

# MBQ101 - MORTGAGE BROKERING IN QUEBEC

## LICENSING COURSE POLICIES

### GETTING STARTED

BY REGISTERING INTO ANY OF MORTGAGE PROFESSIONALS CANADA'S LICENSING COURSES, YOU AGREE TO THE TERMS AND CONDITIONS OF THE POLICIES LISTED BELOW.

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE REGISTERING.

### REGISTRATION POLICY

- Registration process must be done by the individual taking the course. You may not register another individual using your account.
- Students must register using their **full legal name** as shown on government-issued photo I.D.
- Any material shipped will be sent to the address provided at the time of registration. **Please note that we cannot ship to P.O. boxes.**
- Accommodations can be made for students with special physical and/or learning needs. Medical documentation may be required. Please email [Education@MPC.ca](mailto:Education@MPC.ca) **prior to** registration.
- All course communication is through email. Please ensure the information in your online profile is accurate and up to date.
- Students are required to complete the online modules AND first exam within 90 days of the registration date.
- By registering in this course, you acknowledge and authorize the sharing of your registration information with the regulatory body in Quebec, l'Autorité des marchés financiers (AMF). This is necessary in order to permit you to enroll into the program *Mortgage Brokerage Qualification Program (MBQP)*.
- By registering in this course, you acknowledge having read and understood the policies, expectations and tenets outlined in the [Learners Code of Conduct](#), and agree to abide by them.

Please direct your email inquiries as follows:

- General Inquiries and Course Changes: [Education@MPC.ca](mailto:Education@MPC.ca)
- Address Information / Shipping: [Info@MPC.ca](mailto:Info@MPC.ca)
- Exam Information: [Exams@MPC.ca](mailto:Exams@MPC.ca)



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### COURSE MATERIALS

#### PROGRAM MANUALS

- Two manuals are provided to students upon registration into the program:
  - E-116 Ethics and Professional Practice
  - E-611 Mortgage Brokerage

#### ONLINE MODULES

- Immediately upon registration, students get access to their online modules for a period of **three (3) months**.
- Students must read the manuals in conjunction with completing the online modules.
- The online modules contain different types of knowledge checks to verify understanding of the material.
- Interactive learning activities must be completed in order to progress through each module.
- The end of module tests require a passing grade of 80% to proceed to the next module.
- **Only after completing all of the online modules can students register for their final exam.**

#### COURSE EXTENSIONS

- Two course extensions of two (2) months can be requested by students prior to the course expiry date in the students' MPC profile. The fee is \$75 + tax **per** extension.
- The first extension can be purchased online, from the "My Activities" page.
- The second extension request must be sent via email to [Education@MPC.ca](mailto:Education@MPC.ca).

#### VIRTUAL STUDY GROUP

- An online Virtual Study Group is available for students to be able to discuss course content with their peers, or ask questions to program instructors.
- Access to the study group is available via students' online MPC profile, under the My Activities page.

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### CANCELLATION POLICIES

- Registration cannot be transferred to another person.
- Students must not have started their online program.
- Cancellation requests must be received by email at [Education@MPC.ca](mailto:Education@MPC.ca) within 7 days from the date of registration. Please ensure you receive an email confirmation of cancellation.
- The cancellation fee is \$425 + tax.
- Cancellation requests will not be accepted past the timeframe specified.

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### FINAL EXAM

- Students have a maximum of three attempts to pass the final exam.
- The first attempt must be completed within 90 days of the registration date.
- The second attempt must be completed within one month of the first attempt.
- The third and final attempt must be written within one month of the second attempt.
- The final exam consists of 25 multiple choice questions.
- Students have 90 minutes to complete the exam.
- The passing grade is 72%.
- Students who do not complete their final exam within the established timeframes specified above will automatically receive a mark of '0'.
- Students must complete their online exam by themselves, without any assistance from others.
- Result notifications are emailed within five business days from the date the student completed their final exam.
- Upon passing the final exam, students can download a copy of their certificate of completion from their online MPC profile.
- Should a student fail all three exam attempts, they will be required to re-enroll into the program in full in order to continue with their studies.