



Guide to Applying for a Suitability Review

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What is a Suitability Review?

A **Suitability Review** is a review of specific events that may negatively reflect on an individual's character. These types of events may affect an individual's suitability for licensing. The Registrar will issue an opinion on whether the events will impact an individual's ability to get a licence.

Events that may reflect negatively on an individual's character can include events where they:

- have been disciplined by a professional association, professional or occupational body, or any other regulatory body
- have withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled, or revoked by any regulatory body
- have been fined, sanctioned, or disciplined by any professional, occupational or trade association or any other regulatory body
- are the subject of an investigation or any kind of review by any professional, occupational or trade association or by any other regulatory body
- have been or are the subject of a judgment or order related to misrepresentation, theft, fraud, breach of trust or the provision of products or services
- are 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 product or services
- have been or are the subject of bankruptcy, insolvency, or receivership proceedings
- have been or are the subject of a criminal investigation or criminal proceedings
- have been charged with a criminal offence
- have participated in the Alternative Measures Program
- have been found guilty or convicted of any offence under any law of any jurisdiction (excluding provincial or municipal highway offences)

Licensing applicants must disclose events that may bring their character into question when they apply for a licence. Upon receiving a licensing application, the registrar will decide to:

- issue a licence,
- issue a licence with terms, conditions, or restrictions; or

- refuse to issue a licence

If an event has occurred in your past that may bring your character into question, you may wish to apply for a suitability review prior to investing time and money into pre-licensing education.

Refer to the following resources for more information:

- [Good Character Guide for Licensing Applicants](#)
- [Good Character Policy - Licensing](#)

How does RECA review my suitability?

RECA follows a Good Character Policy when determining suitability.

Case law defines good character as moral strength and includes integrity, candour, empathy, and honesty. RECA evaluates the following when assessing an individual's good character:

- respect for the rule of law
- honesty
- governability
- financial responsibility
- professionalism

Steps for applying for a Suitability Review



Before you apply!

If you have applied or will be applying for licensing through labour mobility as a Canadian licensee, we do not recommend that you complete a Suitability Review.

Step 1

[Create](#) a myRECA account¹

Step 2

Log in to your [myRECA](#) account and complete the first-time login process. Ensure you respond 'Yes' to the question that asks if there is anything in your past that you think may prevent you from becoming licensed

Step 3

Pay the application fee²

Step 4

Provide any requested documents

1 If you have already created a myRECA account and have completed the first-time login process, log in to your account, go to the My Applications page, and select *Start a New Application* from the menu on the left side of the screen. Click on the *Suitability Review* link at the bottom of the page and follow the prompts.



If you have already paid the eligibility application fee, do not complete the payment for your Suitability Review. Email us at registration@reca.ca and we will waive the fee for you.

2 The \$350 application fee covers the cost of both a Suitability Review and an eligibility application.

FAQs

Q When should I apply for a Suitability Review

A If you are a new prospective licensee with good character concerns, you should apply for a Suitability Review **before** you apply for eligibility. If you are an existing licensee in Canada who will be applying through labour mobility, we do not recommend that you complete a Suitability Review.

Q Can I appeal the decision if I am deemed unsuitable for licensing?

A No. The registrar does not render a decision on a Suitability Review. Rather, an **opinion** on your suitability is rendered and is not binding. It does not prevent you from completing pre-licensing education and applying for a licence. If, however, the registrar refuses to issue a licence at that point, you can appeal that decision.

Q How long does a Suitability Review take?

A The time required to complete a suitability review depends on the complexity of the events and how much information needs to be gathered. Once you have provided some information about the events under review, a more accurate timeline can be provided.

Q How do I find out the status of my Suitability Review?

A You can view that status of your Suitability Review on the My Applications page of your myRECA account. If the status of your application shows as: *Waiting for Details*, check your email for details about what you must provide. If the status of your application shows as: *Under Review*, we are currently reviewing your submission(s). We will email you with a request for additional information or to inform you as to the registrar's opinion about your suitability for licensing.

Q How does bankruptcy proceedings affect my ability to get a licence?

A A past or discharged bankruptcy proceeding does not affect your suitability for licensing. An active bankruptcy affects your eligibility to hold a broker's license until it is discharged.

Q Is a DUI a provincial or municipal highway offence?

A No. A DUI is a criminal code proceeding (charged or convicted) and must be disclosed on the licensing application. An example of provincial or municipal highway offences reference is a traffic violation.