



The *Regulation respecting the application of the Real Estate Brokerage Act* stipulates that a member whose certificate has expired may apply for a new certificate in the same category within the two years following its expiry without having to demonstrate his qualifications again, and without taking the Association's examination.

### Complete the application for issuance

You must first complete the application for issuance of a certificate in the same category as the one you held when it expired. You can print the application form by opening the following PDF document, available on the Web site [acaiq.com](http://acaiq.com):

APPLICATION FOR ISSUANCE • AFFILIATED REAL ESTATE AGENT'S CERTIFICATE  
APPLICATION FOR ISSUANCE • CHARTERED REAL ESTATE AGENT'S CERTIFICATE  
APPLICATION FOR ISSUANCE • AFFILIATED REAL ESTATE BROKER'S CERTIFICATE  
APPLICATION FOR ISSUANCE • CHARTERED REAL ESTATE BROKER'S CERTIFICATE/NATURAL PERSON

You can also contact the Association by telephone at 450 462-9800 or 1 800 440 7170, by fax: 450 676-3513 or 450 676-7801, or by email: [certification@acaiq.com](mailto:certification@acaiq.com).

### Sign in the presence of a commissioner for oaths

A commissioner for oaths or any other person with the same powers must authenticate your signature on the "Application for issuance" form.

### Be hired by a broker

The "Application for issuance • Affiliated real estate agent's certificate, or Chartered real estate agent" form must be countersigned by the broker you will be working for, or in whose name you will be authorized to act.

### Chargeable fees for the issuance of a 2009 certificate (Without examination)

#### AFFILIATED REAL ESTATE AGENT • AFFILIATED REAL ESTATE BROKER • CHARTERED REAL ESTATE AGENT

DESCRIPTION	DECEMBER 2009
APPLICATION FEE	263.00
RIGHT OF PRACTICE	33.25
CONTRIBUTION FONDS D'INDEMNISATION	10.00
<b>SUB-TOTAL</b>	<b>306.25</b>
TPS 5.0 %	15.31
TVQ 7.5 %	24.12
<b>TOTAL</b>	<b>345.68</b>

#### CHARTERED REAL ESTATE BROKER

DESCRIPTION	DECEMBER 2009
APPLICATION FEE	263.00
RIGHT OF PRACTICE	58.92
CONTRIBUTION FONDS D'INDEMNISATION	50.00
<b>SUB-TOTAL</b>	<b>371.92</b>
TPS 5.0 %	18.60
TVQ 7.5 %	29.29
<b>TOTAL</b>	<b>419.81</b>

#### AFFILIATED REAL ESTATE AGENT • AFFILIATED REAL ESTATE BROKER • CHARTERED REAL ESTATE AGENT

If you simply wish to preserve your acquired rights and do not intend to engage in brokerage transactions, you must:

- complete the Application for issuance form and check NO in the last section of the form;
- if you are an affiliated agent, chartered agent or affiliated broker, enclose a cheque for \$345.68 made to ACAIQ and dated December 31, 2009;
- return both documents to the ACAIQ before December 31, 2009.

#### CHARTERED REAL ESTATE BROKER (NATURAL PERSON)

If you simply wish to preserve your acquired rights and do not intend to engage in brokerage transactions, you must:

- complete the Application for issuance form and check NO in the last section of the form;
- enclose a cheque for \$419.81 made to ACAIQ and dated December 31, 2009;
- return both documents to the ACAIQ before December 31, 2009.

### Expiry of the certificate

It is important to note that the new certificate entitles the holder to practice only until December 31, 2009, when all certificates expire.

### Renewal

If you plan to continue to practice in 2010, you will also have to renew your certificate and pay the right of practice for that year.

To renew your certificate, apply before it expires. Given the short length of time between issue and expiry, it is a good idea to apply for issuance and renewal at the same time.

An application for renewal may be made by indicating your intention in the last part of your application for issuance.

Certificate renewal fees for 2010 will be set at the end of October 2009 and will be posted on the Association's Web site ([www.acaiq.com](http://www.acaiq.com)).