

First Time Login through a Suitability Review



www.myRECA.ca

File Ed

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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](#).

username [Create username](#)

password [Forgot password](#)

Sign in

New myRECA Users

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

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

First Time Login

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 leave this first-time login process before you submit an Education E-Suitability Review Application, your information will not be saved and 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 brokerage.

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

Select
Select
Industry Professional
Brokerage Administrator
Brokerage Accountant

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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.

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What gender do you identify with?

Male Female

When were you born?

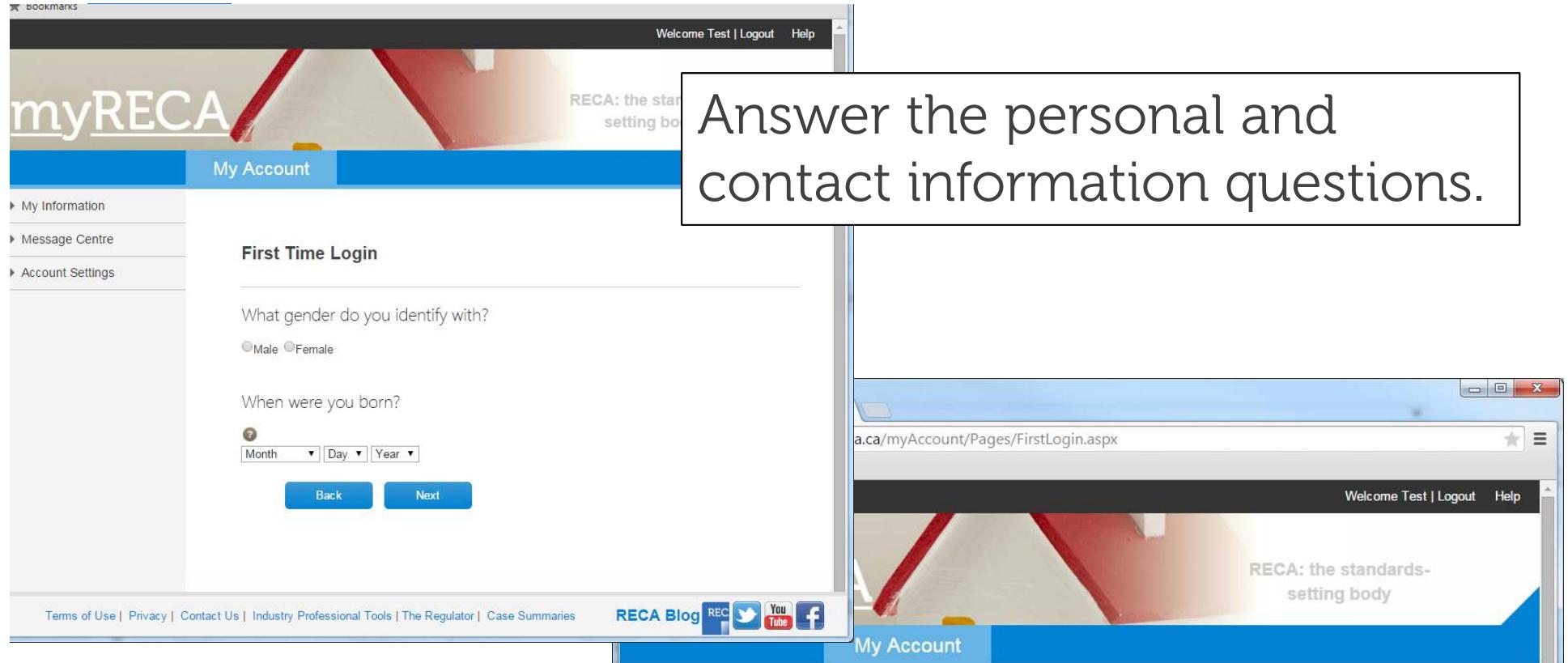
? Month Day Year

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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.

First Time Login

What gender do you identify with?

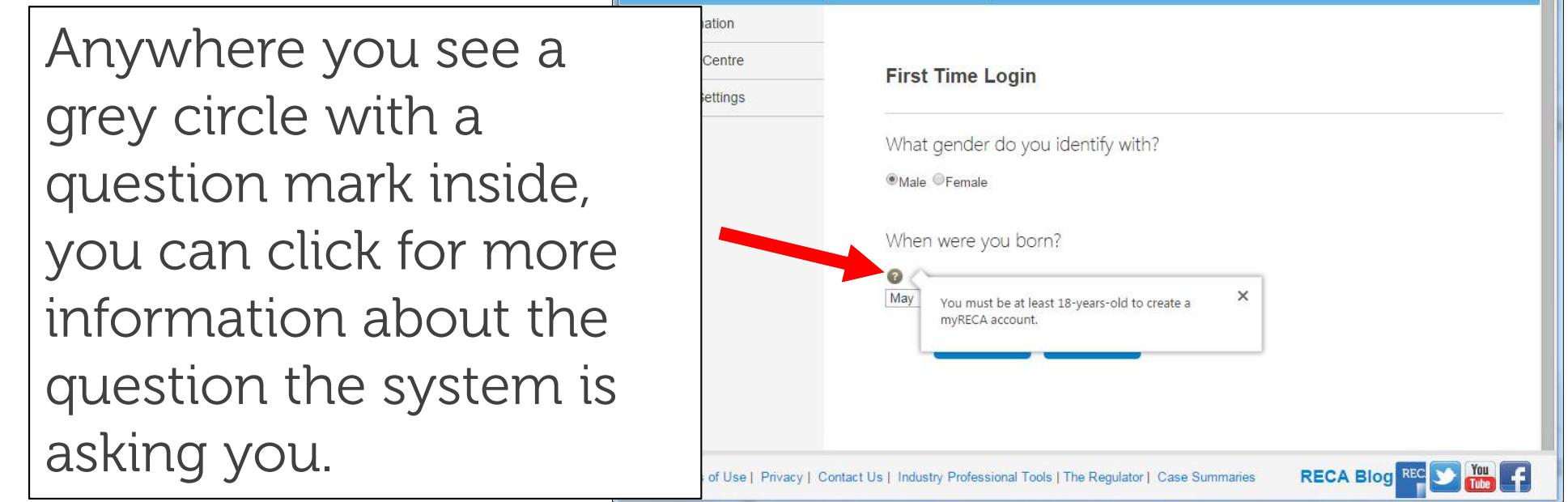
Male Female

When were you born?

? May You must be at least 18-years-old to create a myRECA account.

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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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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 not licensed in another jurisdiction, select **No** to proceed to the Suitability Review page. However, if you are licensed elsewhere, but think something in your past may affect your ability to become licensed in Alberta, also select **No** to proceed to the Suitability Review process first. You can apply for Licence Mobility later, if required.

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](#).

First Time Login

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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Confirm you wish to continue with a Suitability Review. If you need more information before proceeding, click the link for more information.

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First Time Login

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

Suitability Review

If you have concerns about your past, you may request a suitability review. This review lets RECA determine your suitability BEFORE you invest your time and money in pre-licensing education programs. Click [here](#) for more information.

Proceed to the suitability review application
 Do not proceed with a suitability review

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All applications on myRECA begin with extensive instructions. Please review carefully.

Suitability Review Requirements

Complete a Suitability Review Application to learn if you are suitable for licensing.

To complete the Suitability Review Application:

- answer the online suitability questions and pay the application fee
- upload supporting documents

RECA will contact you regarding your suitability once we receive a completed application.

IMPORTANT: if you close your screen or cancel out of this process before saving, you will lose all changes made.

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Suitability Review

Employment Information

Are you currently employed?

Yes No

If Yes, provide your employer's name and contact information.

Indicate your current employment status and employer contact information.

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 Pages - Suitability Review

<https://secure.reca.ca/reca/Account/Pages/SuitabilityReview.aspx>

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It is important you understand the questions in this application. Please review the explanations and instructions carefully.

Suitability Questions

Please read the questions carefully and answer them accurately and truthfully.

IMPORTANT: If you are unsure of any question, or are unsure how these questions apply to a publicly traded company of which you are or were a majority shareholder, contact RECA at info@reca.ca.

If you answer **Yes** to any question, send RECA:

- a sworn statement in your own words fully describing the event(s)
- copies of all relevant documentation
- any further information requested by RECA

For the purposes of these questions, YOU, refers to you as an individual, and to any corporations for which you are or were a shareholder, director or officer, and to any partnerships in which you are or were a partner.

Have you been refused a licence, registration or authorization of any kind by any regulatory body of any kind in any jurisdiction other than RECA?

Yes No

Have you withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA in any jurisdiction?

Yes No

Have you been fined, sanctioned or disciplined by any professional, occupational or trade association or by any

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Pages - Suitability Review

https://secure.reca.ca/MyAccount/Decree/SuitabilityReview.aspx

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Answer all questions honestly. Please provide details of the events that led to your Yes answer in the text box provided.

or the provision of products or services?

Yes No

Are you the defendant in any active civil proceedings where the statement of claim alleges misrepresentation, theft, fraud or breach of trust or where the civil proceeding is in relation to the provision of products or services?

Yes No

Have you been or are you the subject of any bankruptcy, insolvency or receivership proceedings?

Yes No

Have you been or are you the subject of a criminal investigation or criminal proceedings, or have been charged with a criminal offence, or have participated in the Alternative Measures Program, or have been found guilty or convicted of any offence under any law of any jurisdiction, excluding provincial or municipal highway offences?

Yes No

Provide details about the circumstances leading to the event(s).



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Declaration

I authorize the Real Estate Council of Alberta (RECA) to verify any information pursued from any source. I acknowledge that I am responsible for any costs incurred for such verification. Providing false information to the Executive Director may result in the refusal of my suitability review application.

I have read and understand all statements contained in this application form. I have ensured the information and answers I provided in this application form are accurate, complete and true. I make this declaration conscientiously knowing that it will have the same effect as if it was made under oath.

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Suitability Review

Order Information

| Details | |
|------------------------|----------|
| Suitability Review Fee | \$200.02 |
| Total Amount: | \$200.02 |
| Credit Applied: | \$0.00 |
| Amount Due: | \$200.02 |

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Enter your credit card information and click 'Next' to proceed.

By clicking 'Next' below, you agree you have read and understood RECA's [Privacy Policy](#). You further agree to RECA charging the entered credit card with the entered amount.

Card Type: VISA MC

Name on Card:

Card Number:

CCV:

Expiry Date: Month Year

All payments are final

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Make your declarations and pay the application fee.

Find your application on the **My Applications** page and complete it by uploading the required supporting documents. Press **Complete** next to your application to begin. Please review the Upload Documents tutorial if you require assistance.

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 | Application Type | Status | Assigned To | Date Submitted | Actions |
|----------|--------------------|---------------------|-------------|----------------|--|
| N/A | Suitability Review | Waiting for Details | Applicant | 4-Jun-15 | Cancel Complete View |

Apply for:

- Suitability Review
- Licence Mobility
- Education Eligibility

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When you submit all documents and RECA approves your application, RECA notifies you by email and the status of your application changes to **Approved**.

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 | Application Type | Status | Assigned To | Date Submitted | Actions |
|----------|--------------------|----------|-------------|----------------|----------------------|
| N/A | Suitability Review | Approved | Applicant | 4-Jun-15 | View |

Apply for:

- Suitability Review
- Licence Mobility
- Education Eligibility

Once approved, you can apply for Licence Mobility or Education Eligibility here.

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