A career in real estate: What you need to know to get started

**Licensing Quick Guide**

1. **Determine Suitability**
   - If applicable, request a suitability review before paying for education.

2. **Determine Eligibility**
   - Provide eligibility information: proof of age, education, English proficiency, ability to work and study in Canada.

3. **Complete Education**
   - Complete the Real Estate Associates Program, including the Fundamentals course and at least one Practice course.

4. **Criminal Record Check**
   - Certified Criminal Record Check is a fingerprint-based check done by the RCMP in Ottawa. They will send results directly to RECA.

5. **License and Register**
   - Join a brokerage. The broker will help you complete a licence and registration application through the myRECA system.

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**Costs to enter the industry***

- **Education Eligibility** $100
- **Real Estate Associates Program**
  - Fundamentals of Real Estate $1,250
  - Exam Proctor Fees $180**
  - (up to)
- **Practice Courses**
  - You must complete at least one:
    - Residential, Commercial, Rural
    - Property Management $800
  - (per course)
- **Exam Proctor Fees**
  - $180**
  - (up to)
- **Certified Criminal Record Check** $90
- **Annual Licence Fee** $475
- **Annual E&O Insurance** $175
- **Assurance Fund Levy** (one time) $100

**TOTAL COST $3,350 - $6,290**

*Notes:
- Fees subject to change. Check reca.ca for a current fee schedule.
- **Proctoring fees may vary. Exam centre dependent.

These costs do not include membership in any real estate organizations or boards which may be required if your brokerage is a member. The initial costs to join a board varies, but can be up to $3,000, with ongoing annual costs as high as $1,800. Contact the specific organizations to determine their costs. Some brokerages may also have start-up costs for new hires, which you should determine during your brokerage interview.

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**Getting hired and licensed**

Real estate professionals must work for a licensed brokerage. Brokerages are legal business entities, run by a licensed broker who employs licensed real estate associates. You must have two years’ experience and additional education to become a broker.

Your brokerage relationship is important to your success. Find a brokerage that will provide you with the mentoring and guidance you want. To find the right fit, interview a few brokerages.

Your chosen broker will help you complete the licensing process using RECA’s online licensing system, myRECA. Once you receive licence confirmation, you are ready to begin your career as a real estate professional. Congratulations!

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*www.reca.ca*
A Career in Real Estate – Do you have what it takes?

Are you a people person? Do you like a dynamic work environment that brings new challenges every day? Do you have an entrepreneurial spirit and strong work ethic? A career in Alberta’s real estate industry might be right for you.

First things first
Real estate is first and foremost a people business. You need interpersonal skills and business acumen. If you have these skills, real estate can be a very rewarding and satisfying career.

The four areas of practice

- Residential: Help clients buy and sell residential properties. Irregular hours.
- Rural: Help clients buy and sell farms and ranches. Irregular hours.
- Property Management: Manage and/or lease properties on behalf of an owner and dealing with tenants. Regular hours.
- Commercial: Help clients buy, sell, or lease office, industrial, retail, or multi-residential. Regular hours.

I’m interested. How do I start?

Suitability
RECA has a good character policy. If you have questionable incidents in your past, such as a criminal record, judgments, discipline, or bankruptcy, you can obtain a preliminary opinion (Suitability Review) before you pay to enroll in education.

Pre-Licensing Education
Pre-licensing education is called the Real Estate Associates Program (REAP). To enroll in REAP, you must first meet the eligibility criteria:
- be at least 18-years-old
- be proficient in the English language
- be lawfully able to study and work in Canada
- complete the equivalent of a Canadian high school diploma or higher
- complete the free, online Real Estate Career Information Session

REAP consists of the Fundamentals of Real Estate course, and a series of practice courses, one for each of the four areas of practice. You are required to complete at least one of the practice courses. The courses are all online, and you can complete them at your own pace.

You have 18 months to complete REAP. Once you complete it, you have one-year to become licensed.

The Real Estate Council of Alberta
RECA is the standards-setting governing body for all licensed real estate and mortgage brokerage, real estate appraisal, and property management professionals in Alberta. RECA provides mandatory pre-licensing education, licenses all industry professionals, and sets and enforces the standards they must follow. Your work in Alberta’s real estate industry will start with RECA education, and a RECA licence, and continues with RECA support, guidance, and resources.