

Renewing an associate

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



Associate's Account.

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.

Licences

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


If your **Licence Status** is **Eligible for Licensing** you may be eligible for a new licence.

The expiry date below reflects the end of the current authorisation period.

[View all recent licence activity across all industries](#) (eg. Real Estate, Property Management, Residential, Rural).

Real Estate

Licence Status:

Authorized 

[Start Renewal](#) [Cancel](#)

Licence Class:

Associate

Industry:

Real Estate

Expiry Date:

30-Sep-17

Brokerage:

Renewal Status:

Not Renewed

Date Renewed:

More:

[View Certificate](#)

Authorizations

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

Associate's Account.

Licences

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

If your **Licence Status** is **Eligible for Licensing** you may be required to complete a course of continuing education.

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)

Real Estate

Licence Status:

Authorized ●

[Start Renewal](#)

[Cancel](#)

Licence Class:

Associate

Industry:

Real Estate

Expiry Date:

30-Sep-17

Brokerage:

Renewal Status:

Not Renewed

Date Renewed:

More:

[View Certificate](#)

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

Authorizations

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 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 Program requirement for **Real Estate**. You must complete this course prior to completing your renewal application in order to remain active in the industry.

Industry professionals can choose to discontinue trading in an area of real estate practice. If you wish to remove an area of practice, you must complete any REP courses for that practice area. If you wish to return to an area of practice, you must complete the REP course for that sector prior to renewing. [Click here for more info.](#)

<input checked="" type="checkbox"/> Commercial	
<input checked="" type="checkbox"/> Property Management	
<input checked="" type="checkbox"/> Residential	
REP Course Requirement	Status
Real Estate Update 2017	Not Completed
<input checked="" type="checkbox"/> Rural	
REP Course Requirement	Status
Real Estate Update 2017	Not Completed



Confirm

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.

Associate's Account.

Associate's Account.

The associate confirms their information.

myRECA

My Account

Education

Licensing

▶ My Information

▶ Message Centre

▶ My Applications

▶ Payment History

▶ Account Settings

Contact Information

Please confirm your contact information is correct

Personal Information:

First Name: Test

Middle Name:

Last Name: Associate

AKA Name:

Contacts:

Primary Phone: 7777777777

Alternate Phone:

Fax:

Email: testassociate@test.ca

Residential Address:

350-4954 Richard Rd SW

Calgary

Alberta

T3E 6L1

Canada

Mailing Address:

350-4954 Richard Rd SW

Calgary

Alberta

T3E 6L1

Canada

Yes

No

Associate's Account.

Confirm whether or not you provide condominium management services.

RECA: the standards-setting body

My Account Education Licensing

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.

Yes No

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Associate's Account.

The associate answers the suitability questions. If you give a 'Yes' answer, the application is not stopped. The broker may still accept the application, in which case RECA will review it before licensing or denying the associate.

myRECA

My Account

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Associate Application

Information Respected

These questions apply only to any and all situations and/or events that have taken place since the date of your last application or since the date of your last notification to the executive director.

Please read the questions carefully and answer them accurately and truthfully.

IMPORTANT: If you are unsure of any question, or are unsure how these questions apply to a publicly traded company of which you are or were a majority shareholder, contact RECA at info@reca.ca.

If you answer **Yes** to any question, send RECA:

- a sworn statement in your own words fully describing the event(s)
- copies of all relevant documentation
- any further information requested by RECA

For the purposes of these questions, **YOU**, refers to you as an individual, and to any corporations for which you are or were a shareholder, director or officer, and to any partnerships in which you are or were a partner.

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?

Associate's Account.

Associate's then give their Acknowledgements and Declaration.

Associate Application for Registration - Renewal

Authorization and Acknowledgement, Subscription Statement & Responsibilities

- I authorize RECA to verify any information pursuant to this application from any source. I acknowledge I am responsible for any costs incurred for such verification. In making this application, I consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes in relation to the administration of the *Real Estate Act* and in accordance with the *Personal Information Protection Act*.
- I acknowledge an application for authorization as a real estate associate/associate broker will require that I subscribe to the Real Estate Insurance Exchange (REIX) and become a party to the REIX Subscription Agreement. I acknowledge that I am aware there are rights and obligations created by this Subscription Agreement, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.
- I understand and accept the duties and responsibilities of an associate/associate broker as set out in the Act and the Rules made pursuant to the Act (the Rules). I am aware that as a professional I must follow all standards of practice and comply with the Act, the Rules, and laws that apply to a professional authorized to trade in real estate or deal in mortgages in Alberta. I acknowledge my obligation to familiarize myself with the laws of Alberta as they apply to the business of an industry professional, only engage in work or provide services in which I am authorized and competent to do so, and abide by any terms, restrictions and conditions that may be imposed upon or after the issuance of an authorization. I will immediately notify the Executive Director in writing of any changes in the information provided to the Executive Director in support of this registration application that occurs during the application process or after the authorization is issued (including changes to my email address).

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RECA: the standards-setting body

License Licensing

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RECA Blog



Message Centre

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Associate Application for Registration - Renewal

Declaration

- I have read and understand all questions and statements contained in this application. I have taken all the necessary steps to ensure the information and answers I provided are accurate. The information and answers I provided in this application are true and complete. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath. I acknowledge that providing false information to the executive director may result in the refusal, suspension or cancellation of an authorization and is conduct deserving of sanction.
- "I consent to RECA contacting me via email regarding licensing, education, or regulatory updates and storing my email address on Mail Chimp's servers in the United States."

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Associate's Account.

The associate is done their renewal application. When they click **Submit** the application passes to the broker for review. Both parties will receive email notification.

myRECA

My Account

Education

- ▶ My Information
- ▶ Message Centre
- ▶ My Applications
- ▶ Payment History
- ▶ Account Settings

Associate Application for Reg

Thank you. Your application is complete. Press Submit to send your application to your broker for review.

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Submit

Broker's Account.

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

★ Bookmarks

myRECA

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▶ Message Centre

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Applications

▶ Accounting Reports

▶ Brokerage Information

Payment Cart

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Brokerage Structure

Real Estate

Applications

Applications waiting for payment

Add Selected to Cart

View Cart

<input type="checkbox"/>	Last Name	First Name	Licence Class	Application Type	Application Status	Actions
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<< < > >>

Other Applications

Name	Type	Status	Assigned To	Date Submitted	Actions
Test Associate	Registration - Renewal	Submitted	Brokerage	15-May-15	Cancel Complete

<< < > >>

Broker's Account.

Confirm the associate's personal and contact information.

★ Bookmarks

My Account

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▸ Message Centre

▸ My People

Applications

▸ Accounting Reports

▸ Brokerage Information

Payment Cart

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Trust Accounts

Brokerage Structure

Test Associate Application

1. Contact Information



Personal Information:

First Name: Test
Middle Name:
Last Name: Associate
AKA Name:

Residential Address:

350-4954 Richard Rd SW
Calgary
Alberta
T3E 6L1
Alberta

Contacts:

Primary Phone: 7777777777
Alternate Phone:
Fax:
Email: testassociate@test.ca

Mailing Address:

350-4954 Richard Rd SW
Calgary
Alberta
T3E 6L1
Canada

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2. Industry Professional

Below are the Applicant's responses to the following questions.

IMPORTANT: If there are any **YES** answers in the **Information Respecting Suitability** section of your application with **YES** answers and pay the licensing fee, RECA must be notified.

These questions apply only to any and all situations and/or events that occurred during the past 10 years as a director.

0. Authorization Declined by Associate

# 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	Answer
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 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.	No

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

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

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

Broker's Account.

Accept or refuse the application. Refusing the application sends it back to the associate to re-submit or cancel the application.

myRECA
Enhancing professionalism through self-regulation

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Associate Application for Registration - Renewal

Broker Acknowledgement

Do you accept the application?

Yes No

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Pages - Broker Acknowledgement

https://uat.myreca.ca/myBrokerage/Pages/BrokerAcknowledge.aspx?appType=LicenseRenew&mode=brokerack&brokerageID=ACC-00000349&app

Welcome Test | Logout

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Enhancing professionalism through self-regulation

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Associate Application for Registration - Renewal

Broker Acknowledgement

I have reviewed the applicant's photo identification and can confirm that the individual applying for registration is the same person named within the photo identification. I have also reviewed the applicant's birth certificate OR citizenship card and can confirm that the individual's name on this application is identical. OR The applicant was previously registered with our brokerage. I personally know the applicant and confirm that the applicant is the person making the renewal application.

Have you confirmed the industry professional identification?

Yes No

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Acknowledge confirmation of the associate's identity.

Broker's Account.

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.

https://uat2016.myreca.ca/myBrokerage/Pages/BrokerAcknowledge.asp

RECA

My Account

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Associate Application

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Structure

Payer Selection

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 ▼

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Complete

Broker's Account.

If you want to make a bulk payment of several associate's at once, click [Add to Bulk Payment List](#) and the application will move to a list of applications Waiting for Payment in your My People – Applications section.

myRECA

myRECA

My Account

- ▶ My Information
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Application Payment

Payment Invoice

[Add to Bulk Payment List](#)

Payment Information

Details

New Licence and Registration Fee	\$475.02
Assurance Fund	\$100.00
REIX Premium - Industry Professional	\$255.02

Amount:	\$830.04
Applied:	\$0.00
Amount Due:	\$830.04

Click [Next](#) to pay for this application right now.

Any brokerage credit on your account will apply to the renewal.

Broker's Account.

If you decided on making bulk payments, view your bulk payment list in [My People – Applications](#). Add the applications of your choice to your Payment cart by selecting them and clicking [Add Selected to Cart](#).

The screenshot shows the myRECA web application interface. The top navigation bar includes 'My Account' and 'Education'. The left sidebar contains a menu with items like 'Licence', 'Message Centre', 'My People', 'Applications', 'Accounting Reports', 'Brokerage Information', 'Payment Cart', 'Payment History', 'Account Administration', 'Trust Accounts', and 'Brokerage Structure'. The main content area is titled 'Real Estate' and 'Applications'. Under 'Applications waiting for payment', there is a blue button labeled 'Add Selected to Cart' and a 'View Cart' link. Below this is a table with columns: Last Name, First Name, Licence Class, Application Type, Application Status, and Actions. The table contains two rows of application data. Red arrows point to the 'Applications' menu item, the 'Add Selected to Cart' button, and the checkboxes in the table rows.

<input type="checkbox"/>	Last Name	First Name	Licence Class	Application Type	Application Status	Actions
<input type="checkbox"/>	Associate	Test	Associate	Registration - Renewal	Waiting for Payment	Cancel Payment View
<input type="checkbox"/>	User	Test	Associate Broker	Registration - Renewal	Waiting for Payment	Cancel Payment View

Broker's Account.

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

myRECA

My Account

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My Brokerage

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▸ Message Centre

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▸ Accounting Reports

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Real Estate

Payment Cart

Remove Selected

<input type="checkbox"/> Last Name	First Name	Licence Class	Application Type	Amount
<input type="checkbox"/> Associate	Test	Associate	Registration - Renewal	\$730.04
<input type="checkbox"/> User	Test	Associate Broker	Registration - Renewal	\$730.04

Total Items: 2

Total Amount: \$1460.08

Make Payment

Broker's Account.

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

myRECA

My Account

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Payment Cart

Payment Invoice

Details

Application Type	Quantity	Total
Registration - Renewal	2	\$1460.08
Grand Total:		\$1460.08
Credit Available:		\$1460.08
Net Total:		\$0.00

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Associate's Account.

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.

My Account

Education

Licensing

Licences ?

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

If your **Licence Status** is **Eligible for Licensing** you must be registered with the board.

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)

Real Estate

Licence Status:	Authorized ●
	Cancel
Licence Class:	Associate
Industry:	Real Estate
Expiry Date:	30-Sep-17
Brokerage:	HAIDA REALTY 2000 INC. O/A COLDWELL BANKER HAIDA REALTY
Renewal Status:	Renewed
Date Renewed:	1-Oct-17
More:	View Certificate
	View Renewal Certificate

Authorizations

- Commercial
- Property Management
- Residential
- Rural

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.