



HOW TO BECOME AN ESTATE AGENT



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PROPERTY MANAGER

BROKER

ADMINISTRATOR

BOTH THE PROFESSION ITSELF AND THE PROFESSIONAL TITLE OF REAL ESTATE AGENT HAVE BEEN REGULATED SINCE 1993.

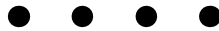
The title of real estate agent covers three legally protected activities :

- ▶ **Broker**
the activities of intermediary in the sale, purchase, exchange, lease or disposal of real estate property, real estate rights or goodwill on behalf of third parties
- ▶ **Property manager**
the activities involved in managing the common parts of a co-ownership real estate property
- ▶ **Administrator**
the activities involved in managing real estate assets other than those of a property manager

NB: certain activities, such as those of property dealer, providing assessments, estimates, inventories and development promotion are not restricted exclusively to real estate agents.

These activities are not protected by law. A person does not need to be a real estate agent to be entitled to exercise these activities.

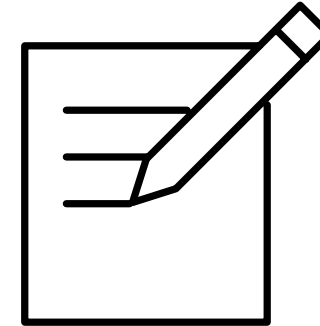
Do you wish to exercise the activities of
a real estate agent,
which are protected by law?



Do you wish
to exercise the
profession on
a self-employed
basis?



**You must be accredited
by the IPI (you must
complete a training
period and pass an
aptitude test).**



Do you wish
to exercise the
profession as an
employee?



**You must be employed
by an estate agent.
You will work under his/
her responsibility,
which means that
registration with the IPI
is not required.**

BECOME A REAL ESTATE AGENT



- **By having self-employed status**
or via a business cooperative or the Onem springboard plan during the IPI training period.
 - full-time
 - part-time
- **By being holder of a**
 - higher education diploma with the minimum level of bachelor degree (3 years, or at least level 6 in the EQF) e.d. by a recognised / an official (non-private) educational institution. The nature of the diploma is not important.
 - business management training qualification focusing solely on the profession of real estate agent and issued in accordance with the legislation concerning continuous training for the middle classes (business management training for real estate agents – IFAPME / EFP).
- **By taking a competence test**
- **Once the application file is in order, the IPI will examine this application and add the candidate to the list of trainees.**
- **By completing a training period in Belgium of at least 1 year within the office of a training supervisor (IPI member).**
- **By taking a written and oral aptitude test at the end of the IPI training period.**

BECOME A REAL ESTATE AGENT IN 6 STAGES

1. Registration of application
2. Competence test
3. IPI approval
4. Training period
5. Written aptitude test
6. Oral aptitude test



First of all, the trainee candidate must choose whether he/she wishes to work as a:

→ **Broker and/or property manager**

The profession is currently divided into two options: that of broker and that of property manager.

Persons wishing to work as an administrator may register for either of the two options.

The trainee candidate chooses whether to apply to follow one or both of these options.

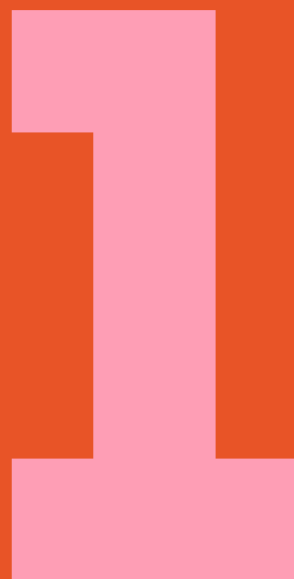
If the trainee candidate registers for only one of the two options, he/she must complete a training period of 200 days (1500 hours) of professional practice in Belgium. This must be done on a full-time or part-time self-employed basis. The training period must be completed within a minimum period of twelve months and a maximum of thirty-six months under the supervision of a training supervisor who is registered on the list of IPI training supervisors. The training period must be carried out in Belgium.

If the candidate decides to register for both options, the second training period must comprise 100 days (750 hours) of professional practice and will be validated only on condition that the first training period of 200 days has been completed and approved by the Executive Chamber. When registering, the trainee must indicate the option for which the main training period will be carried out.

The training period and both aptitude tests must be completed within a maximum of **3** years.

6 STAGES

REGISTRATION OF APPLICATION



The **registration process** is entirely digitalised. The trainee candidate must first create an account on the IPI website:

<https://login.biv-ipi.be/fr/oauth/login>.

Once the account has been created, he/she can submit an application online using his/her identity card (e-ID) or the itsme app. The following documents must be uploaded:

- copy of the diploma giving access to the profession of real estate agent (see p.7);
- recent proof of self-employed status or a copy of a cooperation agreement with a business cooperative;
- the training agreement;
- recent extract from the criminal record;
- sworn statement concerning any previous bankruptcy;
- proof of the existence of a third-party account (that of the trainee or his/her training supervisor).



The application fees can be paid online (Mastercard, Visa, Bancontact, etc.) or by bank transfer.

6 STAGES COMPETENCE TEST

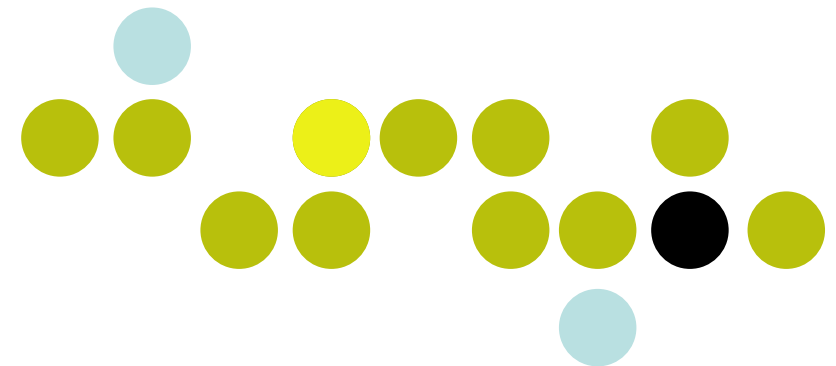
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After submitting a full registration application to the IPI (see Stage 1), the candidate trainee must take a competence test in order to assess his/her knowledge of the profession.

This test is not an entrance exam and does not correspond to the starting date of the training period.

Its main objective is to identify the trainee's strengths and weaknesses and to suggest appropriate courses during the training period.



This 2-hour multiple-choice test takes place on a computer at the IPI offices. The results will be made available on the trainee's personal account.

6 STAGES

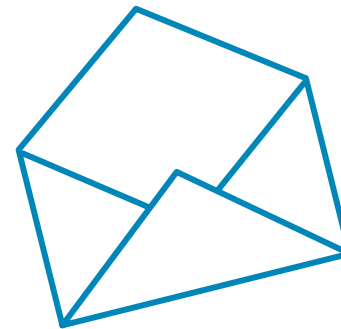
IPI
APPROVAL

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After submitting a full registration application to the IPI and passing the competence test, the candidate trainee receives a letter from the IPI's Executive Chamber.

This letter will inform him/her that his/her registration on the list of trainees has been accepted **and will indicate the exact and official starting date of his/her training period.**



The training period will therefore only start, at the earliest, when the trainee is officially registered on the list of trainees. Only then can the trainee carry out activities as a self-employed real estate agent.

6 STAGES

IPI TRAINING PERIOD: THE TRAINING SUPERVISOR



4.1



The training supervisor supports/accompanies the trainee, trains him/her in the practice of the real estate profession and informs him/her about the rules and regulations of the code of ethics.

He/she must supervise the work done by the trainee, advise him/her in carrying out his/her activities as a real estate agent and pay him/her appropriately for the services provided (see next page).

A training supervisor may only mentor two trainees at a time, unless an exemption is granted by the Executive Chamber, at the request of the training supervisor.

For further details, see www.ipi.be



A list of available training supervisors can be found at www.ipi.be.

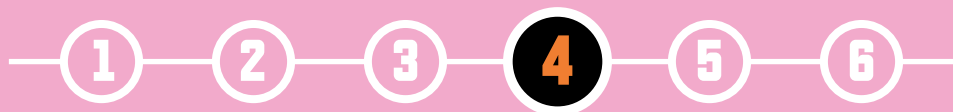
Any person listed on the register of accredited real estate agents may become a training supervisor under certain conditions. For example, it is necessary to have exercised the activities on a full-time basis for at least 4 years without being suspended or revoked in any way.

6 STAGES

IPI TRAINING PERIOD: THE TRAINING AGREEMENT



4.2



The training agreement is a contract for the provision of services on a self-employed basis.

It is not an employee's contract of employment.

The agreement must be in writing. A template is available on www.ipi.be.

The training period must be carried out in Belgium in the offices and for the account of the training supervisor.

The training period must be paid. The parties are free to determine the terms of remuneration. The training supervisor is obliged to pay a minimum amount to the trainee (as an indication, the amount of around 6,00€ per hour worked (excl. VAT and subject to annual indexing) was paid in 2021). Hourly remuneration is compulsory and may be accompanied by conditions for the payment of commissions.

It is strictly prohibited for the training supervisor to request, either directly or indirectly, remuneration or any other compensation from the trainee in return for the supervision of the training period.



The parties may always add other contractual provisions to the training agreement, in accordance with the training regulations (commissions).

6 STAGES

IPI TRAINING PERIOD: THE TRAINEE'S OBLIGATIONS

4.3



The trainee is required to:

- complete the training conscientiously in accordance with the Institute's guidelines;
- participate throughout the training period in compulsory e-learning courses, which are provided free of charge via his/her personal account on **www.ipi.be**;
- use the digital training tool (see next page);
- immediately inform the IPI of any changes (change of training supervisor, suspension, etc.) to the training agreement;
- regularly fill in evaluation forms;
- provide, at the end of the training period, proof of completion of the training on a self-employed basis;
- pay the annual fee determined by the IPI (which also covers the real estate agent in civil liability and guarantee).



6 STAGES

IPI TRAINING

PERIOD:

DIGITAL TOOL /
ELECTRONIC DIARY

4.4



The trainee is required to regularly complete the electronic diary provided in his/her personal IPI account in order to record his/her various activities.



The trainee is asked to encode his/her activities and upload a series of documents in order to demonstrate that he/she has actually carried out real estate agent activities on behalf of the training supervisor.

At the end of the training period, the Executive Chamber will particularly check whether the trainee has been paid in full by the training supervisor.

Once the Executive Chamber considers that the training period has been satisfactorily completed, the trainee will be informed of the practical details of the written aptitude test.

6 STAGES

WRITTEN APTITUDE TEST

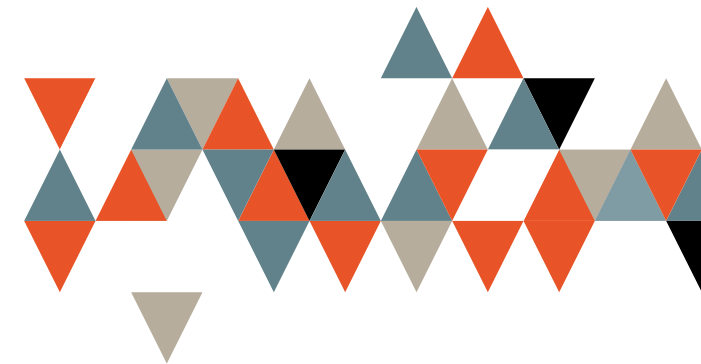


The computerised written test, which lasts 2 hours, is organised by the IPI in its offices. It consists of questions and case studies.

In order to pass the written test and be admitted to the oral test, the trainee must obtain a minimum of 60%.

A trainee that scores less than 60% in the written test is required to retake it. If the trainee fails the test a second time, he/she will not be registered on the list of accredited real estate agents.

If he/she still wishes to obtain the professional title of accredited real estate agent, he/she will have to complete another full training period.



6 STAGES

ORAL APTITUDE TEST

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After the trainee has passed the written test, the Executive Chamber will invite him/her to take the oral test.

This test lasts about half an hour and takes place at the IPI in the presence of the Executive Chamber.

The trainee will be questioned on professional practices in relation to the option for which he/she is registered.

In order to pass the oral test, the candidate must obtain a minimum of 60%.

A trainee that scores less than 60% in the oral test is required to retake it. If the trainee fails the test a second time, he/she will not be registered on the list of accredited real estate agents.

If he/she still wishes to obtain the professional title of accredited real estate agent, he/she will have to complete another full training period.

Following the oral test, the Executive Chamber will notify the trainee of the results of the practical aptitude test.

If he/she has passed, it will inform him/her of the date on which he will become an accredited real estate agent.

HOW TO BECOME AN ESTATE AGENT



The IPI training placement prepares the trainee for entry on the register of licensed estate agents by providing training in professional practice and ethics.



The IPI is a body governed by public law responsible for regulating access to the profession of real estate agent and exercising disciplinary control over its members.

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The information provided in this brochure cannot be considered an authentic copy of the laws and regulations.

You will find these texts in full on our website (ipi.be).

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