



## CONTINUING PROFESSIONAL DEVELOPMENT REFRESHER COURSE

### 1.0 COURSE OF STUDY DESCRIPTION

The Continuing Professional Development Refresher Course is an online course that consists of five modules that are taught via live virtual lectures offered by the Real Estate Training Institute. This course consists of 75 lecture hours over 4 or 7 weeks, depending on whether it's taken as part of the Pre-Licensing Course for Dealers (i.e. 4 weeks) or the Pre-Licensing Course for Salesmen (i.e. over 7 weeks). It has been designed for four groups of individuals. They are as follows:

1. Persons who passed the Real Estate Salesman Course that was offered by the University of Technology, Jamaica and did not register as a real estate salesman within three years of passing the course.
2. Persons who passed the Pre-Licensing Course for Salesmen that is offered by the Real Estate Training Institute and did not register as a real estate salesman within three years of passing the course.
3. Persons who are registered as a real estate salesman or real estate dealer and have not renewed his or her salesman or dealers licence for at least three consecutive financial years.
4. Persons who are real estate agents or brokers in an overseas country and successfully passed the Local Land Law and Proceeds of Crime Act Examinations administered by the Real Estate Training Institute on or prior to February 1, 2024.

The modules in this course are Land Law, Physical Planning and Development, Essentials of Property Valuations, Measurement and Inspections and Real Estate Agency and Ethics. Successfully passing this course will allow you to apply to the Real Estate Board to receive a real estate salesman licence or reinstate your salesman or dealers licence. The cost of the course is \$55,000 Jamaican Dollars.

### 2.0 COURSE OF STUDY OBJECTIVES

Upon successful completion of the course, students will be able to:

1. Provide advice to clients which will result in the effective utilisation of their resources.
2. Demonstrate knowledge of real estate agency, the legal framework governing it along with the principles and practices of other built environment fields of study that complements the professional activities of real estate sales agents.
3. Measure and calculate the internal and external areas of buildings.
4. Explain the international real estate agency and brokerage standards and the Real Estate (Dealers and Developers) Act (Code of Ethics) Regulations.
5. Amalgamate their knowledge on real estate agency, ethical code of conduct, the legal aspects of real estate agency, planning and development, property valuations, property

inspections and measurement to successfully procure clients who wish to sell, purchase, lease, and rent different types of properties.

### 3.0 ENTRY REQUIREMENTS

To register for this course, a participant must:

- a. have passed the Real Estate Salesman Course that was offered by the University of Technology, Jamaica and did not register as a real estate salesman within three years of passing the course **OR**
- b. have passed the Pre-Licensing Course for Salesmen that is offered by the Real Estate Training Institute and did not register as a real estate salesman within three years of passing the course **OR**
- c. have registered as a real estate salesman or real estate dealer and have not renewed his or her salesman licence for at least three consecutive financial years **OR**
- d. be a real estate agent or real estate broker in an overseas country and successfully passed the Local Land Law and Proceeds of Crime Act Examinations administered to such individuals by the Real Estate Training Institute on or prior to February 1, 2024.

### 4.0 COURSE CONTENT

#### Module 1: Land Law

(Total: 15 Hours)

This module focuses on the different types of rights and interests in land and the principles which govern the creation, transfer, and extinction of these rights in Jamaica. Students who successfully complete the course should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

##### **Unit 1: General Principles of Land Law**

1. Explain the concept of land.
2. Examine the basis of legal theories.
3. Explain the Doctrine of Tenure and Estates.

##### **Unit 2: The Transfer, Protection and Extinguishment of Rights and Interests**

1. Identify and describe the types of freehold interests in land.
2. Describe the characteristics and essential terms of a lease.
3. Explain the covenants of a tenant and covenants of a landlord.
4. Define and describe the types of easements and the types of profits.
5. Define and identify the types of licences.
6. Define what is a restrictive covenant.
7. Identify the characteristics of restrictive covenants.

##### **Unit 3: Mortgages in Relation to Land**

1. Explain the nature and creation of mortgages.
2. Explain the rights and remedies of a mortgagor and mortgagee.

##### **Unit 4: Inter Vivos Transfers**

1. Explain the provisions of legislations that relate to inter vivos transfer of property in Jamaica. Specifically, those provisions on:

- a. the registration of land in the Registration of Titles Act.
  - b. the ownership of common property, the disposition of common property and the creation of easements and restrictive covenants in the Registration (Strata Title) Act.
  - c. covenants for title, the discharge of encumbrances on sale, execution of a purchase deed, mortgages, and leases in the Conveyancing Act.
2. Identify and describe the steps involved in the real estate sale transaction process in Jamaica.

#### **Unit 5: Transfers on The Death of a Testator**

1. Identify the characteristics of a valid will.
2. Outline the role and duties of an executor.
3. Explain the steps involved in probating a will.
4. Describe the process by which properties of a testator are transferred.

#### **Suggested Learning Resources:**

In addition to the pre-recorded lectures on the module content, participants may engage with the following list of learning resources:

1. Dixon, M. Modern Land Law. Abingdon: Routledge, 2023. 13<sup>th</sup> Edition. The sixth edition of the text can be accessed at <https://file.hukum.uns.ac.id/data/PDIH%20File/e-book/Martin%20Dixon%2C%20MODERN%20LAND%20LAW.pdf>
2. The Conveyancing Act 1889. This legislation may be accessed at <https://laws.moj.gov.jm/library/statute/the-conveyancing-act>
3. The Registration of Titles Act 1889. This legislation may be accessed at <https://nla.gov.jm/sites/default/files/Registration%20of%20Titles.pdf>
4. The Registration (Strata Titles) Act 1969. The legislation may be accessed at <https://laws.moj.gov.jm/library/statute/the-registration-strata-titles-act>

## **Module 2: Physical Planning and Development (Total: 15 Hours)**

The Planning and Development of Land centres on the development process created by local town and country planning legislations. The module also gives attention to the shortcomings of the legal framework and the implications those shortcomings create for planning in Jamaica. At the end of this module students should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

#### **Unit 1: Introduction to Planning and the Planning Process**

1. Contextualising Planning.
2. Contextualising the planning process.
3. Explain the role of government in the planning process.
4. Explain the role of the private sector in the planning process.
5. Discuss the importance of planning to the economic development of Jamaica.

#### **Unit 2: The Development Process**

1. Explain the provisions of the Local Improvement Act in relation to:
  - a. The definition of key terms in the act – subdivision, parish council
  - b. The subdivision approval process.
  - c. The basis on which applications for subdivision approval are approved or denied.

- d. Penalties for the subdivision and selling of land without approval, for failure to comply with conditions of approval and for any breaches committed under the act.
2. Explain the provisions in the Town and Country Planning Act in relation to the development of land:
    - a. The definition of key terms in the act – Authority, Local Authority, Local Planning Authority, Minister, Building, Advisory Planning Committee, Planning Permission, development, material change of use, materials not regarded as development and use classes.
    - b. Development Orders
      - i. Interim development orders
      - ii. Confirmed development orders
    - c. Planning Permission
    - d. The types of planning applications
    - e. The planning application process
    - f. The planning register
    - g. Revocation and modification of planning permission
    - h. The enforcement of planning control
    - i. The determination of compensation
    - j. The basis on which appeals may be granted.
    - k. The Appeals Process
  3. Discuss the implications of the provisions of the Town and Country Planning Act and Local Improvement Act on:
    - a. The stages of the development process: pre-consultation, team selection, drafting, finalisation of plans, the decision-making process, the appeals process, the construction process and monitoring and enforcement.
    - b. The formulation of the development team.
    - c. Sustainable development

### **Unit 3: Shortcomings of the Planning Legislative Framework**

4. Analyse the need for legislative reform:
  - a. The outdated nature of local planning legislations.
  - b. The inability of local planning legislations to adequately address urban sprawl, squatting, climate change, sustainability concerns and environmental degradation.

### **Suggested Learning Resources:**

In addition to the pre-recorded lectures on the module content, participants may engage with the following list of learning resources:

1. The Local Improvements Act 1914. The legislation may be accessed at <https://laws.moj.gov.jm/library/statute/the-town-and-country-planning-act>
2. Town and Country Planning Act 1958. The legislation may be accessed at <https://laws.moj.gov.jm/library/statute/the-town-and-country-planning-act>
3. The National Environment and Planning Agency (2007). National Development and Investment Manual. Suggested Reading: Chapters 6, 8 and 41. This document may be

accessed at <https://www.nepa.gov.jm/planning-and-development/development-and-investment-manual>

4. McHardy, P. 2002. Urban and Regional Planning in Jamaica. Upfront Publishing.

## Module 3: Essentials of Property Valuations

(Total: 9 Hours)

Essentials of Property Valuations introduces students to the principles of valuation methods, bases of value and the key components of valuation reports. At the end of this module students will be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

### Unit 1: Introduction to the Real Estate Market

1. Describe the real estate market.
2. Identify and describe the segments of the real estate market.
3. Explain the factors influencing the demand and supply of real estate.
4. Compare real estate to other asset classes.
5. Describe the Jamaican real estate market.

### Unit 2: Principles of Valuation

1. Explain the purpose of valuations.
2. Explain the role of the valuer.
3. Differentiate between market value, cost, price and worth.
4. Describe the principle of Highest and Best Use.
5. Compare market and non-market bases of value.
6. Explain valuation accuracy and standardisation.

### Unit 3: Methods of Valuation

1. Describe the methods of valuation:
  - a. The Sales Comparable Approach
  - b. The Investment Method
  - c. The Contractor's Method
  - d. The Residual Method
  - e. The Profits or Accounts Method

### Unit 4: The Valuation Report

1. Describe the elements of a valuation report:
  - a. Physical Description
  - b. Legal Description
  - c. Market Analysis
  - d. Valuation
  - e. Conclusions

### Suggested Learning Resources:

In addition to the pre-recorded lectures on the module content, participants may engage with the following list of learning resources:

1. Royal Institution of Chartered Surveyors Global Standards (31 January 2022). Required reading: Valuation Professional Standards (VPS) 1, 3, 4 and 5. The global standards may be accessed at [RICS%20Global%20Valuation%20Standards%202022.pdf](https://www.rics.org/global-standards/valuation-professional-standards-2022/)

2. International Valuation Standards (31 January 2022) General Standards; IVS 400. This document may be accessed at [International%20Valuation%20Standards.pdf](#)
3. Wyatt, P. Property Valuation. United Kingdom: John Wiley and Sons, 2013. 2<sup>nd</sup> edition. Recommended reading: Chapters 3, 5 – 9.
4. Sharing the true potential of the real estate sector with the managing director of Real Estate, Sue Brown #56. RICS Podcasts. You may listen to this podcast by clicking the following link: [https://www.ivoox.com/en/rics-sharing-the-true-potential-of-the-real-audios-mp3\\_rf\\_102229497\\_1.html](https://www.ivoox.com/en/rics-sharing-the-true-potential-of-the-real-audios-mp3_rf_102229497_1.html)
5. Agents + Appraisers: Create a Winning Team for Your Clients. Drive with NAR Podcasts. 6 March 2023. You may listen to this podcast by clicking the following link: <https://www.nar.realtor/magazine/drive/agents-appraisers-create-a-winning-team-for-your-clients>

## Module 4: Measurement and Inspection

(Total: 9 Hours)

This module introduces students to the current international standards on property inspection and measurements. It also provides practical demonstration to students on how to use the standards and local property databases to identify, inspect and measure properties of different use classes. At the end of this module students should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

### Unit 1: Property Identification

1. Identify the title reference and valuation roll number of properties.
2. Use the title reference and valuation roll number to access the registered title and deposited plan of properties.
3. Use GIS enabled applications to locate properties and describe their physical characteristics.
4. Write the legal description and physical description of properties.
5. Write an area analysis of locations.

### Unit 2: Property Inspection

1. Describe the state of repairs of properties.
2. Identify property amenities.
3. Prepare property inspection sheets.

### Unit 3: Property Measurement

1. Identify the principles of the International Property Measurement Standard
2. Outline International Property Measurement Standards 1, 2 and 3.
3. Calculate the area of buildings.
4. Measure component areas of buildings.

### Suggested Learning Resources:

In addition to the pre-recorded lectures on the module content, participants may engage with the following list of learning resources:

1. Royal Institution of Chartered Surveyors Global Standards (31 January 2022). Required reading: VPS 2. The global standards may be accessed at [RICS%20Global%20Valuation%20Standards%202022.pdf](#)

2. International Property Measurement Standards Coalition. The International Property Measurement Standards: All Buildings 2023. This standard may be accessed at <https://fastedit.files.wordpress.com/2023/01/ipms-all-buildings-.pdf>

Other learning resources that will be used to deliver the content on this module are the Eland Jamaica and iMap Jamaica online subscription services offered by the National Land Agency of Jamaica. Google Maps and Google Earth will also be used as learning tools in the module.

## **Module 5: Real Estate Agency and Ethics (Total: 27 Hours)**

In this module, students will be taught the legal framework governing real estate sales agency in Jamaica, the Anti-Money Laundering Regime governing agents along with practical insights on an agent's expected professional conduct and professional activities. Thus, this module seeks to provide students with an indigenous teaching and learning experience of real estate sales agency. At the end of this module, students should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

### **Unit 1: The Real Estate Dealers and Developers Act (REDDA) and Regulations**

1. Explain the objectives of the REDDA.
2. Explain the structure and function of the Real Estate Board.
3. Outline the provisions of the REDDA that relate to:
  - a. the registration and licensing of dealers and salesmen
  - b. the suspension and cancellation of registration.
  - c. the regulation of development schemes and registration of developers.
  - d. pre-payment contracts.
  - e. The advertisement of properties.

### **Unit 2: Proceeds of Crime Act (POCA)/Anti-Money Laundering Regulations**

1. Define anti-money laundering (AML) and terrorism financing (TF).
2. Outline the principles and requirements of the risk-based approach to money laundering and terrorism prevention for countries.
3. Outline the objectives of the AML regulatory framework for real estate dealers and salesmen.
4. Outline the provisions of the AML regulatory framework with respect to:
  - a. Client Due Diligence
  - b. Customer Due Diligence
  - c. Enhanced Due Diligence
    - i. Risk assessment of businesses
    - ii. Politically exposed persons and their relatives
  - d. Employee Due Diligence

### **Unit 3: Ethical Obligations of Real Estate Agents**

1. Define the concepts of ethics and professionalism.
2. Explain the general ethical obligations of real estate agents.
3. Explain the ethical obligations of the seller's and buyer's agent.
4. Explain the ethical obligations of real estate agents to:
  - a. their dealer/broker
  - b. their sub-agents

- c. the real estate industry
  - d. clients who are vulnerable people: the elderly, minorities, and persons with disabilities.
  - e. the society in general
5. Explain how real estate agents are to:
- a. ensure that client data and information remain confidential.
  - b. hold and handle client data and information.
  - c. reduce their risk to personal safety.

#### **Unit 4: Accepting Instructions**

1. Outline the importance of conducting conflict of interest checks.
2. Outline the importance of confirming the identity of potential clients.
3. Explain the elements of terms of engagement with:
  - a. buyers.
  - b. sellers.
  - c. sub-agents.

#### **Unit 5: Listing Contracts**

1. Describe the types of listing contracts.
2. Identify the elements of listing contracts.
3. Identify and describe the types of real estate listings.
4. Outline the principles of co-brokering.
5. Explain the concept 'procuring cause'.
6. Outline how refusing to co-broke can create a conflict of interest.

#### **Unit 6: From Listing to Closing**

1. Describe the Multiple Listing Service (MLS).
2. Outline the functions of the MLS.
3. Assess how the Multiple Listing Service (MLS) can create a conflict of interest and dual agency problem that involves buyers, the buyer's agent, and the seller.
4. Conduct property searches in a property database.
5. Outline the role of agents when they are:
  - a. acting on behalf of a seller.
  - b. acting on behalf of a buyer.
6. Explain how real estate agents end instructions from clients.

#### **Suggested Learning Resources:**

In addition to the learning materials provided in the module, participants may engage with the following list of learning resources:

1. The Real Estate Dealers and Developers Act 1988. The legislation can be accessed at <https://laws.moj.gov.jm/library/statute/the-real-estate-dealers-and-developers-act>
2. The Real Estate Dealers and Developers (Code of Ethics) Regulations 1998. The regulations can be accessed at <https://laws.moj.gov.jm/library/statute/the-real-estate-dealers-and-developers-act>
3. The Proceeds of Crime Act 2007. This legislation can be accessed at <https://laws.moj.gov.jm/library/statute/the-proceeds-of-crime-act>



4. The Proceeds of Crime (Designated Non-Financial) (Real Estate Dealers) Order, 2013. The order may be accessed at <https://www.fid.gov.jm/www/wp-content/uploads/>
5. The Terrorism Prevention Act 2015. This legislation can be accessed at <https://laws.moj.gov.jm/library/statute/the-terrorism-prevention-act>
6. The Terrorism Prevention (Designated Reporting Entity) (Real Estate Dealers) Order, 2017. The order may be accessed at <https://www.fid.gov.jm/www/wp-content/uploads/2019/11/TPA-DNFBP-RealEstateDealers-final-order.pdf>
7. The Real Estate Board of Jamaica Proceeds of Crime Act Compliance Regime Guidance Note. This guidance note may be accessed at <The%20Real%20Estate%20Board's%20Compliance%20Regime.pdf>
8. National Association of Realtors. 2021. Handbook on Multiple Listing Policy. 3<sup>rd</sup> edition. This handbook may be accessed at [https://www.nar.realtor/sites/default/files/documents/2021\\_NAR\\_HMLP\\_210112.pdf](https://www.nar.realtor/sites/default/files/documents/2021_NAR_HMLP_210112.pdf).  
Suggested reading: Part One.
9. Code of Ethics and Standards of Practice of the National Association of Realtors. 2023. This document may be accessed at <https://cdn.nar.realtor/sites/default/files/documents/2023-coe-standards-of-practice-2022-12-28.pdf>
10. RICS Professional Standards and Guidance, Global: Real Estate Agency and Brokerage. 2016. 3<sup>rd</sup> Edition. This standard may be accessed at [August\\_2016\\_Real\\_Estate\\_Agency\\_And\\_Brokerage\\_3rd\\_Edition.pdf](August_2016_Real_Estate_Agency_And_Brokerage_3rd_Edition.pdf)
11. Tech to Help Your Clients in a Tight Market. Drive with NAR Podcasts. 7 March 2022. You may listen to this podcast by clicking the following link:  
<https://www.nar.realtor/magazine/drive/episode-1-tech-to-help-your-clients-in-a-tight-market>
12. Be Who You are But Keep it Professional. Drive with NAR Podcasts. 1 November 2022. You may listen to this podcast by clicking the following link:  
<https://www.nar.realtor/magazine/drive/episode-11-be-who-you-are-but-keep-it-professional>
13. Prove Your Value to Clients When You Lack Experience. Drive with NAR Podcasts. 17 January 2023. You may listen to this podcast by clicking the following link:  
<https://www.nar.realtor/magazine/drive/prove-your-value-to-clients-when-you-lack-experience>
14. Serving a Diverse Clientele Raises Your Credibility. Drive with NAR Podcasts. 6 February 2023. You may listen to this podcast by clicking the following link:  
<https://www.nar.realtor/magazine/drive/serving-a-diverse-clientele-raises-your-credibility>

## 5.0 TEACHING AND LEARNING STRATEGIES

Pre-recorded lectures, practical demonstration via virtual learning environments, and real-life case studies will be used to deliver the course curriculum. In addition to the pre-recorded lectures, students may do independent study at their leisure by reading or listening to the suggested learning resources.

## 6.0 TECHNOLOGICAL REQUIREMENTS

The MyRETI Online Portal is the Real Estate Board's customised version of the Open EduCat learning management software (LMS). All pre-recorded lectures will be delivered via this LMS. Therefore, to be adequately engaged in the course you must have access to the internet to watch all lectures. No special software must be purchased to take this course but please note that in the module Property

Measurement and Inspection, free online GIS enabled tools such as Google Earth and iMap Jamaica will be used to teach students how to locate properties and describe their physical characteristics.

To ensure that you will be able to follow the learning activities on the course you will be required to have:

- Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lectures.
- Reliable Internet access.
- A current Internet browser that is compatible with Open EduCat.

## 7.0 ASSESSMENT STRATEGIES

One assessment strategy will be used in this course. In this regard, participants will be given:

- An online multiple-choice quiz to do after completing all modules. Participants must attain a grade of 70% or higher to pass the course. If a participant does not receive a grade of at least 70% on their first attempt of the quiz, they will be given two additional attempts to redo it. All attempts at the quiz must be completed within 5 business days of completing the lectures for the course. If after completing all three attempts, a participant has not passed the quiz, he or she will have to pay a fee of \$1,000 JMD for each attempt to re-sit the quiz until a passing grade is attained. The total number of questions on the quiz is 70 questions. The number of questions on the quiz for each module are as follows:
  - Land Law: 10 questions
  - Physical Planning and Development 15 questions
  - Essentials of Property Valuations: 10 questions
  - Measurement and Inspection: 10 questions
  - Real Estate Agency and Ethics: 25 questions

Students **must achieve a grade of at least seventy percent (70%)** to successfully complete the course.

## 8.0 ANY QUERIES?

If there are queries you have that the course curriculum does not address, please send an email to [reti@reb.gov.jm](mailto:reti@reb.gov.jm) to have them answered. The institution aims to respond to queries sent via email in three to five working days from the date when the email was received.

## 9.0 CURRICULUM DEVELOPMENT AND OWNERSHIP

<b>Curriculum Owner:</b>	The Real Estate Board
<b>Curriculum Developer:</b>	Tina M.F. Beale, Ph.D., FHEA
<b>Date of Original Version:</b>	September 9, 2023
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