

First Time Login

Potential Industry Professionals – Education Eligibility

The first time login process for potential industry professionals is not complete until an Education Eligibility, Licence Mobility or Suitability Review application is submitted to RECA, so make sure you have at least 30 minutes of free time before beginning. This tutorial is for the Education Eligibility process.



www.myRECA.ca

Real Estate Council Alberta

Update Account

If you are a learner or industry professional with an RW, MW or AW number you must create a username before you can access myRECA. Click "Update my account" below.

[Update my account](#)

Sign In

If you've already created a username, sign in here.

[Forgot username](#)

[Forgot password](#)

[Sign in](#)

New myRECA Users

Once you create an account with a username and password, log in here from now on.



- ation
- Centre
- Settings

First Time Login

To complete your account setup, you must indicate what type of user you are.

Welcome to myRECA, Test User.

You are a few steps away from accessing your account. We need to ask a few more questions to customize your account to your type of user, and to determine the type of application you submit at the end of the process.

IMPORTANT: If you are a potential industry professional and you do not leave this first-time login process before you submit an Education Eligibility Suitability Review Application, your information will not be saved and you will need to re-enter this information at this point the next time you log in.

What type of user are you?

Industry Professional: you want to become a real estate, property

Brokerage Administrator: you need access to your brokerage's o

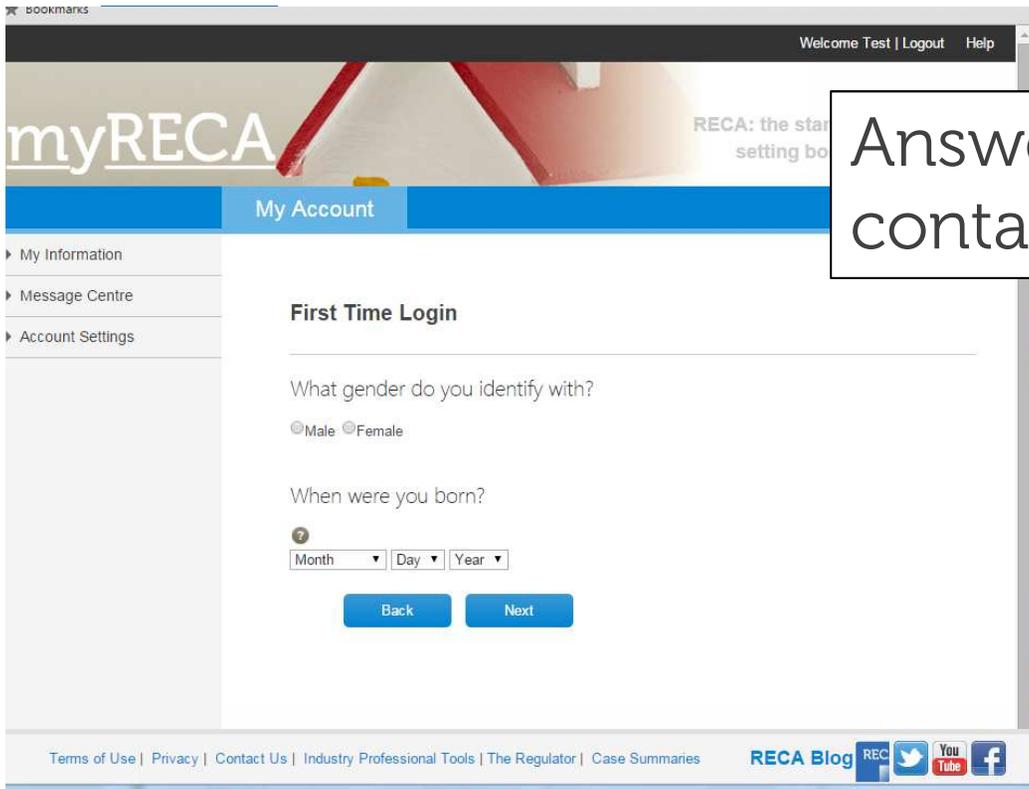
Brokerage's Accountant: you file online audit reports for a broker

I want to set up an account as a/an:

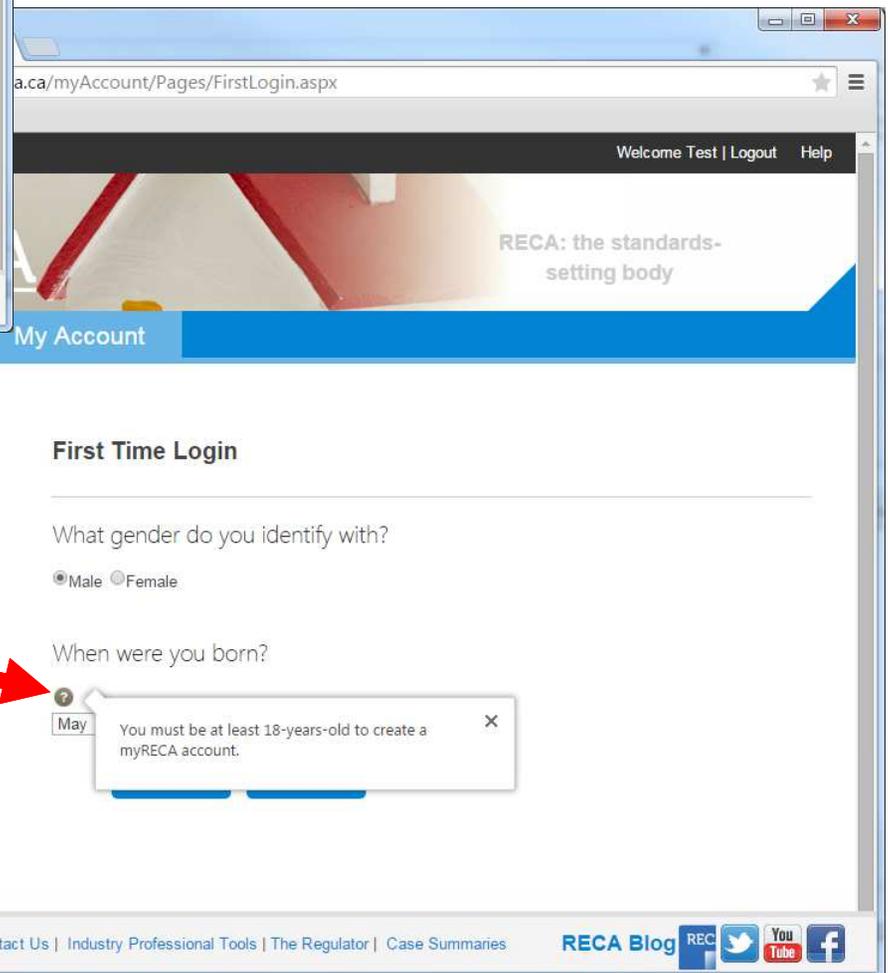
- Select
- Select
- Industry Professional
- Brokerage Administrator
- Brokerage Accountant



The rest of this tutorial assumes you wish to become an industry professional. Review the Brokerage Administrator OR Brokerage Accountant First Time Login tutorials if you are not becoming an industry professional.



Answer the personal and contact information questions.



Anywhere you see a grey circle with a question mark inside, you can click for more information about the question the system is asking you.

★ Bookmarks

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myRECA

RECA: the standards-setting body

My Account

- ▶ My Information
- ▶ Message Centre
- ▶ Account Settings

First Time Login

How can we reach you?

Primary Phone: Mobile

Alternate Phone: Mobile

Fax:

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Continue answering the personal and contact information questions.

ca/myAccount/Pages/FirstLogin.aspx

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RECA: the standards-setting body

My Account

First Time Login

What is your address?

You must enter a municipal address or legal land description. If you are entering a legal land description, insert it in the Address field.

Address:

Town/City:

Province/State:

Country:

Postal/Zip Code:

Is your mailing address the same as above? Yes No

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If you are coming from another jurisdiction where you are already licensed or eligible to be licensed, you must apply for Licence Mobility. If you are, select [Yes](#). This will begin a licence mobility application. Review the Licence Mobility tutorial if this is the case.

If you are not licensed in another jurisdiction, select [No](#).

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Are you coming from another jurisdiction?

Do you want to transfer your licence from another jurisdiction to Alberta? To find out if you're eligible, click [here](#).

Yes No

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If there is something in your past you think might prevent you from becoming licensed, RECA recommends you apply for a Suitability Review. This process allows you to find out if you're suitable for licensing before you spend time and money on pre-licensing education courses.

If you wish to apply for a Suitability Review, click [Yes](#) and review the Suitability Review tutorial.

If you do not wish to apply for a Suitability Review, click [No](#).

Suitability for licensing

Not everyone is suitable for licensing. Certain events in your past can prevent you from becoming licensed (e.g. criminal record, bankruptcy, disciplinary history).

Is there anything in your past you think may prevent you from becoming licensed?

Yes - Tell me more. No - Proceed with education eligibility application

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Before enrolling in RECA pre-licensing courses you must meet the eligibility requirements. Please read all instructions carefully.

Education Eligibility

Eligibility Requirements

All industry professionals must complete pre-licensing education to become licensed. To enrol in this education, you must first meet the basic eligibility requirements. RECA determines your eligibility by reviewing an Education Eligibility Application.

To complete the Education Eligibility Application:

- answer the online eligibility questions and pay the application fee
- upload supporting documents
- request additional documents be sent to RECA from third-parties (i.e. education institutions, etc.)

You must complete your application within six months of paying the fee. RECA will contact you regarding your eligibility once we receive a complete application.

IMPORTANT: if you close your screen or cancel out of this process before you finish, your information will not be saved.

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← → ↻ <https://secure.myreca.ca/Education/Pages/EducationEligibility.aspx> ★ ☰

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My Account Education

- ▶ Current Courses
- ▶ History
- ▶ Course Catalogue

Education Eligibility

RECA regulates multiple industries with

Real estate professionals
Real estate professionals typically work for property owners, including negotiating

Property management professionals

IMPORTANT: Before you proceed, you must complete the [Real Estate information session](#). Print your certificate at the end of the session. Completing this session helps you decide if a career in real estate is right for you, and is a pre-requisite for the real estate pre-licensing courses. You cannot complete the application until you complete the information session.

Mortgage professionals
Mortgage professionals act as a matchmaker between borrowers and lenders.

Real estate appraisal professionals
Real estate appraisal professionals estimate the defined value of real estate.

I want to get a licence in

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Pick your industry. If you choose Real Estate, you must first complete the Real Estate Career Information Session. If you haven't, stop this application now and complete the information session, then begin your Education Eligibility application again.



https://secure.myreca.ca/Education/Pages/EducationEligibility.aspx

myRECA

My Account Education

Current Courses
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Education Eligibility

Eligibility Requirements

Answer these questions to learn if you are eligible to apply for a Real Estate License.

- Are you lawfully able to study in Canada?
 Yes No
- Do you meet the education standards?
 Yes No
- Do you meet the English proficiency standards?
 Yes No
- Did you complete the [Introduction to a Career in Real Estate information session](#)?
 Yes No

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Indicate you meet each eligibility requirement. If you answer **No** to any question, you cannot proceed with the application. This screenshot shows the real estate requirements. Other professions have different requirements.

You can click on the button next to a question to learn more.

▶ Current Courses

▶ History

▶ Course Catalogue

Education Eligibility

Eligibility Requirements

Answer these questions to learn if you can enrol in the real estate pre-licensing education program.



Are you lawfully able to study in Canada?

You must prove you can legally study and work in Alberta. Valid proof includes Canadian citizenship or residency, or a valid work permit with no study restrictions.

Yes No



Do you meet the education standards?

You must prove you meet the education standard of a Canadian high school diploma or equivalent, or greater.

Yes No



Do you meet the English proficiency standards?

You must prove you meet the English proficiency standard of English 30 or equivalent, or greater.

Yes No



Did you complete the [Introduction to a Career in Real Estate information session](#)?

You must complete the information session and generate a completion certificate.

Yes No

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Education Eligibility

Previous Legal Name(s)

Have you ever had a different legal name?
 Yes No

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Complete the rest of the application.

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Any time, any place, any pace

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Education Eligibility

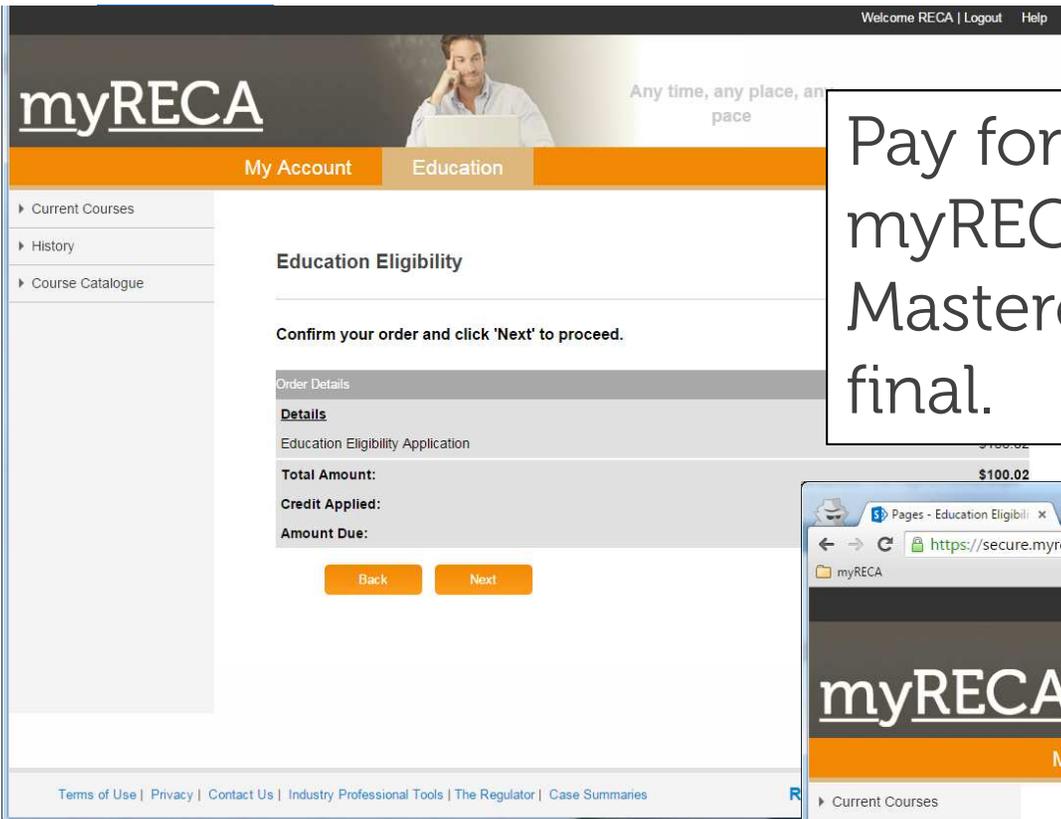
The eligibility questions are complete. You may now pay the review fee. Upon payment you have six months to complete the eligibility process. All payments are final.

Click **Next** to proceed to the payment page.

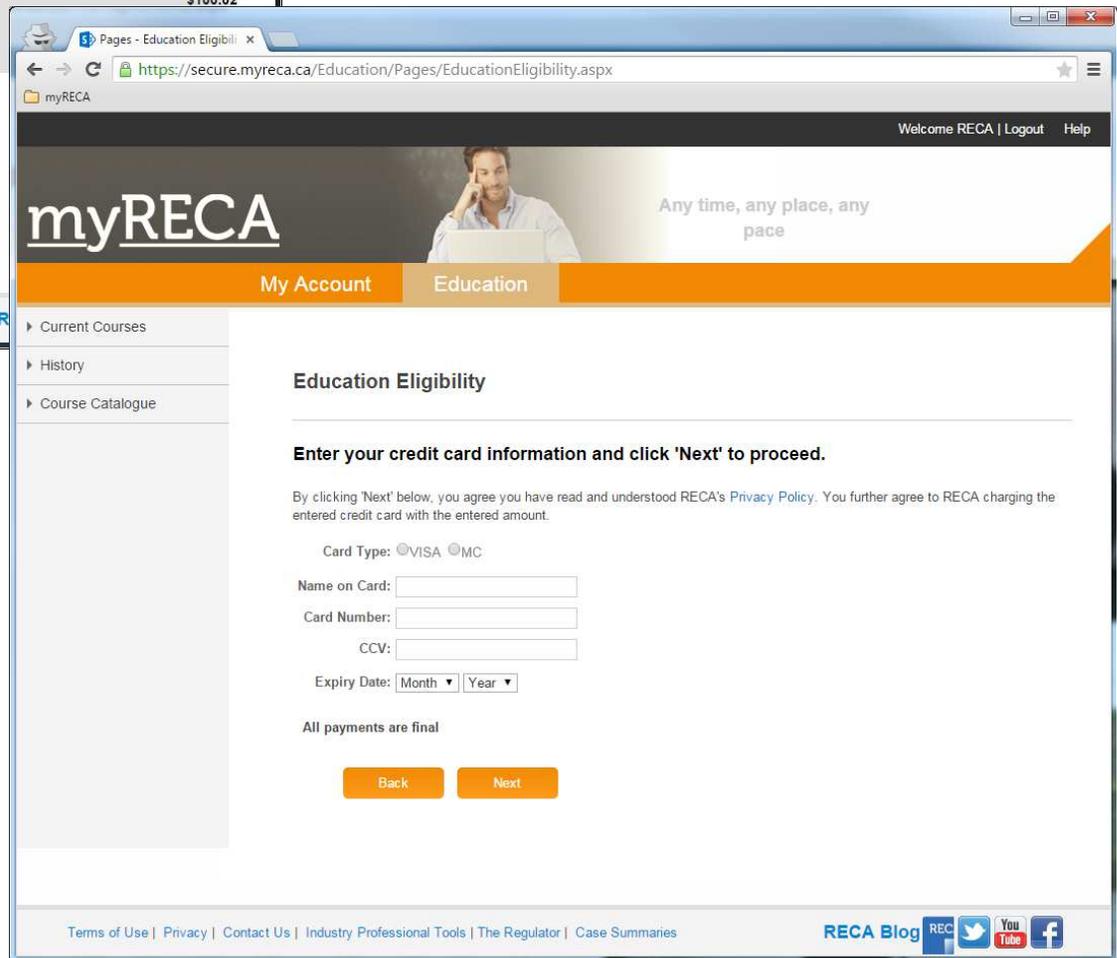
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Pay for the application.
myRECA accepts Visa or Mastercard. All payments are final.



- ▶ Current Courses
- ▶ History
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After paying, you must click **Complete** to submit the application to RECA. If you exit the process before clicking **Complete**, your application is lost.

Education Eligibility

Thank you. We sent your receipt to recabroker@reca.ca.

Click **Complete** below to submit your application. You can view the status of your application in the My Account tab under **My Applications** on the left menu.

To upload the required supporting documents, click Complete to the right of your application.



Complete