



Guide to Applying for Eligibility for First Time Licensees

Contents

Applying for eligibility as a first-time licensee.....	1
Steps for applying for eligibility	2
Requirement 1: Identification.....	3
Requirement 2: Education standard	3
Requirement 3: English proficiency	6
FAQs.....	10
Applying for eligibility.....	10
Identification.....	10
Education standard.....	11
English proficiency.....	12
General	13

Applying for eligibility as a first-time licensee

If you wish to enrol in and complete [pre-licensing education](#) and get a licence in one of the industries RECA regulates, you must first meet certain eligibility requirements. You cannot enrol in pre-licensing education until you have met the eligibility requirements and your eligibility application is approved.

To be eligible, you must:

- be at least 18 years of age
- be a Canadian citizen or permanent resident
- provide specific Canadian government-issued identification (ID)
- have a minimum of Canadian high school education (or equivalent)
- provide proof of English proficiency, showing that you have completed a minimum of Alberta's English 30 (or equivalent)



Before you apply!


Ensure that you meet the minimum eligibility requirements listed above and that you have the required supporting documents outlined in this guide.


If you submit an eligibility application and you don't meet the minimum requirements outlined above, you will be deemed ineligible, and **your application fee will *not* be refunded.**

As a new licensing applicant, you will be required to demonstrate that you are of good character and suitable for licensing before the registrar will issue you a licence. If you have concerns about an event from your past that may impact your suitability for licensing, you may wish to complete a Suitability Review prior to completing the eligibility process. Refer to the [Guide to Completing a Suitability Review](#) for more information.

Steps for applying for eligibility

- Step 1

Create a [myRECA](#) account 
- Step 2

Complete the first-time login process, answering all questions truthfully 
- Step 3

Pay the **non-refundable** [application fee](#)
- Step 4

Upload your identification and profile photo
- Step 5

Arrange to have your transcript or education assessment sent directly from the issuing institution to RECA. **We do not accept these documents from applicants.**



Find step-by-step instructions in these myRECA Tutorials:

- [Creating a myRECA Account](#)
- [First Time Login - Eligibility Applications](#)

Once all your supporting documents are received, your application will be complete. The application status will show "Submitted" and it will be reviewed in the order in which it was received. We will email you with the results of our review. You can view our current processing times on the [myRECA login page](#) and at the top of the My Applications page, within your myRECA account.

Requirement 1: Identification

You must provide a profile photo and copies of specific identification (ID) documents to prove your identity as part of the eligibility process. You must be at least 18 years of age to complete an Eligibility application and get your licence.

Registration Services checks your ID to verify that you are who you say you are. Confirming your identity is essential to achieving RECA's mandate, which includes protecting consumers and promoting the integrity of the industry.

You must upload one item¹ under each category to your eligibility application in myRECA:

Profile Photo	Proof of identity ² (must be Canadian)	Government-issued photo identification ² (must be Canadian)	Proof of name change (if applicable)
<ul style="list-style-type: none">• Colour photo• Face-centered• Focuses primarily on face, head, and shoulders• No clothing/accessories that shield appearance (i.e., hats, sunglasses)	<ul style="list-style-type: none">• Birth certificate• Citizenship card (front and back)• Citizenship certificate (non-commemorative; front and back)• Permanent resident card³	<ul style="list-style-type: none">• Passport• Driver's licence• Provincial identification card• Treaty status card• Canadian Forces identification card• Firearms card	<ul style="list-style-type: none">• Marriage certificate• Divorce decree/certificate showing the name change• Certificate of name change issued by vital statistics agency

¹ RECA will only accept the documents listed as proof of your identity. You cannot substitute ID between categories. If you have misplaced your identification, you must order a replacement to proceed with your application. The registrar may, at their discretion, also require you to supply additional proof of identity and/or present your original documents for in-person inspection.

² Identification must be valid and not expired. If your ID has expired, you must renew it before uploading it to your application. See note 3 below if you are submitting an expired Permanent Resident card.

³ If your Permanent Resident (PR) card has expired, you can still upload it. You must also submit a written Statement declaring that you have not lost your PR status and are still eligible to work in Canada. Refer to item 4 in the [Guide to Providing a Statement](#) for more information.

Requirement 2: Education standard

To ensure you have the necessary skills to succeed in your education, you must provide proof of graduation from a Canadian high school (or equivalent). Submit one of the following documents:

- **Canadian high school transcript** – if you graduated from a high school in Canada
- **Canadian post-secondary transcript** – if you graduated from a high school outside Canada but earned a diploma or degree from a Canadian college or university (see the third bullet in **Column A**)
- **International transcript** – if all your education was completed outside Canada (refer to **Column B**)

If you have multiple diplomas or degrees, submit the transcript that is easiest to obtain. A higher level of education is not required.

A: Education completed in Canada	B: Education completed outside Canada ³ (must be assessed)
<ul style="list-style-type: none"> • accredited Canadian high school transcript showing a high school diploma was awarded • Alberta General Education Development (GED) or Canadian Adult Education Credential (CAEC) transcript, if you did not complete your high school education or your Canadian high school transcript cannot be provided • post-secondary transcript showing graduation from a minimum 2-year diploma or degree program² from a Canadian college or university (as listed on either the Colleges and Institutes Canada or Universities Canada website), and <ul style="list-style-type: none"> ◦ delivered in English, and ◦ transcript shows a diploma or degree was awarded (certificate-based programs are not accepted) 	<ul style="list-style-type: none"> • your transcript must be assessed by a member of the Alliance of Credential Evaluation Services of Canada (ACESC). Your assessment must show that your education is <ul style="list-style-type: none"> ◦ equivalent to Canadian high school graduation, or ◦ equivalent to a Canadian post-secondary diploma or degree with a minimum 2-years of instruction • direct questions or concerns about the assessment to the ACESC member you are using. RECA is not affiliated with any of these organizations and cannot answer any questions or make any decisions on their behalf

¹ We also review transcripts and education assessments to determine if they meet both the proof of education and English proficiency requirements. See [Requirement 3: English proficiency](#) (item #2 on page 7) to determine if your document(s) will meet RECA standards for demonstrating English proficiency.

² Certificate-based programs do not meet our requirements for proof of education or English proficiency.

³ If you have a degree or diploma completed outside of Canada, refer to [Requirement 3: English proficiency](#) (item #2 on page 7) to determine if it will also meet our requirements for proof of English proficiency. If it does not meet the requirements listed, you must complete an English proficiency test that meets the criteria outlined under Requirement 3: English proficiency (item #3).



You cannot upload your proof of education attainment via myRECA.

- Canadian transcripts must be submitted to RECA directly by the Provincial Education Ministry or issuing institution. RECA *may* accept a transcript directly from you if it is in a sealed envelope with the issuing institution's pre-printed logo and address. We do not return original documents.
- Education assessments should be submitted to RECA directly by the assessing institution. However, if an applicant provides a document that includes security features which allow us to verify it is original, we *may* accept it. We do not return original documents.
- Your transcript or education assessment can be submitted:
 - via digital portal or by email from a school administrator's official school email address to registration@reca.ca
 - by regular post (we do not pick up registered mail) to:
Real Estate Council of Alberta
202, 1506 - 11 Avenue SW
Calgary, Alberta, T3C 0M9

The documents listed are the only documents RECA will accept for the purposes of demonstrating you meet the education standard.



RECA *will not* accept:

- acceptance into another educational program
- trade or vocational designations, certificates, or diplomas
- apprenticeships or fast-tracked or condensed education programs
- professional or occupational memberships, certificates, or designations
- non-credit college or university courses, designations, certificates, or diplomas
- online education programs
- work experience

Requirement 3: English proficiency

Prospective licensees must demonstrate that they are proficient in English, Alberta's official language¹. These are the only documents we will accept. **If you have a degree or diploma completed outside of Canada, refer to item #2 on page 7 to determine if your education assessment will also meet our requirements for proof of English proficiency.**

1. Proof that you have completed a minimum of grade 12 English in Canada (or equivalent)¹:

Canadian High School	Canadian Post-Secondary Schooling
<ul style="list-style-type: none">• transcript from an accredited Canadian high school showing successful completion of Grade 12 English• Alberta General Education Development (GED) or Canadian Adult Education Credential (CAEC) transcript, if you did not complete your high school education or your Canadian high school transcript cannot be provided.	<ul style="list-style-type: none">• transcript from a Canadian college or university listed on either the Colleges and Institutes Canada or Universities Canada website) showing<ul style="list-style-type: none">○ a degree or diploma was awarded²○ the program was 2 years or longer○ instruction was delivered in English

¹ We automatically review all transcripts and education assessments to determine if they meet both the proof of education and English proficiency requirements.

² Certificate-based programs *do not* meet our requirements.

2. Some education assessments completed by a member of the [Alliance of Credential Evaluation Services of Canada \(ACESC\)](#).

Type of Education Assessment ¹	Requirements
International Credential Evaluation Service (ICES)	Must explicitly state the language of instruction for your degree or diploma was exclusively English. Only a comprehensive evaluation will include this information.
International Credential Assessment Service of Canada (ICAS)	To our knowledge, ICAS does not provide information about language of instruction, so these reports do not meet our proof of English proficiency requirement.
International Qualifications Assessment Service (IQAS)	Must show you completed a course equivalent to Alberta English 30 and cannot reference another language. ESL courses are not accepted. Only an educational assessment intended for admission to a post-secondary institution will show this information.
Quebec Comparative Evaluation	To our knowledge, a Quebec Comparative Evaluation does not provide information about language of instruction, so these reports do not meet our proof of English proficiency requirement.
University of Toronto School of Continuing Studies – Comparative Education Service (CES)	Must explicitly state the language of instruction for your degree or diploma was exclusively English. Contact University of Toronto - CES directly for assistance with ensuring this is included in your assessment.
World Education Services (WES)	Must explicitly state the language of instruction for your degree or diploma was exclusively English. Contact WES directly for assistance with ensuring this is included in your assessment.

¹ If your education assessment does not meet the requirements listed, you must complete an English proficiency test that meets the criteria outlined under item #3 on page 8.

3. English proficiency test from one of the following approved assessors that meets all requirements outlined in the table below¹.

English Language Assessment	Minimum Required Scores
English as a Foreign Language (TOEFL) iBT test	Overall score of 92, with minimum scores: <ul style="list-style-type: none"> • Listening: 21 • Speaking: 26 • Reading: 21 • Writing: 24
International English Language Testing System (IELTS) Academic Assessment	Must be an <i>Academic</i> assessment. We <u>do not</u> accept IELTS General assessments Minimum score (all areas): 6.5
Canadian English Language Proficiency Index Program (CELP) General Test	Minimum score (all areas): 7
Canadian Academic English Language Assessment (CAEL)	Minimum score (all areas): 60

¹ Your English assessment must have been completed **within the past three years**. The English language assessments listed are the only assessments we will accept.



You cannot upload your proof of English proficiency via myRECA.

- Email your English assessment report to registration@reca.ca and we will upload it for you.
- Canadian transcripts must be submitted to RECA directly by the Provincial Education Ministry or issuing institution. RECA *may* accept a transcript directly from you if it is in a sealed envelope with the issuing institution's pre-printed logo and address. We do not return original documents.
- Education assessments should be submitted to RECA directly by the assessing institution. However, if an applicant provides a document that includes security features which allow us to verify it is original, we *may* accept it. We do not return original documents.
- Your transcript or education assessment can be submitted:
 - via digital portal or by email from a school administrator's official school email address to registration@reca.ca
 - by regular post (we do not pick up registered mail) to:
Real Estate Council of Alberta
202, 1506 - 11 Avenue SW
Calgary, Alberta, T3C 0M9

The documents listed are the only documents RECA will accept for the purposes of demonstrating you meet the English proficiency standard.



RECA *will not* accept:

- Canadian birth certificate
- completion of English as a Second Language (ESL) courses or an ESL program
- employment experience
- acceptance into another educational program
- trade or vocational designations, certificates, or diplomas
- apprenticeships or fast-tracked or condensed education programs
- professional or occupational memberships, certificates, or designations
- non-credit college or university courses, designations, certificates, or diplomas
- online education programs

FAQs

Applying for eligibility

Q I'm not sure I meet one or more of the eligibility requirements. Can RECA review my circumstances before I complete and pay for an eligibility application?

A No. The fee covers the costs of reviewing the application. Your eligibility cannot be assessed until you have paid the application fee and supplied all required supporting documents.

We recommend that you carefully compare your circumstances against the requirements listed in this guide and make an informed decision about whether to complete and pay for the application.

Identification

Q What if I don't have a copy of my identification?

A You must provide the identification documents that apply to you, as described in this guide. There are no exceptions to this requirement. If you no longer have your identification document, you must order a replacement before applying. Please contact registration@reca.ca to find out if we can approve your eligibility upon receipt of proof that you have applied for a replacement.

Q I don't have a copy of my birth certificate/citizenship certificate/permanent resident card. Can I provide a copy of my passport/driver's licence instead?

A No. We do not accept substitutions for the documents listed in this guide. If you no longer have your identification document, you must order a replacement. Please contact registration@reca.ca to find out if we can approve your eligibility upon receipt of proof that you have applied for a replacement.

Education standard

Q I don't have one of the documents listed for the education standard. Can I provide something else?

A No. The documents listed in [Requirement 2](#) are the only documents RECA will accept for the purposes of demonstrating you meet the education standard.



RECA ***will not accept***:

- acceptance into another educational program
- trade or vocational designations, certificates, or diplomas
- apprenticeships or fast-tracked or condensed education programs
- professional or occupational memberships, certificates, or designations
- non-credit college or university courses, designations, certificates, or diplomas
- online education programs
- work experience

English proficiency

Q Can I provide an alternative document if I don't have any of the documents listed for English proficiency?

A No. You must provide one of the accepted documents specified in [Requirement 3](#) to prove your English proficiency to obtain your licence in Alberta.



RECA ***will not accept:***

- Canadian birth certificate
- completion of English as a Second Language (ESL) courses or an ESL program
- employment experience
- acceptance into another educational program
- trade or vocational designations, certificates, or diplomas
- apprenticeships or fast-tracked or condensed education programs
- professional or occupational memberships, certificates, or designations
- non-credit college or university courses, designations, certificates, or diplomas
- online education programs

General

Q How long will it take RECA to review my application?

A Your application is complete when all required supporting documents have been submitted. Applications are reviewed in order of when they are submitted. Actual application processing times will vary. To view our current processing timelines, go to the [myRECA login page](#).

Q How do I find out my current application status or if RECA has received my documents?

A You can check the status of your application in your [myRECA account](#) under My Applications. Click **Complete** beside your application to view the status of individual documents: *Waiting for Details* means RECA has not received that document.

Q What if I change my mind after applying?

A If you change your mind and wish to abandon your application, you can cancel it through your myRECA account. Go to the My Applications page and click the *Cancel* link beside your application. Unfortunately, we cannot refund the application fee to you if you change your mind.

Q What happens after my completed application is reviewed?

A You will receive an email containing the outcome of our review:

- if your application is approved, the email will provide instructions on next steps for enrolment in [pre-licensing education](#) with a [recognized course provider](#)
- if we require additional information or documentation before a decision can be made, the email will describe the outstanding requirements
- if your application is refused and you are deemed ineligible, the email will outline your options for appealing the decision

Q How long is my eligibility to enrol in pre-licensing education valid for?

A Eligibility only expires:

- on the expiry date of your Work Permit (if you provided one as proof of your ability to work and study in Canada)
- if our eligibility criteria change and you have not enrolled in pre-licensing education
- if, after becoming licensed, your licence expires

Q What happens to my identification and other supporting documents?

A In keeping with RECA's privacy policy, we will destroy all supporting documents that contain personal information once your application is processed.