

## Application to be Recognized as a Pre-licensing Education Course Provider (single applicant)

This application is for entities who, through a partnership or other type of collaborative arrangement, want to jointly offer pre-licensing courses recognized by RECA.

Entity name and details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

email: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe how you wish to be described on RECA's website as a course provider

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Provide a link to your web page for RECA to include on its website\*

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*\*You may change or update this link upon request*

We meet the Course Provider requirements as follows:

### **Part 1: Learning Facilities**

We do not offer physical classroom courses.

We will offer physical classroom courses and we meet all provincial/federal legislative requirements regarding building, fire, health and safety, and accessibility for those with disabilities.

### **Part 2: Course Administration**

We have a course administration and delivery management system that does the following:

- Enrolls Learners

- Records learner contact and demographic information

- Tracks learner progression through course and programs

- Records learner exam scores

- Meets applicable privacy legislation

### **Part 3: Course Instructors**

We don't have instructors, our courses are entirely eLearning

Our courses include instructors. We have and apply clear and transparent guidelines to select, train, supervise, and evaluate instructors. This includes:

- Instructor job descriptions that include instructor qualifications that include one of the following:

- The instructor holds a RECA license directly related to the course content and has a minimum of 5 years of experience in the sector related to the course content.
- The instructor has formal accreditation related to the subject matter of instruction.

- Instructor resumes

- Instructor selection, education orientation, supervision, and evaluation Course Provider policies

- ☐ Instructor feedback summaries
- ☐ Requiring our instructors adhere to a Code of Conduct that is equivalent to RECA's Code of Conduct for Instructors when instructing courses recognized by RECA as meeting the pre-licensing requirements.

#### **Part 4: Course Marketing Materials**

Our course marketing materials are transparent, accurate, complete, and enable learners to make informed course decisions to meet their education goals

#### **Part 5: Course Enrollment Process**

##### **For learners who intend to be licensed by RECA:**

We require learners to abide by RECA's Education Code of Conduct for Learners upon enrolling in RECA-recognized courses.

Our enrollment process ensures the learner has met the RECA-administered eligibility requirements (age, identity, ability to work in Canada, high school education, or equivalent and English language proficiency (as set out by RECA).

##### **For learners who do not intend to be licensed by RECA:**

Our enrollment process includes a signed acknowledgment to confirm the learner will not use the course to meet RECA's licensing requirements.

We will not refer these individuals to RECA for examination.

#### **Part 6: Record Keeping and Reporting Requirements**

We will maintain accurate, up-to-date, and comprehensive approved course development and delivery records (including initial detailed course design documents and subsequent course updates/changes).

We will address learner requests for assistance related to our technology, subject matter questions, and course provision complaints in a timely manner.

We will provide course statistics and reports for each course offering as required by RECA's Course and Course Provider requirements.

We will maintain all the supporting documentation required to be maintained on file as required by RECA's Course and Course Provider Requirements.

## Part 7: Course Monitoring

- ☐ We will allow RECA representatives entry/access to approved courses and co-operate with RECA requests to conduct course audits. We will keep the attendance of the RECA auditor confidential and not disclose it to the Instructor and other Learners when requested by RECA.

## Part 8: Reporting Education Wrongdoing

We will report suspected or apparent learner breaches of RECA's Education Code of Conduct for Learners

We will report suspected or apparent allegations of instructor code of conduct breaches that relate to:

- Recruiting or prospecting
- Encouraging or acquiescing to schemes that involve breaches to RECA's Education Code of Conduct for Learners, and exam question harvesting

### Attestation

We represent and we are able to bind \_\_\_\_\_ (entity name). We have read and we understand RECA's Course and Course Provider Requirements, and we attest all information provided in this application is true and complete. We have ensured that systems have been put in place to ensure we adhere to RECA's Course and Course Provider Requirements on an ongoing basis.

We understand that if \_\_\_\_\_ (entity name) fails to continue to adhere to the Course and Course Provider Requirements RECA may end Course and Course Provider recognition.

_____ Date	_____ Signature	_____ Printed name	Entity
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_____ Witness Signature	_____ Printed name
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Submit application to by mail to:  
Real Estate Council of Alberta  
202, 1506 11 Ave SW  
Calgary, AB  
T3C 0M9

Submit application by email  
to: [credentialing@reca.ca](mailto:credentialing@reca.ca)