

## Renewing an associate

This tutorial will show both the associate's and the broker's perspective.



### Associate's Account.

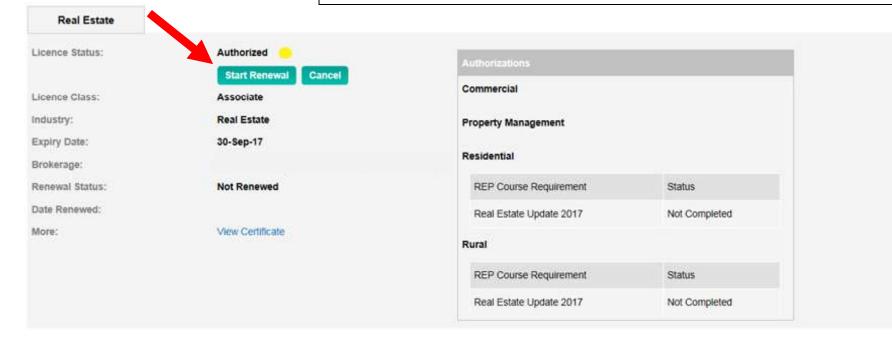
#### Licences @

If the coloured dot next to your Licence Status is grey appraisal services. If the dot is green, you are authorize If your Licence Status is Eligible for Licensing you m

The expiry date below reflects the end of the current au

View all recent licence activity across all industries (eg.

This is what an associate ready for renewal sees on their myRECA. Once they click Start Renewal, they fill out their renewal application and submit it to the broker at the end of the process.







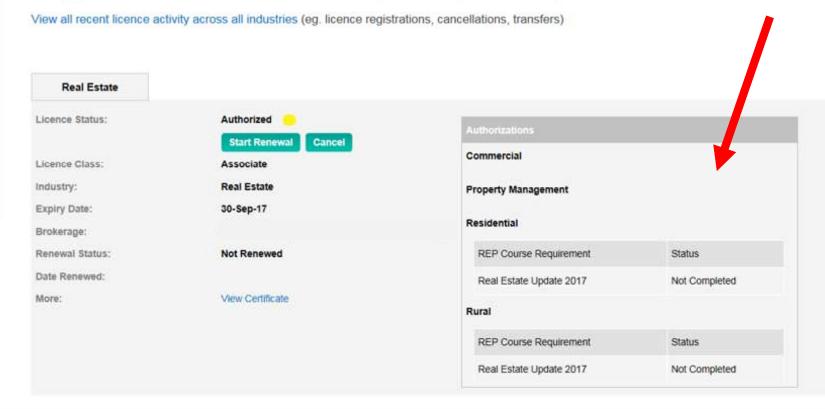


An associate's authorizations are here. This section indicates any REP requirements for specific areas of practice and their REP Status.

If your Licence Status is Eligible for Licensing you m

If the coloured dot next to your Licence Status is grey, appraisal services. If the dot is green, you are authorized

The expiry date below reflects the end of the current authorization period even if you have renewed your authorization.



If you are a real estate professional and you have not completed the required REP course for the year, you will see this page. It gives you the option to remove the areas of practice relevant to the REP course from your licence. By removing them, you will not be authorized to trade in those sectors in the coming year. Please read all instructions carefully. Remove the checkmarks from areas you wish to remove from your licence.

You have not completed the Real Estate Update 2017 as the Re-Licensing Education Proestate. You must complete this course prior to completing your renewal application in order Industry professionals can choose to discontinue trading in an area of real estate practice. area by completing any REP cours s for that practice area. If you wish to return to an area education for that sector prior to renewing. Click here for more info Commercial Property Management Residential REP Course Requirement Status Real Estate Update 2017 Not Completed ✓ Rural REP Course Requirement Status Real Estate Update 2017 Not Completed

If you are an associate broker and you remove an area of practice, you will return to associate status. If you complete the REP course, your status will return to associate broker.

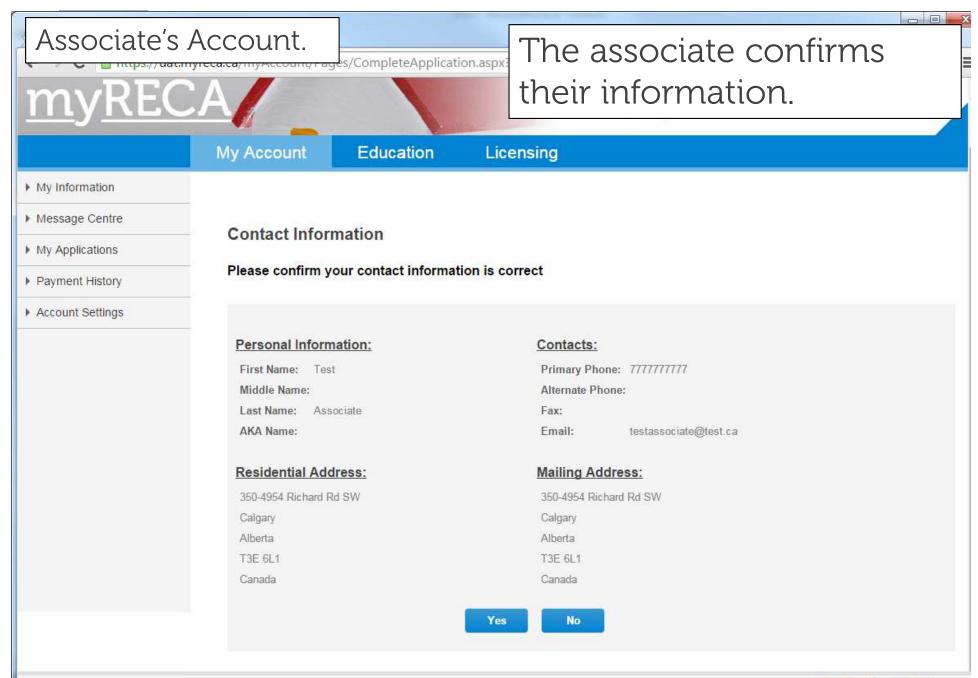
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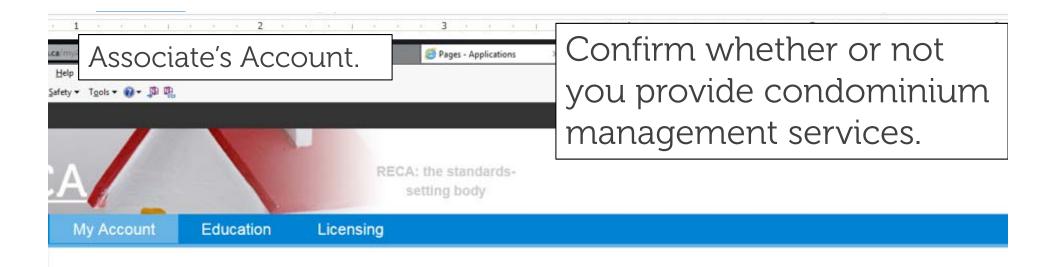
Associate's Account.









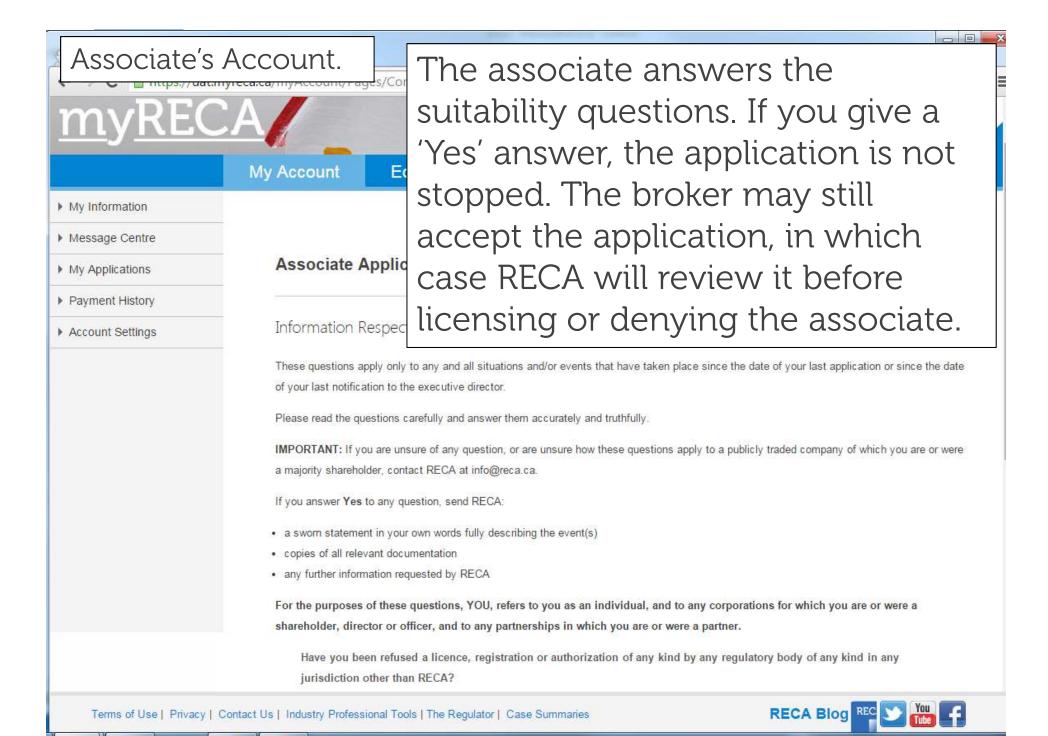


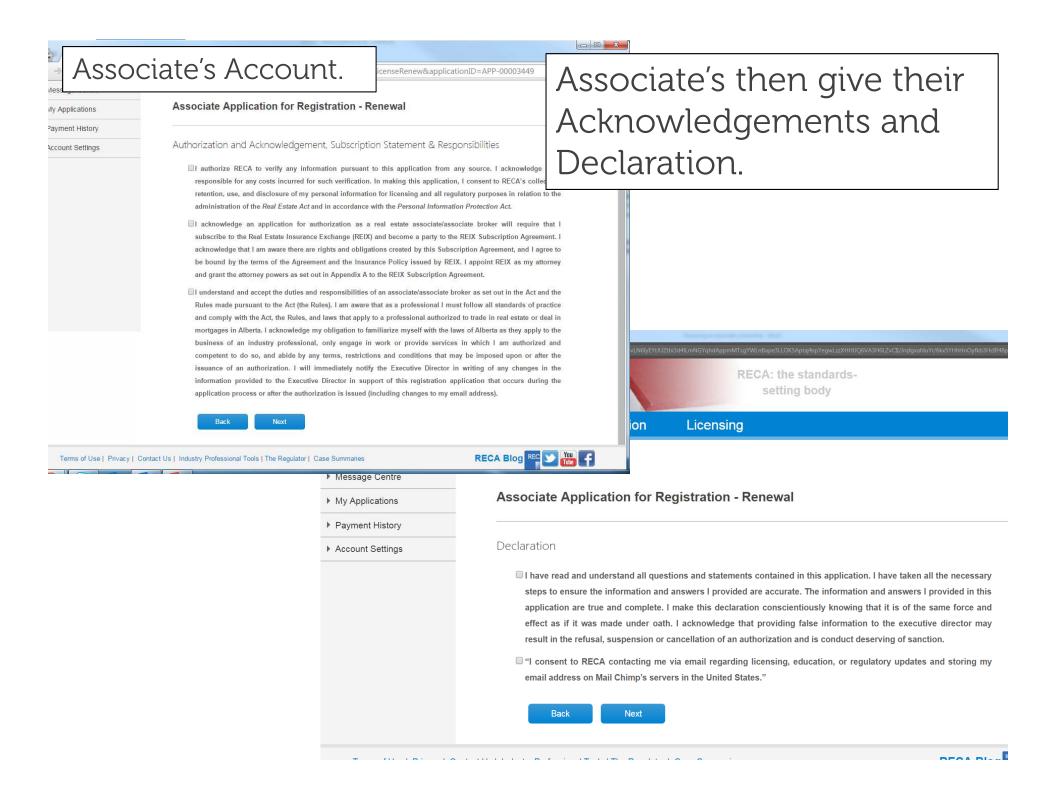
#### Associate Application for Registration - Renewal

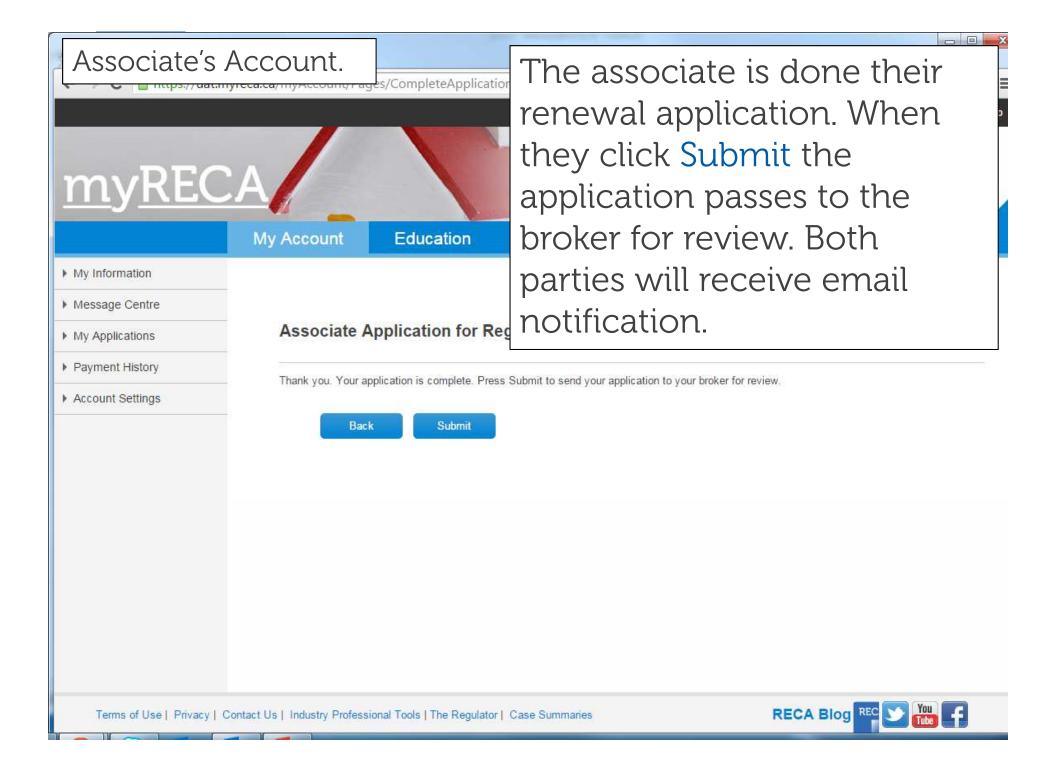
#### Condominium Management

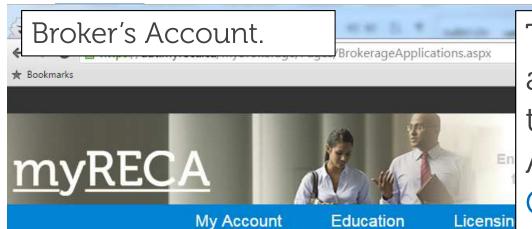
Do you perform duties for compensation on behalf of a condominium corporation such as, collecting, holding, or disbursing condominium fees, enforcing the bylaws or rules of the corporation, or entering into contracts on behalf of the corporation? This does not include sitting on a Board of Directors of a condominium corporation.



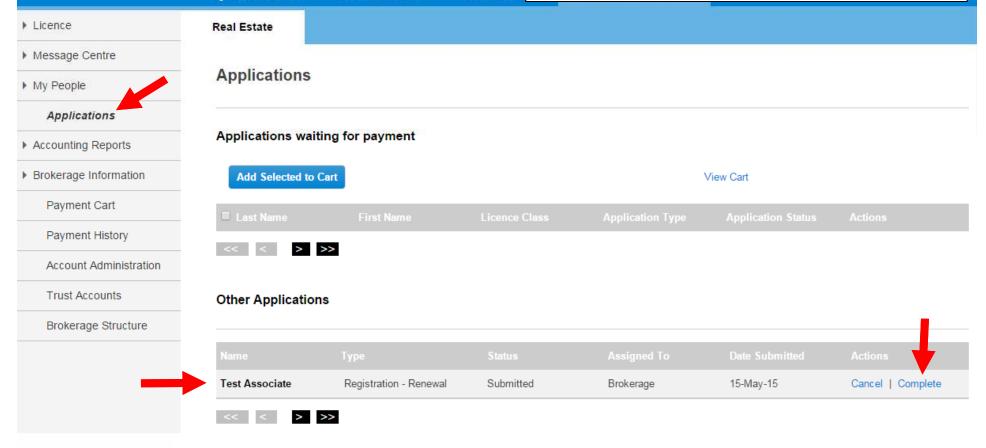


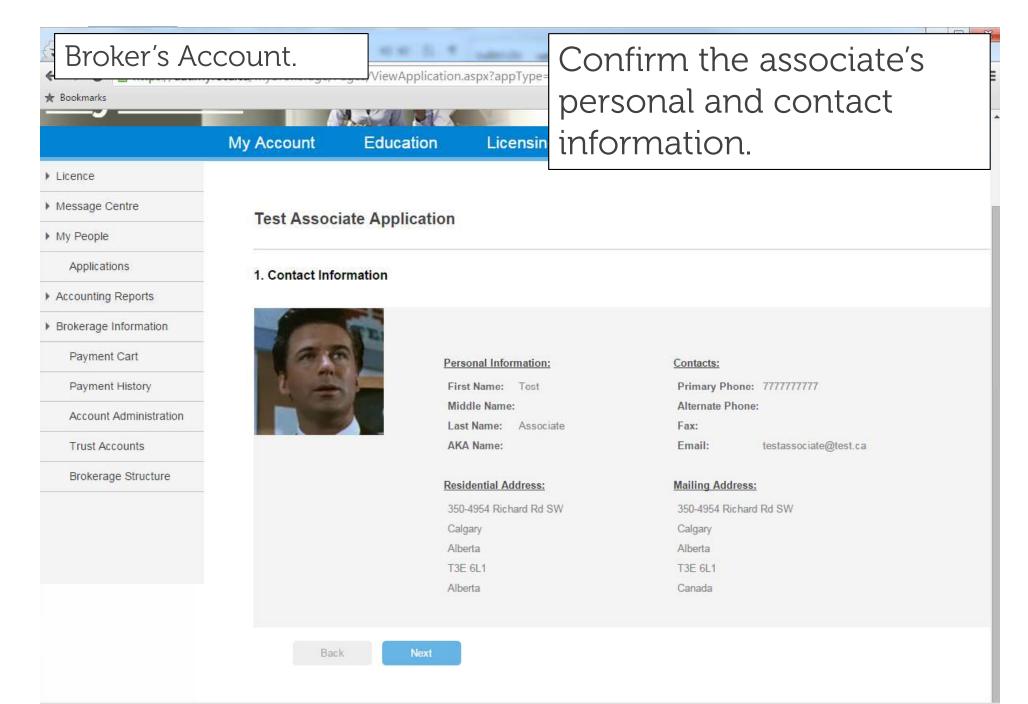






The associate's renewal application appears is in the My People – Applications page. Click Complete to begin.





Review the application. Read the instructions carefully. This page contains suitability answers and acknowledgements.

2. Industry Professional

Below are the Applicant's respo

IMPORTANT: If there are any YES answers in the Information Resi application with YES answers and pay the licensing fee, RECA must

These questions apply only to any and all situations and/or events to

0. Authorization Declined by Associate

Note: Your broker can see if you acknowledged to remove a sector.

# Question	Answer
1. I acknowledge I am removing the following practice area from my licence, and I will not work in that practice area.	Residential
2. I acknowledge I am removing the following practice area from my licence, and I will not work in that practice area.	Rural

#### 1. Condominium Management

# Question

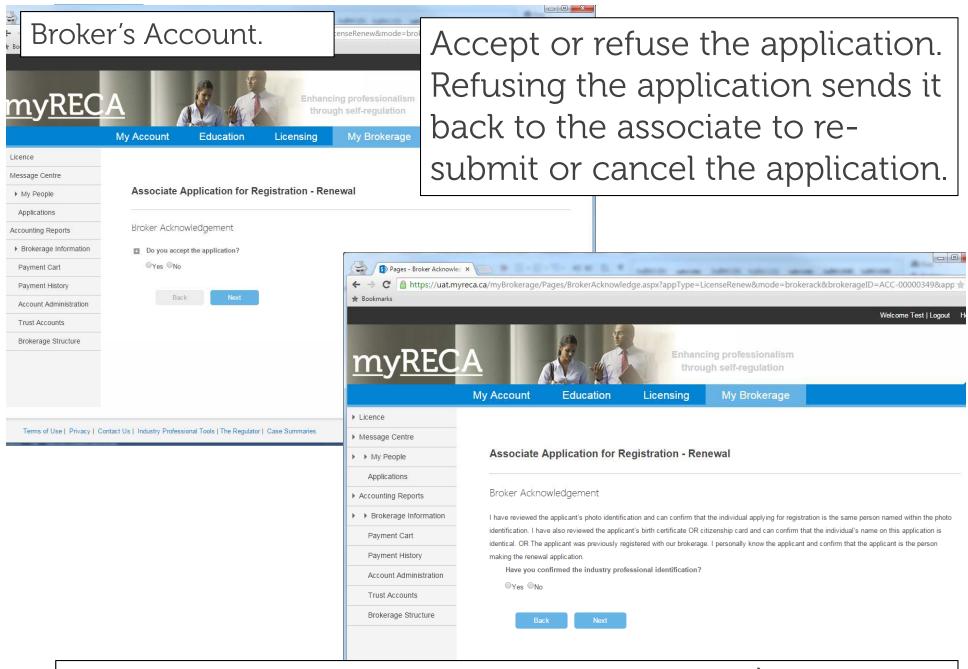
1. Do you perform duties for compensation on behalf of a condominium corporation such as, collecting, holding, or disbursing condominium fees, enforcing the bylaws or rules

No

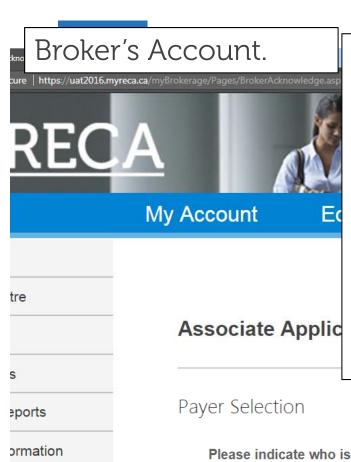
of the corporation, or entering into contracts on behalf of the corporation? This does not include sitting on a Board of Directors of a condominium corporation.

#### 2. Information Respecting Suitability

# Question	Answer
1. Have you been refused a licence, registration or authorization of any kind by any regulatory body of any kind in any jurisdiction other than RECA?	No
2. Have you withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA in any jurisdiction?	No
3. Have you been fined, sanctioned or disciplined by any professional, occupational or trade association or by any regulatory body of any kind other than RECA in any jurisdiction?	No
4. Have you been or are you the subject of a judgment or order related to misrepresentation, theft, fraud, breach of trust or the provision of products or services?	No



Acknowledge confirmation of the associate's identity.



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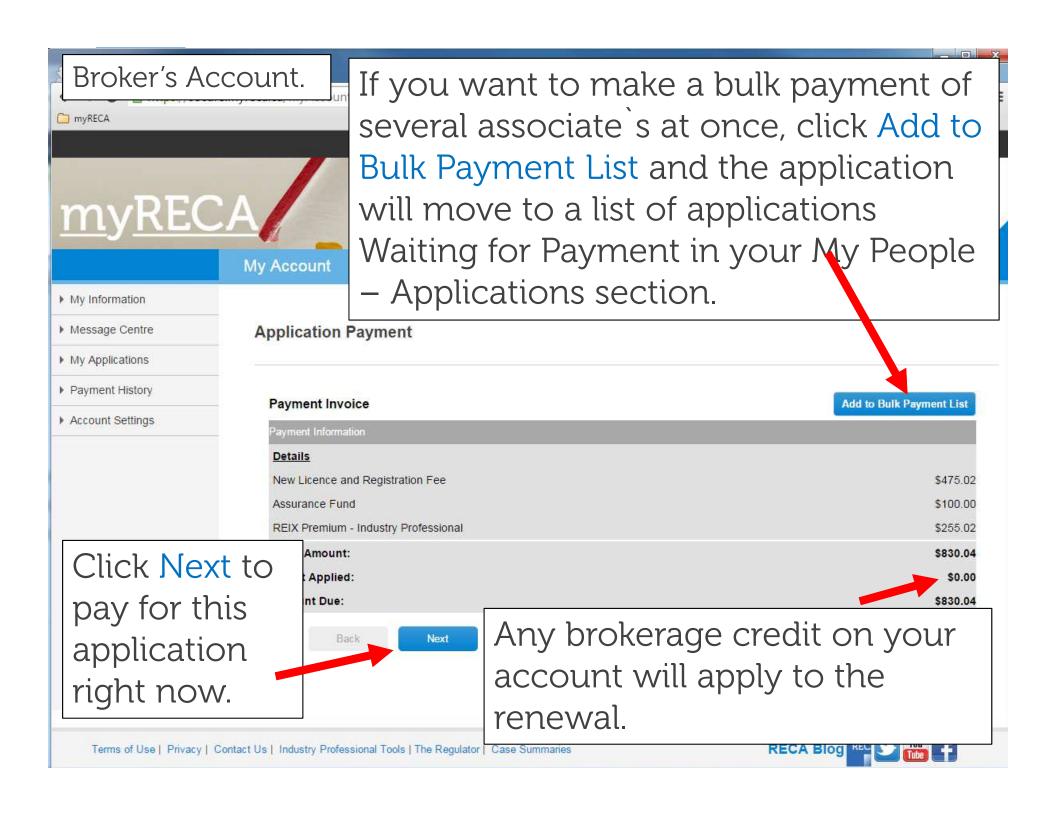
Select who pays the renewal fee. If the broker chooses the applicant payment, the associate's application in their My Applications section changes to Waiting for Payment, and they can pay from there. If the broker selects Brokerage Payment, you move on to the payment screens.

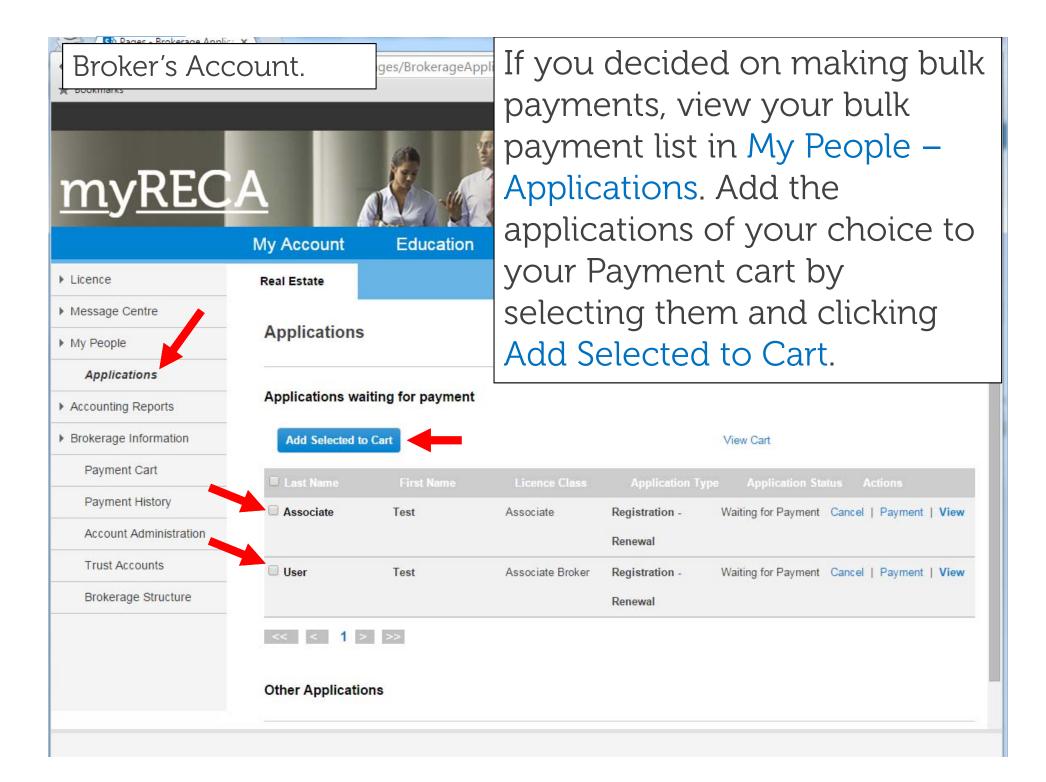
Please indicate who is responsible for paying the application fee (the Brokerage or the Applicant). Select "Brokerage payment" if the brokerage is responsible for payment. Select "Applicant payment" if the Applicant is responsible for payment.

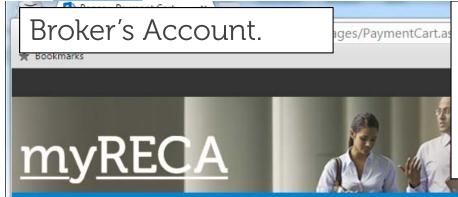
If you select Brokerage Payment you cannot change your selection later.

Brokerage payment ▼

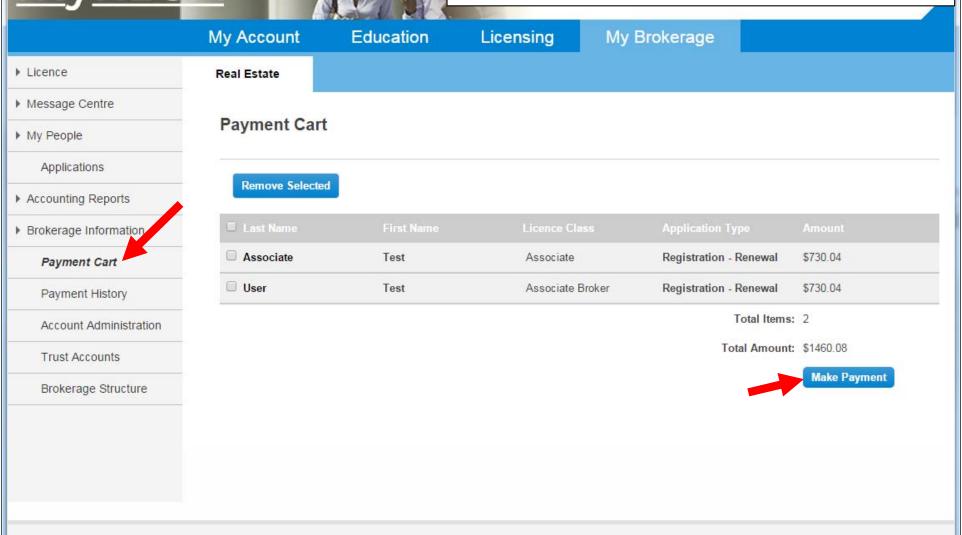
Back Complete

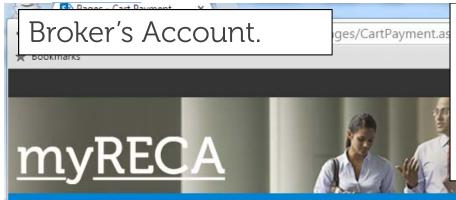




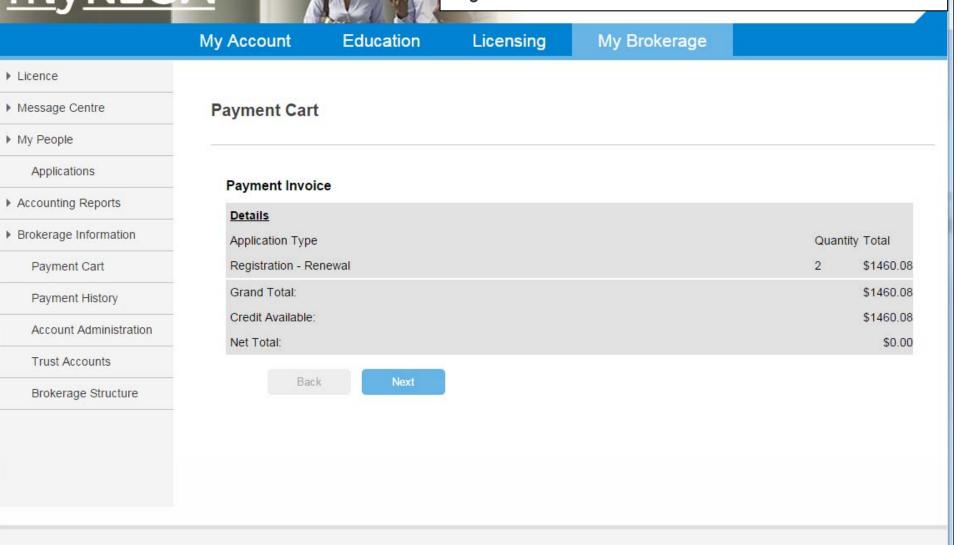


Go to Payment Cart to make the bulk payment on all the applications you've moved to the cart.





Make the payment with brokerage credit, or, if you don't have brokerage credit, by Credit Card.



# Associate's Account. My Account Education Licensing Licences 2

If the coloured dot next to your **Licence Status** is grey, you are not au appraisal services. If the dot is green, you are authorized in the profes

If your Licence Status is Eligible for Licensing you must be register

In the associate's account, their light will turn green, their renewal status will be Renewed and their renewal certificate will be available. The date they renewed will also display.

The expiry date below reflects the end of the current authorization period even if you have renewed your authorization.

View all recent licence activity across all industries (eg. licence registrations, cancellations, transfers)



Please note that even if you deselect sectors, that doesn't take effect until the new licensing year. For the remainder of the current year, you remain authorized in your previous sectors.