



# Guide to Applying for Labour Mobility for Canadian Licensees

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## Applying for labour mobility as a Canadian licensee

If you hold a licence in good standing in an industry RECA regulates in a qualifying Canadian jurisdiction, you may apply for recognition of your licensing under Section 7 of the Canadian Free Trade Agreement (CFTA) and Alberta's *Labour Mobility Act*. If you are approved for labour mobility, you will be exempt from the pre-licensing education normally required to be completed by new licensing applicants.

To be eligible for licensing through labour mobility, you must:

- be at least 18 years of age
- be able to lawfully work in Canada
- provide proof that you hold a valid licence in good standing in a qualifying jurisdiction
- provide proof of English proficiency



### **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 a labour mobility application and you don't meet the minimum requirements outlined above, your application will be refused, and **your application fee will *not* be refunded.**

## Steps for applying for labour mobility

- 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 - Labour Mobility 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 copies of documents proving your identity when applying for a licence. 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 labour mobility application in myRECA:

Profile Photo	Proof of identity (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>• 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.** 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: Proof of Licence in Good Standing

You may apply for licensing through labour mobility if you hold, or have held, a licence in good standing in at least one eligible province or territory:

Real Estate	Mortgage Brokerage	Condominium Management
British Columbia Manitoba New Brunswick Newfoundland and Labrador Northwest Territories Nova Scotia Ontario Quebec Prince Edward Island Saskatchewan Yukon Territory	British Columbia Manitoba New Brunswick Nova Scotia Ontario Quebec Saskatchewan	British Columbia Ontario

**You must provide proof of licence in good standing for each jurisdiction** in which you are, or have been, licensed. You will need to ask each regulatory authority to email proof of licence in good standing directly to RECA at [registration@reca.ca](mailto:registration@reca.ca). **RECA will not accept licence history documentation submitted by the applicant.**

You must complete a separate labour mobility application, with applicable proof of licence in good standing, for each industry in which you wish to be licensed in Alberta.

### Requirement 3: English proficiency

Prospective licensees must demonstrate that they are proficient in English, Alberta’s official language. You can demonstrate your proof of English proficiency by providing one of the following:

1. **Proof from a current or past registering body** that you met their English proficiency requirements/standard. Ask them to include this information on your licensing history or to send confirmation directly to RECA at [registration@reca.ca](mailto:registration@reca.ca).
2. **A letter or other evidence from your current or recent broker/brokerage** confirming that you are competent to practise in the regulated profession in English. Your broker/brokerage must email this letter directly to RECA at [registration@reca.ca](mailto:registration@reca.ca).
3. **Proof that you completed your licensing education in English.** Ask the education institution to send confirmation directly to RECA at [registration@reca.ca](mailto:registration@reca.ca).
4. **Proof that you have completed a minimum of grade 12 English *in Canada*** or equivalent. Upload one of the following to your labour mobility application in myRECA:

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>

5. **English proficiency assessment, meeting all minimum scores, *from an approved assessor*.** Upload a copy of your assessment to your labour mobility application. Accepted assessments and minimum required scores include:

English Assessment Standard	Minimum Required Scores
<b>English as a Foreign Language (<a href="#">TOEFL</a>)</b> - 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>
<b>International English Language Testing System (<a href="#">IELTS</a>)</b> - Academic Assessment	Minimum score (all areas): 6.5
<b>Canadian English Language Proficiency Index Program (<a href="#">CELP</a>)</b> - General Test	Minimum score (all areas): 7
<b>Canadian Academic English Language Assessment (<a href="#">CAEL</a>)</b>	Minimum score (all areas): 60

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

6. Foreign education assessment by a member of the [Alliance of Credential Evaluation Services of Canada \(ACESC\)](#). This type of assessment 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 #5 above).

## Post-licensing education requirement

Alberta, British Columbia, Nova Scotia, and Ontario\* real estate licensees can practice a form of agency called “Designated Agency”. Applicants coming from jurisdictions other than British Columbia, Nova Scotia, and Ontario must complete Alberta’s *Consumer Relationships* course to ensure they are versed in designated agency and transaction brokerage.

\*Ontario only recently introduced Designated Agency. Depending on when you received your licence in Ontario and the status of your continuing education courses, you may be required to complete the Consumer Relationships course.

Applicants who are required to complete this course will be advised of same when their labour mobility application is approved. If you are required to complete this course, you must purchase the PDF course and pass the related exam with 120 days of becoming licensed. You will have two attempts to pass the exam with a minimum grade of 70%.

### Costs

- PDF course: \$300
- Exam: \$235 +GST (per attempt)

If you were not licensed in one of the exempt jurisdictions and fail to pass the Consumer Relationships exam within 120 days, your licence may be suspended.

## Appealing a refused application

If your labour mobility application is refused, you may appeal the decision to an Appeal Panel under Section 39(1)(e) of the *Real Estate Act* Rules within 30 days of the decision. Information about your right to appeal will be provided to you in the event your application is refused.

## FAQs

### Applying for labour mobility as a Canadian licensee

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

**A** No. The fee covers the costs of reviewing the application. Your eligibility for labour mobility 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 of another identification document?**

**A** No. We do not accept substitutions for the documents listed in this guide. 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.

## Proof of licensing

### **Q What is a *licence in good standing*?**

A You have a *licence in good standing* if you are (a) currently licensed or (b) eligible to reinstate your licence with no additional requirements. You may have to complete one or more requirements in your originating jurisdiction (for example, update courses) to be eligible for labour mobility.

### **Q Will RECA request my licence history from other jurisdictions?**

A No. You must contact the applicable regulatory authorities and ask them to send your licence history to RECA for the purpose of labour mobility. Ask them to email the information to [registration@reca.ca](mailto:registration@reca.ca).

### **Q How do I request my licence history?**

A Each jurisdiction will have its own process, so you will need to contact the regulator directly to find out how to request your licence history for the purpose of labour mobility. They must email your licence history directly to RECA at [registration@reca.ca](mailto:registration@reca.ca).

### **Q The regulatory authority in my originating jurisdiction will not provide confirmation of my licensing. Can I provide something else?**

A No. All jurisdictions listed in [Requirement 2](#) participate in Labour Mobility under the CFTA and should be able to send your licensing history directly to RECA, as instructed.

If you do not provide a licence history, you will need to [apply as a New Licensee](#) and complete all required education.

### **Q What if I'm licensed in more than one Canadian jurisdiction?**

A You must report and provide licence histories for all the jurisdictions in which you are or have been licensed. We will process your application when we receive the first licence history, based on that licence class. If you hold a higher licence class in another jurisdiction, we will update your licensing eligibility/licence and notify you when we receive that information.

## English proficiency

- Q** Can I provide an alternative document if I didn't meet an English standard in the qualifying licence jurisdictions and 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 only complete and ready for review once we receive all supporting documentation. Applications are reviewed in the order in which they are completed. 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 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 licensing
- 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 become licensed valid for?**

A You have 90 days from the date on the most recent licensing history we received from any qualifying jurisdiction(s) in which you are currently licensed to complete the application process for your licence.

**Q What happens to my identification and other supporting documents?**

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

**Q Do I have to be an Alberta resident to be eligible for labour mobility?**

A No. You do **not** need to reside in Alberta to be eligible for labour mobility or become licensed in Alberta.

**Q Do I have to terminate my licence in my originating jurisdiction to be eligible for labour mobility?**

A No. You do **not** have to terminate your licence in your originating jurisdiction to be eligible for labour mobility or become licensed in Alberta. However, you must register your licence with an Alberta brokerage to practice in Alberta.