



MANITOBA
REAL ESTATE ASSOCIATION

Build. Empower. Uphold.

MREA Education

Frequently Asked Questions

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Frequently Asked Questions (FAQ) – General Education Inquiries

How do I register for a course?

You can register for courses online through MREA's [1Place](#) store. If you do not already have an account, you must create one before completing your registration.

Course registration includes access to digital course materials. To purchase a physical copy, please contact us at 204.772.0405 or education@mrea.mb.ca.

Please note that physical course materials are only shipped to addresses located within Canada.

You may also register in person at our office, located at 1661 Portage Avenue, Suite 401, or by submitting a completed registration form to info@mrea.mb.ca. To request a registration form, please email education@mrea.mb.ca.

How do I register for my next course?

Registration for your next course can be done through the MREA's [1Place](#) store.

1. Visit us at <https://realestatemanitoba.my.site.com/s/> and log in utilizing your unique username [email] and password credentials.
1. Click on **Store** in the top navigation banner.
2. Select and click on the course you wish to register for.
3. Follow the checkout steps to complete your registration and submit payment.
4. Upon submission of payment, you will be automatically directed to a page where you can access your receipt.
5. To access your course materials, select **MREA Online Education** from the top navigation ribbon.

What support and resources are available in the self-study program?

While MREA courses are delivered in a self-study format, course registration provides more than just a workbook. Students receive current course materials, reference resources, access to online study tools and tutorials, exam administration and evaluation, program administration, and ongoing support from the MREA Education Department. Students can contact the Education team throughout their studies for assistance with course content questions, policies, procedures, and program requirements. The self-study format is designed to provide flexibility while still giving students access to the resources required to successfully complete the licensing program.

For students who are eager to learn in a classroom environment, Module 4 of the Salesperson Licensing Program and the annual Relicensing Education Program are offered in a classroom setting.

Can I transfer my license to a different province?

Agents coming from locations outside of Manitoba cannot transfer their license. Individuals currently licensed in other jurisdictions seeking registration in Manitoba should contact realestate@gov.mb.ca for more information and to determine if they are eligible to register for the *Salesperson Challenge* course.

If an individual who is a licensed agent in Manitoba and wishes to transfer their license to a different province, they are required to contact the association within the province they are moving to.

Can an individual use R.E.S.P to pay for a program? / Are there grants/funding available to students?

The courses offered by MREA are not considered by the Canada Revenue Agency to fall within the definition of a “qualifying educational program”, nor are we certified by Employment and Social Development Canada. However, we encourage you to speak with your financial institution, as some institutions have their own list of recognized post-secondary educational institutions.

How do I withdraw from the program?

To withdraw from a course, a student must request and complete a *Course Withdrawal Form* within 30 days (including weekends and holidays) from enrolment date. A refund of the course registration fee less the administration costs will be returned. Course withdrawals due to medical reasons may be considered after the 30-day period on a case-by-case basis if accompanied by a medical note. Please contact education@mrea.mb.ca to request a withdrawal form.

How do I find a brokerage to work with?

We recommend you speak with a minimum of three brokerages to explore your options and find the best fit. Students can start the process of finding a brokerage at any time, however, we suggest starting the process during Module 3 of the salesperson licensing program. Individuals who need assistance finding a brokerage, can visit the MREA office to view the brokerage bulletin board.

How do I get an extension for my course?

Prior to the program’s expiry date, students may request a one-time extension. The duration of the extension is specific to the program/course in which students are enrolled. Students requesting extensions must complete and submit the *Course Extension Request* form along with the required fee to the MREA for consideration.

Extension requests for medical reasons or other extenuating circumstances where documentation is provided will be considered on a case-by-case basis. Granting of an extension will be at the sole discretion of the MREA. Students seeking extensions are asked to contact the MREA office at 204.772.0405 or email education@mrea.mb.ca.

Do you offer any special exam writing accommodations?

MREA is committed to providing an environment that is inclusive and free of barriers. Exam accommodation requests are assessed on a case-by-case basis to ensure equal opportunity for students to fully demonstrate their qualifications. Exam accommodations are granted on an individual basis and are dependent on the nature and extent of the request, documentation provided and requirements of the exam. However, submitting a request does not guarantee receiving accommodation.

How do I submit my assignment? (Applies to courses: *Principles of Commercial Real Estate, Risk Management in a Real Estate Office, and Real Property Law*)

Assignments can be dropped off at our office during regular business hours or submitted electronically to education@mrea.mb.ca.

Can I purchase individual course textbooks?

Yes. When you enroll in an MREA course, you automatically receive access to all required digital course materials through MREA's online education platform. If you prefer to study with a physical copy of the workbook, you can purchase one separately. To arrange this, please call our office at 204.772.0405 or email education@mrea.mb.ca.

Does MREA issue a tax receipt for education courses?

The courses offered through MREA are not considered by CRA to be part of a "qualifying educational program", nor are we an institution certified by Employment and Social Development Canada. For these reasons, we do not have the ability to issue T2202 tax forms.

Are there any educational pre-requisites or qualifications I must have before I register for the salesperson licensing program?

No, there are no pre-requisites for the salesperson licensing program. It is beneficial to have attained a high school diploma as there are mathematics involved in the course work and would require knowledge of basic mathematical operations.

Once students have completed the program, the MFSA will require applicants to be at least 18 years of age, a permanent resident of Canada (or if they are not a Canadian citizen, they must provide documentary evidence stating they are entitled to work in Canada) and have a good past record of financial responsibility and conduct.

Can I put my course on hold or transfer to another individual?

Courses cannot be transferred or put on hold.

What do I do after I have completed Module 4 of the salesperson licensing program?

Once you have completed Module 4 (including the online courses), you have 12 months to become engaged with a real estate brokerage firm in Manitoba and you must submit your licence application to the MFSA. The brokerage firm will assist you in applying for your licence through the MFSA. MREA will provide you with a *Next Steps* information as you near your program completion. This information is a useful reference in the planning and implementation of your business.

What is the annual relicensing education (RLE) program?

All registrants in Manitoba are required to annually complete relicensing education through a combination of classroom learning and online computer-based learning. This requirement must be completed in order to renew your license with the MFSA. The classroom learning must be completed prior to the online computer-based learning.

Frequently Asked Questions (FAQ) – Exams

Are the exams offered online?

No, exams must be written at the MREA office or under the supervision of an approved invigilator. MREA has several rural exam locations available. Please contact the MREA office to inquire about the rural locations available.

Are there practice exams available?

MREA does not offer practice exams; however, practice questions are included throughout the course workbook.

Where do exams take place?

Exams regularly take place at the MREA office in Winnipeg. If an exam needs to be held off site, you will be notified of any changes.

If the Winnipeg location is not convenient for you, exams may also be written at various locations throughout Manitoba and Canada.

How do I book an exam at the Winnipeg location?

Exams held at the MREA office can be booked online through MREA [1Place](#).

Step-by-step instructions for booking an exam at the Winnipeg office are available [here](#).

I do not live in Winnipeg; how do I schedule an exam at an exam center local to me?

Exams to be written at any location other than the MREA office in Winnipeg must be scheduled with our team directly. Please call us at 204.772.0405 or toll-free at 1.800.267.6019 or email us at education@mrea.mb.ca to schedule your exam.

Details regarding rural Manitoba exam centre locations is available [here](#).

What materials are permitted in the exam room?

Basic calculator (no text-storage), a pencil, eraser, pen, and beverage are allowed.

What materials are not prohibited in the exam room?

Students are NOT permitted to bring the following items into the exam room:

- Wireless electronic devices, laptop computers, cellular telephones, smart phones, personal data assistants, pagers, headsets, any remote communication, or other electronic organizers that permit the saving of text materials (including smart watches)
- Scrap paper or course textbooks
- Bags, purses or jackets
- Calculators that store data (Scientific) or Meta glasses

Do you have somewhere to store my personal belongings while I write my exam?

The MREA office, located at 1873 Inkster Blvd., has small individual lockers for students to use to store their personal belongings. The MREA is not responsible for lost or stolen items. We advise you to leave any personal belongings at home, or in your vehicle.

How far in advance should I book my exam?

We advise students to book their exams two weeks before they wish to write to secure their desired date and time.

How often do you have exams?

Exams that the MREA office are currently offered on a weekly basis. An exam schedule is available on the Exams page at [1Place](#). Please note, scheduled exam dates are subject to change.

How much notice should I give if I need to reschedule or cancel my exam?

Students who wish to cancel or reschedule an exam are required to do so at least 48 hours prior to the original scheduled exam time. Students who cancel/reschedule an exam within 48-hours of the original scheduled exam time will be charged a short-notice cancellation/rescheduling fee of \$50.00 (+GST). If no attempt is made to contact our office, there will be a no-show fee of \$50.00 (+GST).

I'm scheduled to write an exam at the MREA office; how do I reschedule my exam?

Students may reschedule their exam online through MREA [1Place](#) until 48 hours prior to the scheduled exam session.

To reschedule your exam online:

1. Login to [1Place](#)
2. Navigate to **Exams** on the left-hand sidebar
3. Select the exam session listed under the "Your Scheduled Exams" section that you wish to reschedule
4. Click **Next**
5. Select the new session you wish to attend
6. Click **Next**
7. You will receive an email confirming your exam has been rescheduled

For rescheduling requests with less than 48 hours' notice, please contact MREA's education department directly by phone at 204.772.0405 or toll-free at 1.800.267.6019 or by email at education@mrea.mb.ca.

What if I miss my scheduled exam?

If you arrive after the scheduled exam start time you will be denied entrance to the exam and will be charged a fee of \$50.00 (+GST). If no attempt is made to contact our office to advise us that you are not attending, there will be a no-show fee charge of \$50.00 (+GST). Students who have an outstanding short-notice cancellation/rescheduling fee or a no-show fee, will not be permitted to write their next exam until the applicable fee has been paid.

What happens if I fail my exam?

If a student does not pass their first exam, they have two additional opportunities to rewrite the exam for the corresponding course. The fee to rewrite an exam is \$270.00 (incl. GST) payable to MREA at the time of scheduling the rewrite exam. If a student does not attain a passing mark on the third attempt, the student must wait one year from the date of the third exam to re-enroll in the program.

A feedback sheet outlining the content that needs revisiting will be provided. Rewrite exams are worth 100 per cent with no credit for marks on previous exams.

Exam rewrites are not permitted for the following courses: *Salesperson Challenge*, *Salesperson Interprovincial*, or *Broker Challenge*.

How long do I have to write the exam?

The exam session is three hours long; however, students may leave once their exam is complete. Students are responsible for monitoring their time during the exam.

What happens if a student is caught cheating during the exam?

Any individual caught cheating during the exam will receive an automatic failure on the exam and may face disciplinary action from The Manitoba Financial Services Agency, including removal from the program.

What happens if a student is caught with an electronic device in the exam room?

Prohibited items brought into the exam room constitute a breach of exam procedures. Students found to have a prohibited item in the exam room will have their exam confiscated, will receive an automatic fail, and will be required to reschedule and to pay a rewrite fee. In addition, the automatic fail will count towards the maximum number of exam attempts allowed.

How do I register for my next module?

Registration for your next module/course can be done through the MREA [1Place](#) store. Upon registering online, you will be granted immediate access to the online materials. A physical copy of the textbook can be purchased for an additional fee. Textbooks can be either picked up at the MREA office the following business day or shipped to students who elect to have materials delivered to them.

What is the passing grade required for exams?

The passing grade is 70%.

Can I use the washroom during exams?

Students may be excused to use the washroom but must leave all materials at their desk. Students must travel directly between the classroom and washroom; any deviations from this path will indicate the student has completed their exam, and they will not be allowed to resume.

When will I receive my mark and how will it be delivered?

MREA processes exam results as soon as possible and generally provide results to students within two weeks of their exam date. Rural exams are generally marked within two weeks once the exam has been received at the office.

Exam results are emailed to students at the email address provided to MREA at time of registration in the course. Students who do not wish to receive exam results via email or who wish to change their email address are required to contact MREA at 204.772.0405 or education@mrea.mb.ca. Emailed exam results are delivered in a password protected PDF file. Students are required to enter their student number to access the file. Marks will not be released by telephone due to privacy protocol. Do not phone the Manitoba Financial Services Agency or the Manitoba Real Estate Association for your exam results.