

# Completing an application: Uploading Documents



When you submit an application that requires supporting documents, go to the [My Account](#) tab and the [My Applications](#) link on the left. All of your applications are here.

myRECA

My Account Education

My Information  
Message Centre  
**My Applications**  
Payment History  
Account Settings

### My Applications ?

When **Complete** appears under **Action** application. This may involve uploading documents.

When the application Status is **Waiting** waiting for a third-party to provide documents required.

For tutorials on your applications or on uploading documents, click [here](#).

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

Industry	Application Type	Status	Assigned To	Date	Actions
				Submitted	
Real Estate	Education Eligibility	Waiting for Details	Applicant	26-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>   <a href="#">View</a>

Apply for:

- [Suitability Review](#)
- [Licence Mobility](#)
- [Education Eligibility](#)

Pages - My Applications

https://secure.myreca.ca/myAccount/Pages/Applications.

MyRECA

My AccountEducation

Information

Image Centre

Applications

Account History

Account Settings

My Applications

When **Complete** appears under **Actions** documents.

When the application Status is **Waiting for Details**, but no **Complete** link appears, it may mean RECA is waiting for a third-party to provide documents for the application. Click **View** under **Actions** to see what is required.

For tutorials on your applications or on uploading documents, click [here](#).

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry: 

All

Industry	Application Type	Status	Assigned To	Date Submitted	Actions
Real Estate	Education Eligibility	Waiting for Details	Applicant	26-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>   <a href="#">View</a>

Apply for:

- Suitability Review
- Licence Mobility
- Education Eligibility

When an application is waiting for you to upload supporting documents, the **Complete** link appears under **Actions**. Click it to upload your documents. RECA notifies you by email if an application is **Waiting for Details**.

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- ▶ My Information
- ▶ Message Centre
- ▶ My Applications
- ▶ Payment History
- ▶ Account Settings

Documents required for a particular application are listed here. When the status is **Waiting for Details**, some will have an **Upload** link beside them, others might not. If the **Upload** link appears, you are responsible for uploading that document. If no **Upload** link appears, you must arrange for a third party to send that document directly to RECA.





RECA.

Click the + symbol next to each document to learn what is required.

For tutorials on how to upload documents, click [here](#).

Application Documents Required	Status	Actions
<b>Education Eligibility - [APP-00002234]</b>	<b>Waiting for Details</b>	
✚ Proof of ability to study in Alberta	Waiting for Details	<a href="#">Upload</a>
✚ Government Issued Photo ID	Waiting for Details	<a href="#">Upload</a>
✚ Proof of Education Standards	Waiting for Details	
✚ Proof of English Proficiency	Waiting for Details	
✚ Completion Certificate	Waiting for Details	<a href="#">Upload</a>
✚ Profile Photo	Waiting for Details	<a href="#">Upload</a>

More information about the required documents is available by clicking the '+' button next to the document.

Application Documents Required	Status	Actions
<b>Education Eligibility - [APP-00002234]</b>	<b>Waiting for Details</b>	
 <b>Proof of ability to study in Alberta</b> If born in Canada, upload a copy of your birth certificate. If not born in Canada, upload front and back copy of your: Canadian Citizenship card, Permanent Resident card, or copy of your Work Permit (must not include study restriction). If your Work Permit contains a study restriction, upload copies of the Work Permit and an Education Permit that enables you to enroll in one of RECA's pre-licensing programs.	Waiting for Details	<a href="#">Upload</a>
 <b>Government Issued Photo ID</b> Provide ONE of the following: <ul style="list-style-type: none"><li>• A copy of your Canadian Passport</li><li>• A copy of your permanent Driver's Licence from any Canadian Province</li><li>• A copy of your Canadian Forces photo ID card</li><li>• A copy of Federal or Provincial government issued photo ID</li></ul>	Waiting for Details	<a href="#">Upload</a>
 <b>Proof of Education Standards</b> Request your education institution to mail your transcript showing diploma has been granted, GED transcript or accumulated credits transcript, or greater, directly to us. If you completed your education outside Canada, have a member of the Alliance of Credential Evaluation Services of Canada (ACESC) assess your non-Canadian education and request them to send the assessment directly to us.	Waiting for Details	
 <b>Proof of English Proficiency</b> RECA requires a transcript with English 30 or equivalent. If you do not have a transcript from an English-speaking Canadian high school or post-secondary education institution, you must have	Waiting for Details	



Click the [Upload](#) link to upload your document to RECA.

- ▶ My Information
- ▶ Message Centre
- ▶ My Applications
- ▶ Payment History
- ▶ Account Settings

## Upload Documents

If **Upload** appears beside a required document, you are responsible for uploading that document to myRECA. If your upload is successful, that link will disappear and the status of that document will change to **Submitted**.

If the status of a document is **Waiting for Details** and no Upload link appears, then this is a document sent from a third-party directly to RECA. You are responsible for directing the third-party to send the correct documents to RECA.

Click the + symbol next to each document to learn what is required.

For tutorials on how to upload documents, click [here](#).

Application Documents Required	Status	Actions
<b>Education Eligibility - [APP-00002234]</b>	<b>Waiting for Details</b>	
✚ Proof of ability to study in Alberta	Waiting for Details	<a href="#">Upload</a>
✚ Government Issued Photo ID	Waiting for Details	<a href="#">Upload</a>
✚ Proof of Education Standards	Waiting for Details	
✚ Proof of English Proficiency	Waiting for Details	
✚ Completion Certificate	Waiting for Details	<a href="#">Upload</a>
✚ Profile Photo	Waiting for Details	<a href="#">Upload</a>

This is the upload interface. Drag and drop your file or press **Select Files** to browse your computer.

### Select Files to Upload

Select the files you want to upload for the document. Click the "Select Files" button, or drag and drop files into the window below. Click continue when you finish selecting your files.

### Proof of ability to study in Alberta

Select Files

Drag and drop your file here, or click Select Files to choose a file. After selecting your file, click Continue.

Continue

Cancel

Click **Continue** once you select your file(s).

### Select Files to Upload

Select the files you want to upload for the document. Click the "Select Files" button, or drag and drop files into the window below. Click continue when you finish selecting your files.

### Proof of ability to study in Alberta

Select Files

Birth Certificate.pdf

0.4 MiB

Remove file

Continue

Cancel

Actions

or Details

Details Upload

Details Upload

Details

Details

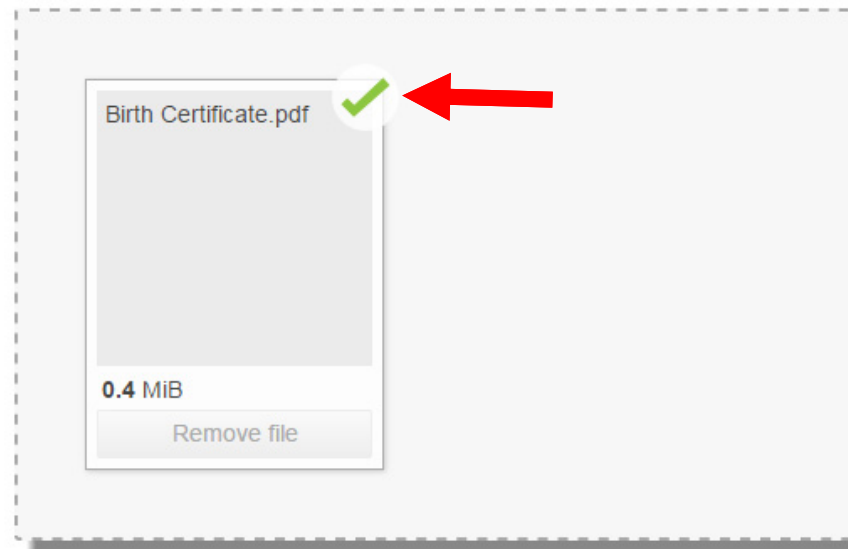


A green check mark appears upon successful upload. Click [Finish](#) once successful.

### Select Files to Upload

Select the files you want to upload for the document. Click the "Select Files" button, or drag and drop files into the window below. Click continue when you finish selecting your files.

### Proof of ability to study in Alberta



Finish

Cancel

Pages - Upload Document x

https://secure.myreca.ca/myAccount/Pages/UploadDocuments.aspx?appID=APP-00002234#

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### Upload Documents

**Type of Document**

Birth Certificate

**Full Name on Document**

**Comments**

OK Cancel

Actions

Details

Details Upload

Details Upload

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You need to give more information about some documents you upload. Indicate the type of document, your full name as it appears on the document and any other comments you'd like RECA to see about the document.

Pages - Upload Document x

https://secure.myreca.ca/myAccount/Pages/UploadDocuments.aspx?appID=APP-00002234#

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# myRECA

## My Account

- My Information
- Message Centre
- My Applications
- Payment History
- Account Settings

### Upload Document

If **Upload** appears below the document, the upload is successful.





If the status of a document changes from **Waiting for Details** to **Submitted**, the status has been updated directly to Submitted.

Click the + symbol next to the document name to upload a new document.

For tutorials on how to upload documents, click [here](#).

Application Documents Required	Status	Actions
Education Eligibility - [APP-00002234]	Waiting for Details	
+ Proof of ability to study in Alberta	Submitted	
+ Government Issued Photo ID	Waiting for Details	<a href="#">Upload</a>
+ Proof of Education Standards	Waiting for Details	
+ Proof of English Proficiency	Waiting for Details	
+ Completion Certificate	Waiting for Details	<a href="#">Upload</a>
+ Profile Photo	Waiting for Details	<a href="#">Upload</a>

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When successfully uploaded, the **Upload** link disappears and the status for that document changes to **Submitted**. When RECA receives all of the required documents, the status for that application changes from **Waiting for Details** to **Submitted**.

Once RECA receives all documents, the status will change to **Submitted** on the My Applications page, and the application is assigned to RECA.

Pages - My Applications x

https://secure.myreca.ca/myAccount/Pages/MyApplications.aspx?display=...

myRECA

My Account

- My Information
- Message Centre
- My Applications**
- Payment History
- Account Settings

### My Applications ?

When **Complete** appears under **Actions** on an application, you must take further steps to complete your application. This may involve uploading documents.

When the application Status is **Waiting for Details**, but no **Complete** link appears, it may mean RECA is waiting for a third-party to provide documents for the application. Click **View** under **Actions** to see what is required.

For tutorials on your applications or on uploading documents, click [here](#).

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

Industry	Application Type	Status	Assigned To	Date	Actions
				Submitted	
Real Estate	Education Eligibility	Submitted	RECA	26-May-15	<a href="#">View</a>

Apply for:

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When RECA begins reviewing your application and supporting documents, the status changes to **Under Review**.

Pages - My Applications x

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# myRECA

My Account

- My Information
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## My Applications ?

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If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

Industry	Application Type	Status	Assigned To	Date	Actions
				Submitted	
Real Estate	Education Eligibility	Under Review	RECA	26-May-15	<a href="#">View</a>

Apply for:

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The status changes to **Approved** when RECA finishes reviewing and approves your application. RECA notifies you by email upon approval.

My Account

Education

► My Information

► Message Centre

► **My Applications**

► Payment History

► Account Settings

## My Applications ?

When **Complete** appears under **Actions** on an application, you must take further steps to complete your application. This may involve uploading documents.

When the application Status is **Waiting for Details**, but no **Complete** link appears, it may mean RECA is waiting for a third-party to provide documents for the application. Click **View** under **Actions** to see what is required.

For tutorials on your applications or on uploading documents, click [here](#).

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Industry:

Industry	Application Type	Status	Assigned To	Date	Actions
				Submitted	
Real Estate	Education Eligibility	Approved	RECA	26-May-15	<a href="#">View</a>

Apply for: