

Cancelling an associate



To cancel the registration of an associate in your brokerage go to the My People section and click on the person's name.

The screenshot shows the myRECA website interface. The browser address bar displays <https://secure.myreca.ca/myBrokerage/Pages/MyPeople.aspx>. The page features a navigation menu on the left with options 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 'My People' and includes a search filter with fields for 'Name', 'Renewal Status', and 'REP Status', along with a 'Search' button. Below the search filter, it indicates 'Number of People: 5' and displays a table of associates. A red arrow points to the entry for 'Jake FakeName'.

Name	Username	Licence Class	Sectors	Renewed	REP Status	Stop Code
Doug Dixon	associate15	Associate	Comm Res Rur	No	Completed	No
Jake FakeName	realestate1	Associate	Res	No	Not completed	No
Jane FakeName	realestate3	Associate Broker	Comm PM Res No Rur		Not completed	No
John Broker	RECAbroker8	Broker	Comm PM Res No Rur		Not completed	No
Julio FakeName	realestate2	Associate	Comm Res Rur	No	Completed	No

When their information pops up, click on the Cancel link.

The screenshot shows the myRECA website interface. A pop-up window displays the profile for 'Jake FakeName'. The profile includes a placeholder image and the following details:

- Date Of Birth:** 1-Jan-85
- Address:** 350-4954 Richard Rd SW, Calgary, Alberta, Canada, T3E 6L1
- Phone:** 403-555-4440
- Email:** re1@reca.ca
- Licence Terms:** No Terms
- Actions:** [Cancel](#)

A red arrow points to the 'Cancel' link in the Actions section. The background shows the website's navigation menu with 'My Brokerage' selected, and a table with columns 'REP Status' and 'Stop Code'.

REP Status	Stop Code
Completed	No
Not completed	No
Not completed	No
Not completed	No
Not completed	No
Completed	No

Confirm your action by clicking OK.

The screenshot shows the myRECA website interface. The browser address bar displays <https://secure.myreca.ca/myBrokerage/Pages/MyPeople.aspx>. The myRECA logo is visible at the top left, with the tagline "Enhancing professionalism through self-regulation". The navigation menu includes "My Account", "Education", "Licensing", and "My Brokerage". A sidebar on the left lists various account management options such as "Licence", "Message Centre", "My People", "Applications", "Accounting Reports", "Brokerage Information", "Payment Cart", "Payment History", "Account Administration", "Trust Accounts", and "Brokerage Structure".

In the center, a modal dialog box titled "Cancel" is displayed. The dialog contains the text "Are you sure you want to cancel your associate's registration?" and two buttons: "OK" and "Cancel". A red arrow points to the "OK" button. The dialog also shows the name "Jake FakeName" at the top and "ACTIONS: [Cancel]" at the bottom.

On the right side of the page, there is an "Add Associate" button, a "Status:" dropdown menu, and a "Search" button. Below these is a table with the following data:

REP Status	Stop Code
Completed	No
Not completed	No
Not completed	No
Not completed	No
Not completed	No
Completed	No

At the bottom of the page, there is a footer with links for "Terms of Use", "Privacy", "Contact Us", "Industry Professional Tools", "The Regulator", and "Case Summaries". On the right side of the footer, there are logos for "RECA Blog", "REC", "Twitter", "YouTube", and "Facebook".

Give your authorizations.

Pages - Cancel License Ap x
https://secure.myreca.ca/Licensing/Pages/CancelLicense.aspx
myRECA

Welcome John | Logout Help

myRECA Ensuring the integrity of licensing process

My Account Education Licensing My Brokerage

▶ Current Licences
▶ Licence Eligibility
▶ Licence History

Associate/Associate Broker Registration Cancellation by Broker (or Broker Delegate)

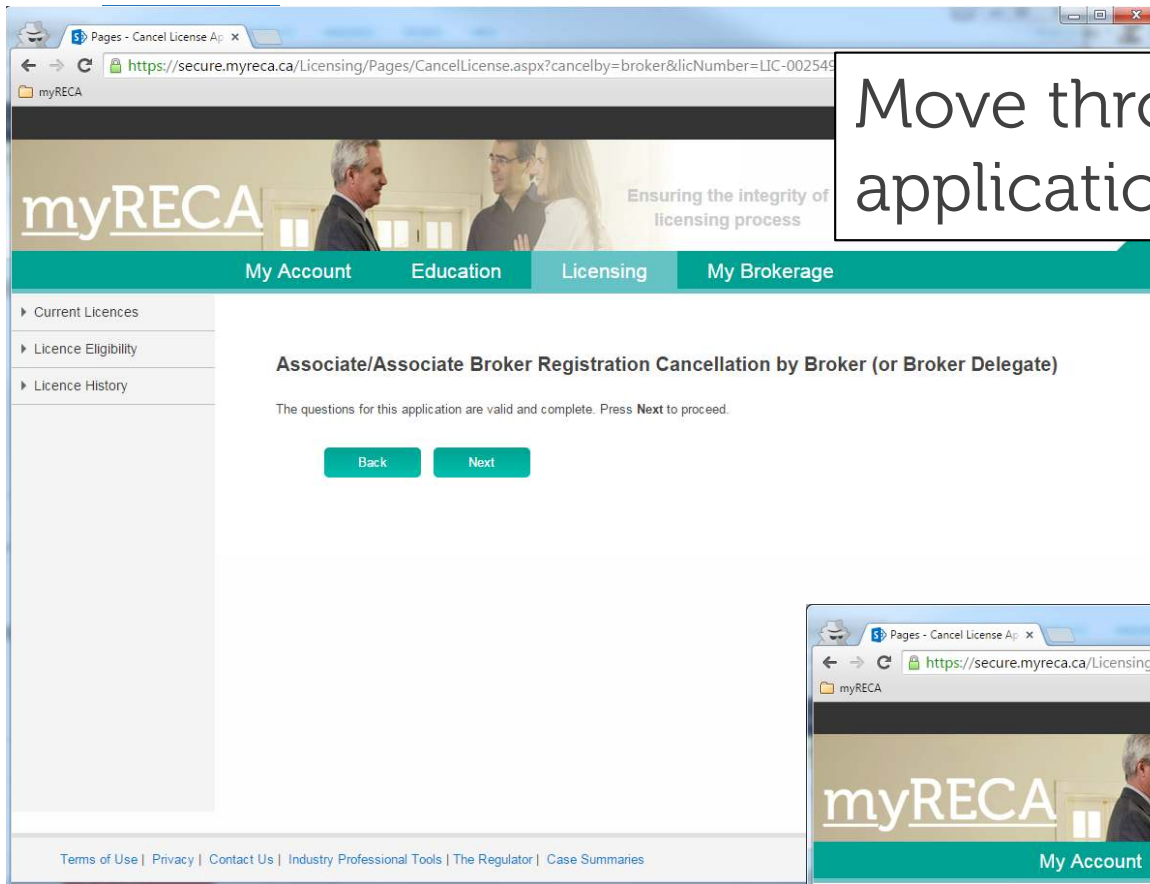
Authorization by Broker (or Broker Delegate)

- I authorize the Real Estate Council of Alberta to verify any information contained in this registration cancellation from any source. I acknowledge I am responsible for any costs incurred.
- I am cancelling this person's registration. I am not aware of any misconduct relating to fraud, misrepresentation, deception, theft, or unlawful activities on their part, or I have already reported it to RECA. I attempted to or have advised them the brokerage has terminated their employment. The information contained in this application is 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 RECA may result in the refusal, suspension or cancellation of an authorization and is conduct deserving of sanction.

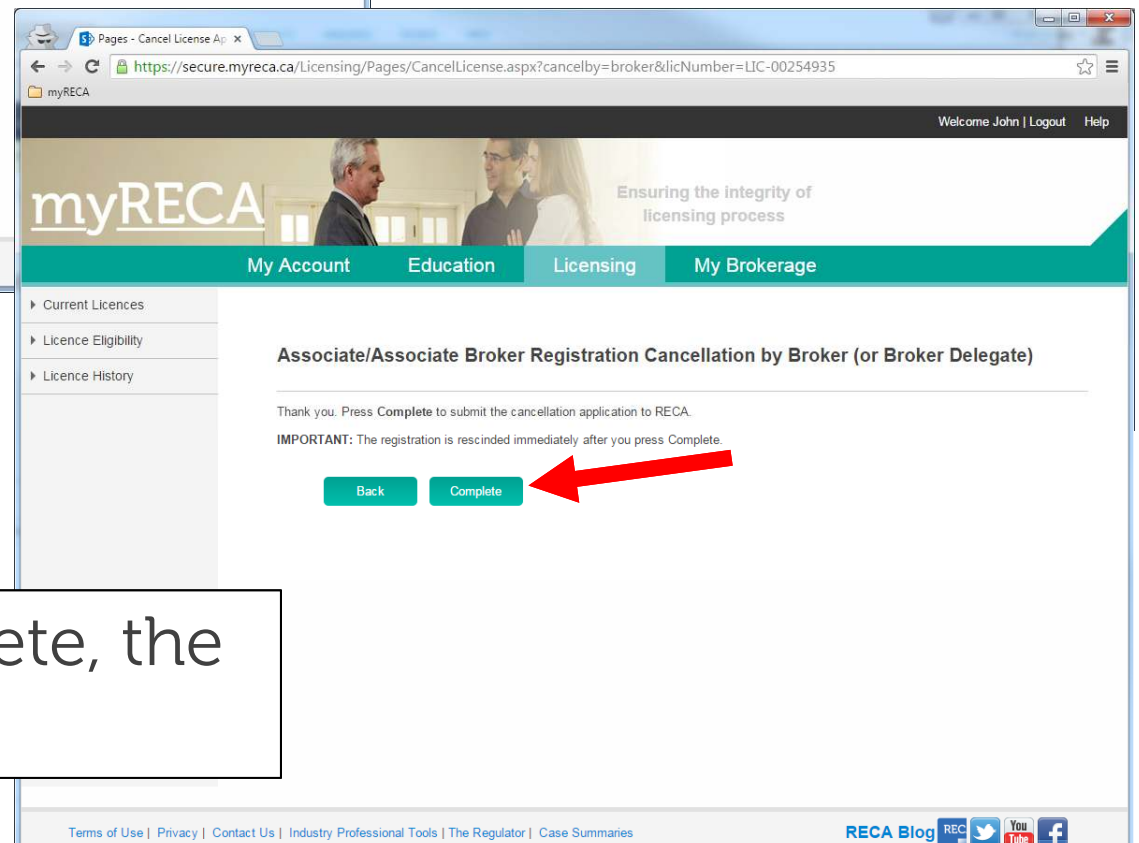
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Move through the rest of the application.



Once you click Complete, the associate is cancelled.