



# Guide to Applying for Eligibility for First Time Licensees

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## 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 able to lawfully work in Canada
- be able to provide specific 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** Request third parties to send required supporting documents directly to RECA on your behalf



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. You can view our current processing times on the [myRECA login page](#) and at the top of your 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. Please note, you must be at least 18 years of age to 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 the item/one of the items<sup>1</sup> under each category to your eligibility application in myRECA:

Profile Photo	Proof of identity (must be Canadian)	Government-issued photo identification <sup>3</sup> (must be Canadian)	Proof of name change (if applicable)
<ul style="list-style-type: none"> <li>• Colour photo</li> <li>• Face-centered</li> <li>• Focuses primarily on face, head, and shoulders</li> <li>• No clothing/accessories that shield appearance (i.e., hats, sunglasses)</li> </ul>	<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Citizenship Card (front and back)</li> <li>• Citizenship Certificate (non-commemorative; front and back)</li> <li>• Permanent Resident Card<sup>2</sup></li> <li>• Open Work Permit<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Driver's licence</li> <li>• Provincial identification card</li> <li>• Treaty status card</li> <li>• Canadian Forces identification card</li> <li>• Firearms card</li> </ul>	<ul style="list-style-type: none"> <li>• Registered marriage certificate</li> <li>• Divorce decree/certificate showing the name change</li> <li>• Certificate of name change issued by vital statistics agency</li> </ul>

<sup>1</sup> RECA will only accept the documents listed as proof of your identity. You cannot substitute ID between categories. The registrar may, at their discretion, also require you to:

- supply additional proof of identity
- present your original documents for in person inspection

<sup>2</sup> If your Permanent Resident (PR) card has expired, you must 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.

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

## Requirement 2: Education standard

Applicants must demonstrate a minimum of high school graduation (or equivalent) to ensure they have the necessary skills and abilities to successfully complete education by submitting one of the following documents:

Education completed in Canada	Education completed outside Canada (must be assessed)
<ul style="list-style-type: none"><li>• accredited Canadian <a href="#">high school transcript</a> showing a high school diploma was awarded</li><li>• Alberta <a href="#">General Education Development (GED)</a> transcript, if you did not complete your high school education or your Canadian high school transcript cannot be provided.</li><li>• post-secondary transcript showing graduation from a minimum 2-year <b>diploma</b> or <b>degree program</b> from a Canadian college or university (as listed on either the <a href="#">Colleges and Institutes Canada</a> or <a href="#">Universities Canada</a> website), and<ul style="list-style-type: none"><li>○ delivered in English, and</li><li>○ transcript shows a diploma or degree was awarded (certificate programs are not accepted)</li></ul></li></ul>	<ul style="list-style-type: none"><li>• your transcript must be assessed by a member of the <a href="#">Alliance of Credential Evaluation Services of Canada (ACESC)</a>.<sup>1</sup></li></ul> <p>Your assessment must show that your education is equivalent to and</p> <ul style="list-style-type: none"><li>○ minimum of a Canadian high school graduation, or</li><li>○ graduation from a Canadian post-secondary diploma or degree program with a minimum 2-years of instruction</li></ul>

<sup>1</sup> 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.

**RECA will only accept the documents listed above as proof of your education.** These documents must be submitted to RECA directly by the Provincial Education Ministry, the issuing institution, or assessment body. RECA will not accept an education transcript or assessment from an applicant.

- Submitted via digital portal or sent by email from a school administrator's official school email address to [registration@reca.ca](mailto:registration@reca.ca)
- Submitted by regular post (we do not pick up registered mail)  
Real Estate Council of Alberta  
202, 1506 - 11 Avenue SW  
Calgary, Alberta, T3C 0M9

You **may** also be able to use your education assessment as proof of English proficiency. Check the table under Requirement 3 below to see if your documents also meet this requirement.

### Requirement 3: English proficiency

Prospective licensees must demonstrate that they are proficient in English, Alberta’s official language. Acceptable proof of English proficiency documents include:

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

Canadian Secondary Schooling	Canadian Post-Secondary Schooling
<ul style="list-style-type: none"><li>• accredited Canadian <a href="#">high school transcript</a> showing successful completion of Grade 12 English</li><li>• Alberta <a href="#">General Education Development (GED)</a> transcript, if you did not complete your high school education or your Canadian high school transcript cannot be provided.</li></ul>	<ul style="list-style-type: none"><li>• post-secondary transcript showing graduation from a minimum 2-year <b>diploma</b> or <b>degree program</b> from a Canadian college or university (as listed on either the <a href="#">Colleges and Institutes Canada</a> or <a href="#">Universities Canada</a> website), and<ul style="list-style-type: none"><li>○ delivered in English, and</li><li>○ transcript shows a diploma or degree was awarded (certificate programs are not accepted)</li></ul></li></ul>

Transcripts must be submitted to RECA by the issuing institution. RECA will not accept your transcript directly from you.

- **Submitted via digital portal or sent by email from a school administrator’s official school email address to [registration@reca.ca](mailto:registration@reca.ca)**
- **Submitted by regular post (we do not pick up registered mail)**  
Real Estate Council of Alberta  
202, 1506 - 11 Avenue SW  
Calgary, Alberta, T3C 0M9

2. English proficiency assessment, meeting all minimum scores, *from an approved assessor*. Please email one of the following to [registration@reca.ca](mailto:registration@reca.ca). Accepted assessments and minimum required scores include:

English Assessment Standard	Minimum Required Scores
English as a Foreign Language ( <a href="#">TOEFL</a> ) iBT test	Overall score of 92, with minimum scores: <ul style="list-style-type: none"> <li>• Listening: 21</li> <li>• Speaking: 26</li> <li>• Reading: 21</li> <li>• Writing: 24</li> </ul>
International English Language Testing System ( <a href="#">IELTS</a> ) Academic Assessment	Minimum score (all areas): 6.5
Canadian English Language Proficiency Index Program ( <a href="#">CELP</a> ) General Test	Minimum score (all areas): 7
Canadian Academic English Language Assessment ( <a href="#">CAEL</a> )	Minimum score (all areas): 60

Your English assessment must have been completed within the **past three years**.

**Note:** A foreign education assessment by a member of the [Alliance of Credential Evaluation Services of Canada \(ACESC\)](#) may meet the English proficiency requirement if:

- it indicates that you have completed a minimum of English 30 taught in English OR
- it indicates that the language of instruction for your diploma or degree program was *exclusively* English



**Not all ACESC members include language of instruction in their assessment. Confirm with the organization before you apply.** If your ADESC assessment does not meet the requirements outlined above, you will need to provide an English proficiency assessment (as outlined in #2 above).



## 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](mailto: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](mailto: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** any other documents as proof you meet RECA's proof of education standard, not even documents such as:

- 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** any other documents as proof you meet RECA's English proficiency standard, not even documents such as:

- 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 hasn't yet 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 supplied a Work Permit)
- 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.