

Appraisers and candidates wishing to retain their authorization required under the *Real Estate Act* in order to carry on the practice of a real estate appraiser, advertise, or hold himself/herself out as a real estate appraiser must make an application to renew their license prior to October 1, 2010.

Please ensure the following procedures are followed to ensure your renewal is processed by the September 30<sup>th</sup>, 2010 deadline:

## APPLICATION FORM

### A. Original Real Estate Appraiser/Candidate Application required

- a. You must complete a current licence renewal application in full, including the affidavit, **prior to** processing your renewal online. For your assistance a guide for completion for the licence application form can be found at [www.reca.ca](http://www.reca.ca) under "Forms", "Licensing and Registration Forms".
- b. You must maintain the original paper copy of the signed licence renewal application on file.

**You must forward your licence renewal application to RECA for processing prior to September 1, 2010, if:**

- There have been any unreported changes to the business name, affiliation or business address since the date of your last application, and/or,
- You have not reported a change in your class of licence from candidate to appraiser and/or,
- You have answered **YES** to any of the questions in Section D - Information Respecting Suitability. **\*\*These questions only apply to any and all situations and/or events that have taken place since the date of your last application.**

Appraisers/candidates have previously been provided with information to gain access to RECA ONLINE by completing an Online Filer Agreement. In the event that you have not received this package of information please contact RECA immediately.

**\*\*If your licence renewal application has not been processed online by September 30, 2010, you will no longer be authorized to act as a real estate appraiser and must cease activities immediately. Unauthorized activity is a breach of the *Real Estate Act*, and is subject to sanction by the Real Estate Council of Alberta\*\***

Fees and payment:

- The fee for the 2010/2011 licensing period is **\$ 425.00**
- Credit card payments may be made through RECA ONLINE. If you wish to pay by cheque or money order it can be forwarded to RECA for processing. Please allow a minimum of five business days for posting.

License status can be confirmed anytime on RECA's website at [www.reca.ca](http://www.reca.ca) by selecting the "License Search" link.

All transactions are instant and final and cannot be post-dated or back-dated.

### RELICENSING EDUCATION REQUIREMENTS

- There are no re-licensing education program requirements for appraisal industry members for the 2009-2010 licensing year.
- Information on the re-licensing education program requirements including frequently asked questions and exemption criteria can be found on our website at [www.reca.ca](http://www.reca.ca) under "Industry Standards" and "Re-Licensing Education Program".