

First Time Login through Licence Mobility



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

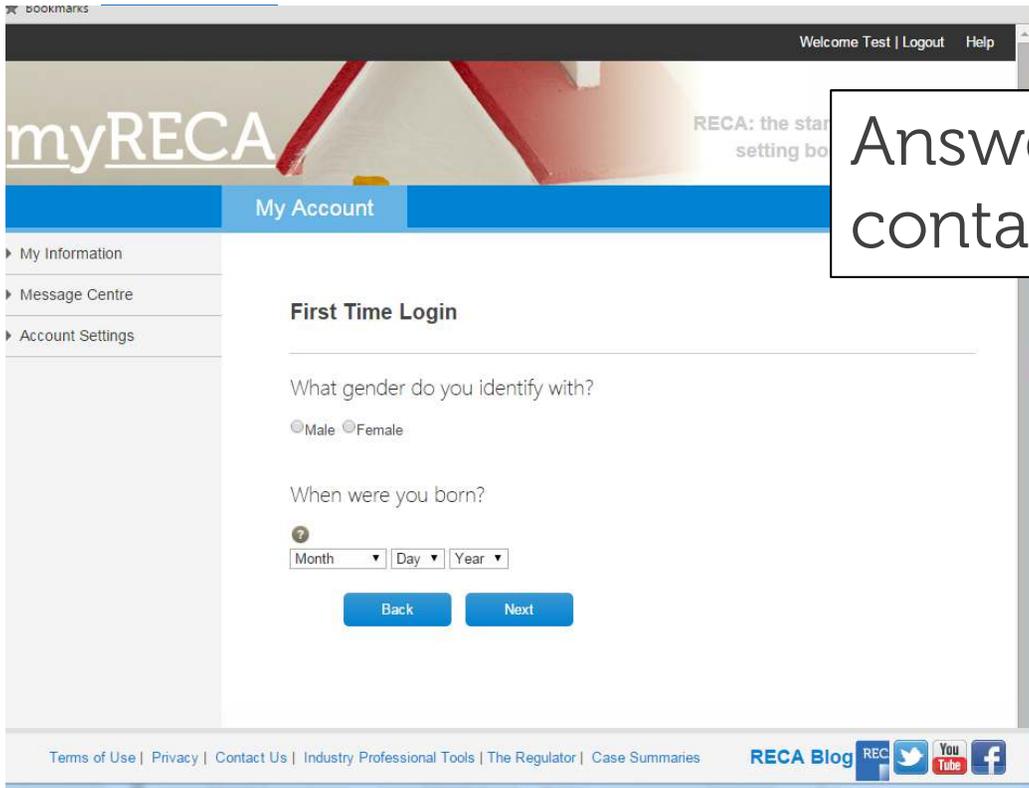
Brokerage's Accountant: you file online audit reports for a broker

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

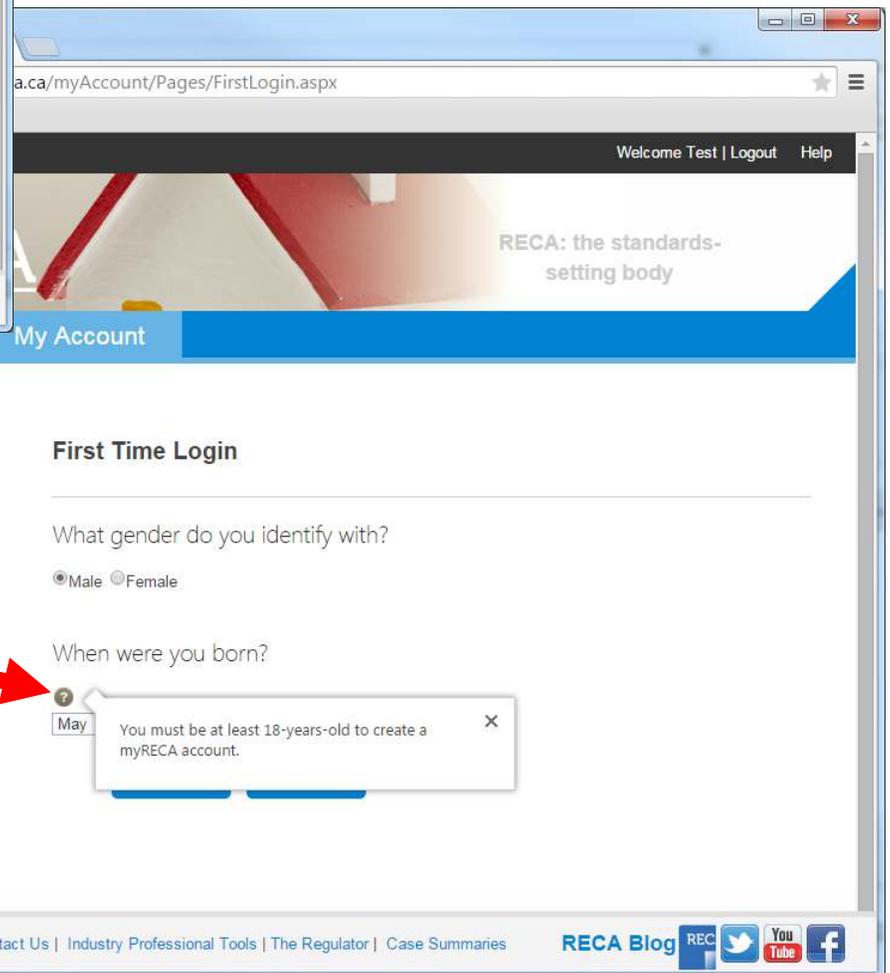
- Select
- Select
- Industry Professional
- Brokerage Administrator
- Brokerage Accountant



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

Welcome Test | Logout Help

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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RECA Blog

Continue answering the personal and contact information questions.

ca/myAccount/Pages/FirstLogin.aspx

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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RECA Blog

At the page asking if you are coming from another jurisdiction, select **Yes**. If you are unsure of your eligibility, click the link for more information before proceeding.

First Time Login

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

[Back](#) [Next](#)

NOTE: If there is something in your past you think might affect your ability to become licensed, click No, even if you are coming from another jurisdiction, and proceed to the Suitability Review application.

[Terms of Use](#) | [Privacy](#) | [Contact](#)

Pages - Licence Mobility x

https://secure.myreca.ca/myAccount/Pages/LabourMobility.aspx

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My Account Education Licensing

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

Licence Mobility

Licence Mobility Requirements

Complete the licence mobility eligibility process to find out if you are eligible to transfer your licence to Alberta. You can learn more about the [licence mobility eligibility process](#) on our website.

To complete the process:

- answer the online licence mobility eligibility questions and pay the application fee (please note, if you close your screen or cancel out of this process before you finish, your information will not be saved)
- upload supporting documents
- request additional documents be sent to RECA from third-parties (i.e. previous jurisdictions, etc.)

Your application is complete when we have all supporting documents, including documents from third-parties. You must finish the licence mobility eligibility process within 6 months of payment.

When your application is complete, we will review the documents and inform you of your eligibility.

Back Next

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

Pages - Licence Mobility x

https://secure.myreca.ca/myAccount/Pages/LabourMobility.aspx

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Choose your industry.

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My Account Education Licensing

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

Licence Mobility

I want to get a licence in

- Select
- Real Estate
- Mortgage



Pages - Licence Mobility x
https://secure.myreca.ca/myAccount/Pages/LabourMobility.aspx

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My Account Education Licensing

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

Licence Mobility

Licence Mobility Eligibility Requirements

Are you lawfully able to work in Canada?
 Yes No

If you are currently living in Alberta, how long have you lived here?

[Back](#) [Next](#)

Answer all questions truthfully.

Pages - Licence Mobility x
https://secure.myreca.ca/myAccount/Pages/LabourMobility.aspx

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Welcome Associate | Logout

My Account Education Licensing

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

Licence Mobility

Previous Legal Names

Have you ever had a different legal name?
 Yes No

[Back](#) [Next](#)

Pages - Licence Mobility x
https://secure.myreca.ca/myAccount/Pages/LabourMobility.aspx

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My A

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

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Indicate the jurisdictions in which you are licensed or eligible for licensing by clicking on them. They move to the right-hand box when selected. Click them in the right-hand box to deselect them.

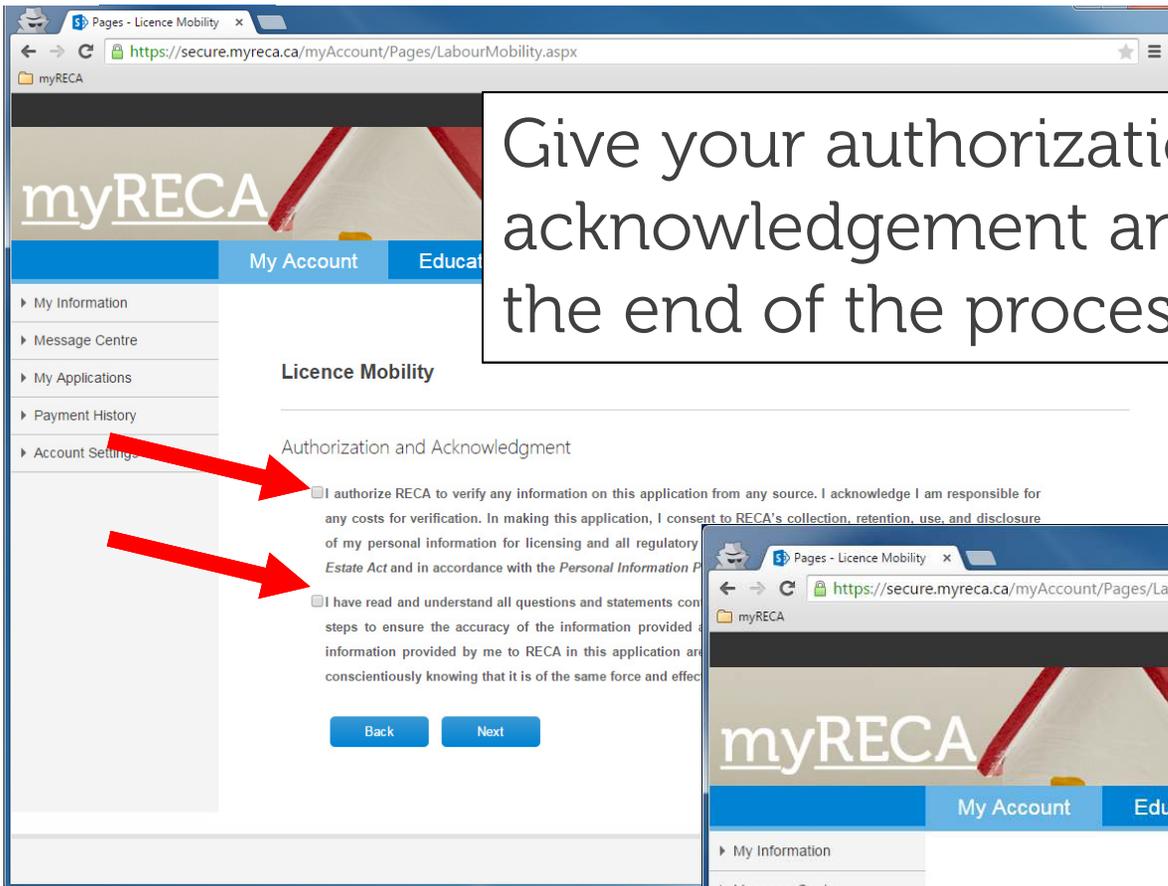
▶ Please select all provinces/states in which you are/were licensed

- Canada - British Columbia
- Canada - Manitoba
- Canada - New Brunswick
- Canada - Newfoundland
- Canada - Nova Scotia
- Canada - Ontario
- Canada - Prince Edward Island
- Canada - Québec

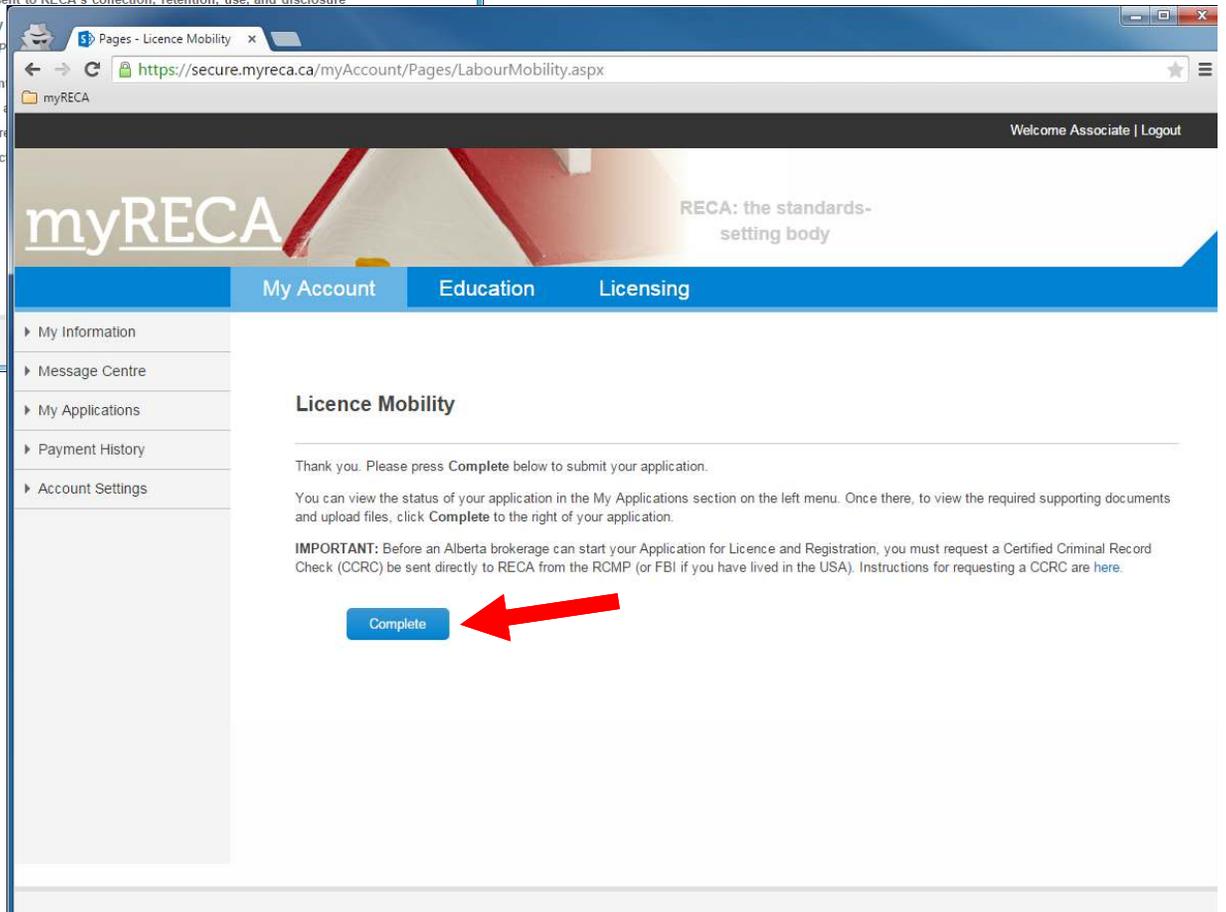
If your licence history includes jurisdictions not listed above, please enter them here.

If your jurisdiction is not on the list, type it in here.

Back Next



Give your authorization and acknowledgement and click **Complete** at the end of the process.



Find your submitted 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.

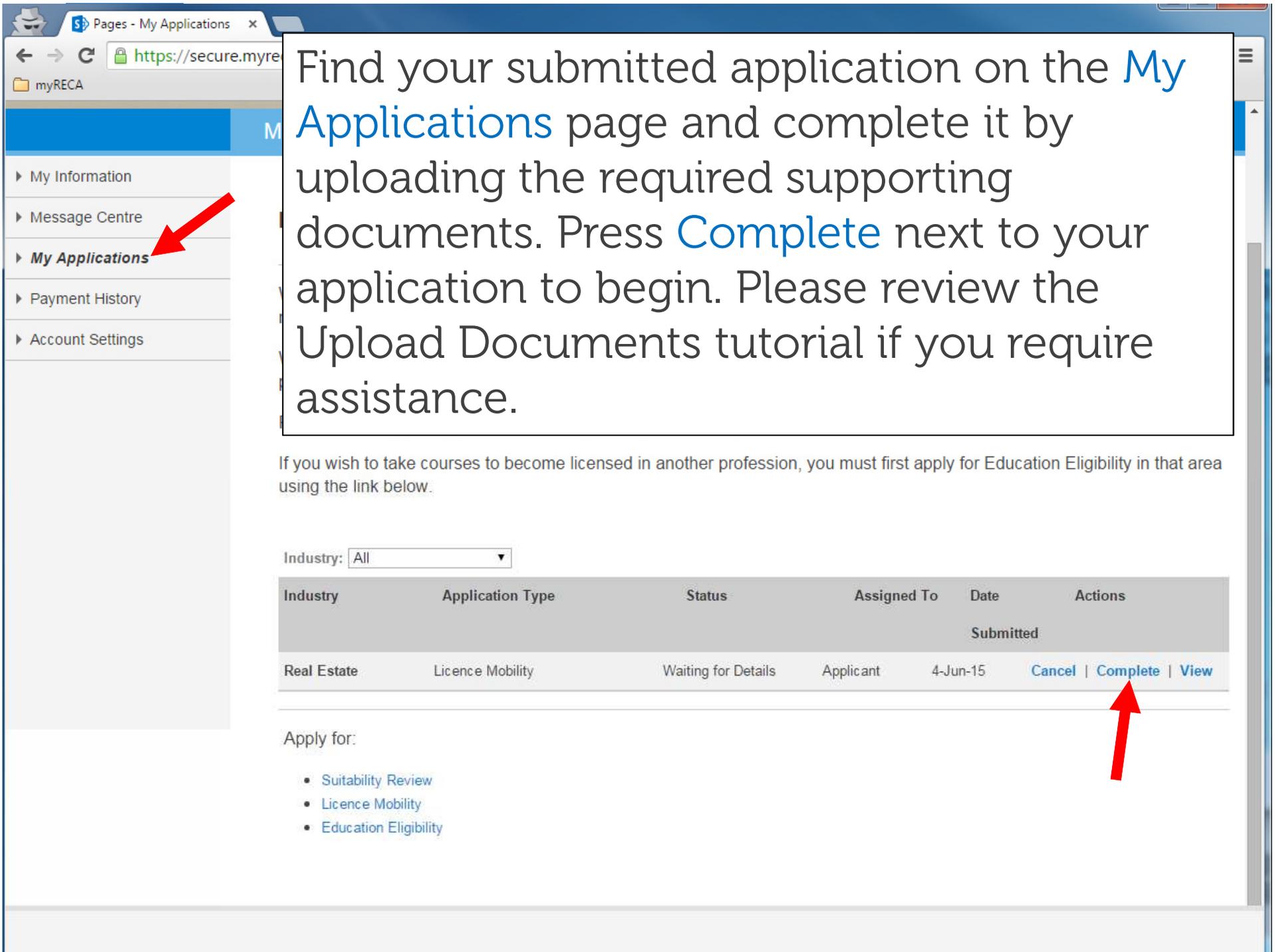
If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

Industry	Application Type	Status	Assigned To	Date	Actions
				Submitted	
Real Estate	Licence Mobility	Waiting for Details	Applicant	4-Jun-15	Cancel Complete View

Apply for:

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



When you submit all documents and RECA approves your application, the status changes to [Approved](#).

Remember you also need a Certified Criminal Record Check (CCRC) to be submitted to RECA directly from the RCMP. You are not eligible for licensing until your licence mobility is approved and RECA receives your CCRC. Go to RECA's website for more information on the CCRC.

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	Licence Mobility	Approved	RECA	4-Jun-15	View

Apply for: