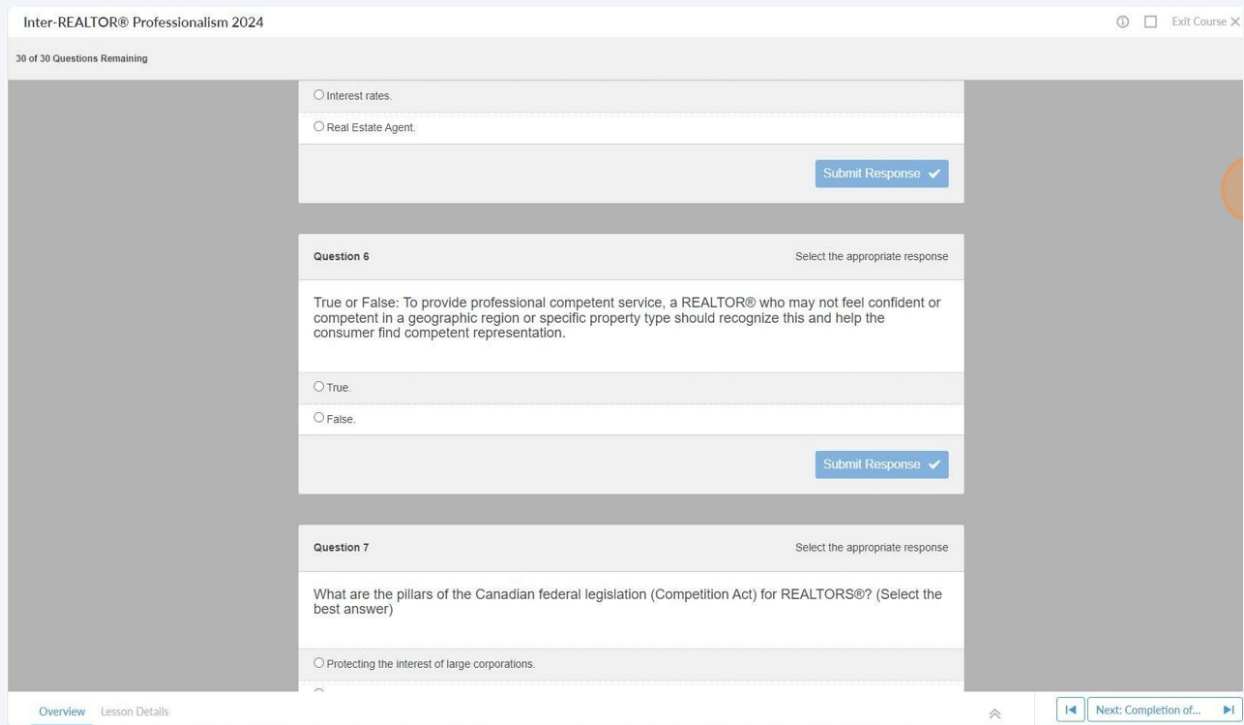
Remaining Attempts: Unlimited

Best Score: --

Start Quiz

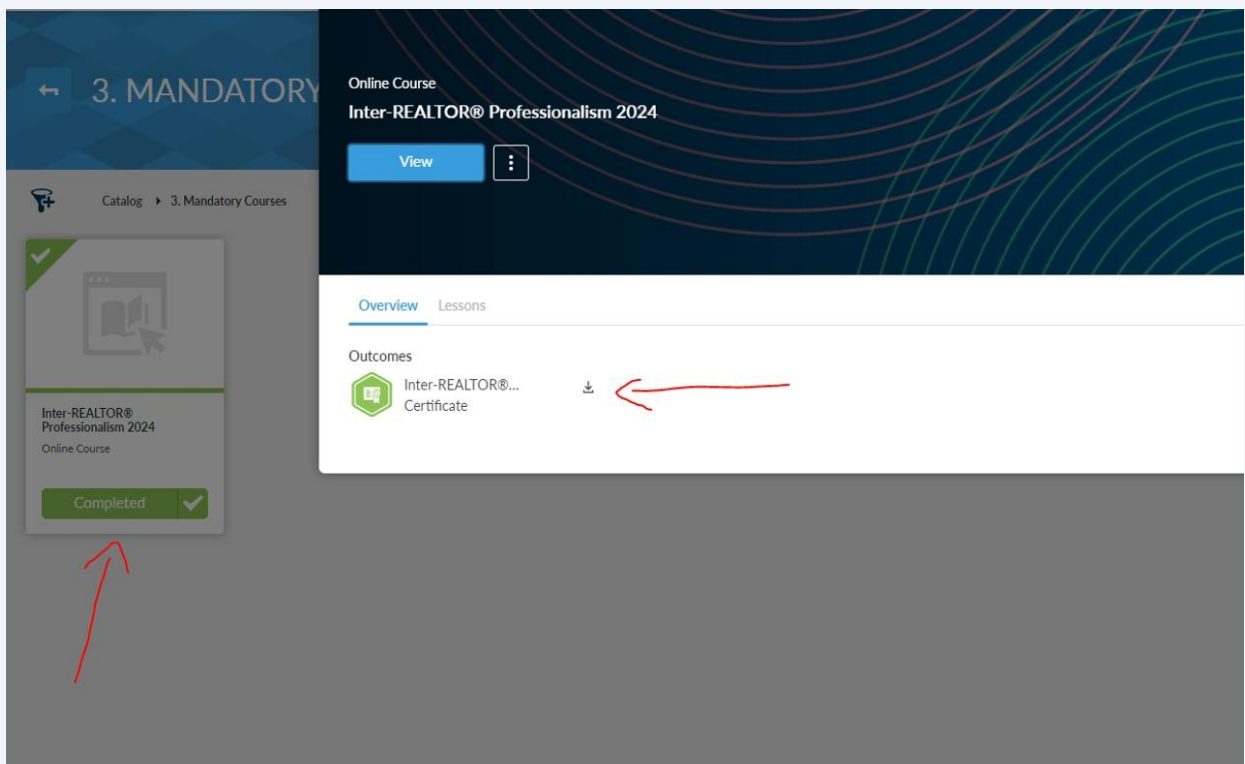
19

Step 19: Please answer all the question you must obtain a 70% grade to pass the course.



20

Step 20: Once you have passed the quiz, you can download the certificate by clicking on the course you have completed and then clicking on the downward arrow. Please refer to the picture below for better understanding."





if you have any questions or concerns, please feel free to contact us at PD@albertarealtor.ca or call us at 403-228-6845.

Thank you

AREA Learn!