First Time Login through a Suitability Review
Once you create an account with a username and password, log in here from now on.
To complete your account setup, you must indicate what type of user you are.

The rest of this tutorial assumes you wish to become an industry professional. Review the Brokerage Administrator OR Brokerage Accountant First Time Login tutorials if you are not becoming an industry professional.
Answer the personal and contact information questions.

Anywhere you see a grey circle with a question mark inside, you can click for more information about the question the system is asking you.
Continue answering the personal and contact information questions.
If you are not licensed in another jurisdiction, select **No** to proceed to the Suitability Review page. However, if you are licensed elsewhere, but think something in your past may affect your ability to become licensed in Alberta, also select **No** to proceed to the Suitability Review process first. You can apply for Licence Mobility later, if required.
If there is something in your past you think might prevent you from becoming licensed, RECA recommends you apply for a Suitability Review. This process allows you to find out if you’re suitable for licensing before you spend time and money on pre-licensing education courses.

If you wish to apply for a Suitability Review, click Yes.
Confirm you wish to continue with a Suitability Review. If you need more information before proceeding, click the link for more information.

First Time Login

Suitability for licensing
Not everyone is suitable for licensing. Certain events in your past can prevent you from becoming licensed (e.g. criminal record, bankruptcy, disciplinary history).

Is there anything in your past you think may prevent you from becoming licensed?

- Yes - Tell me more
- No - Proceed with education eligibility application

Suitability Review
If you have concerns about your past, you may request a suitability review. A review lets RECA determine your suitability BEFORE you invest your time and money in pre-licensing education programs. Click here for more information.

- Proceed to the suitability review application
- Do not proceed with a suitability review

Back Next
All applications on myRECA begin with extensive instructions. Please review carefully.

Indicate your current employment status and employer contact information.
It is important you understand the questions in this application. Please review the explanations and instructions carefully.

Suitability Questions

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?

- Yes
- No

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?

- Yes
- No

Have you been fined, sanctioned or disciplined by any professional, occupational or trade association or by any
Answer all questions honestly. Please provide details of the events that led to your Yes answer in the text box provided.
Make your declarations and pay the application fee.
Find your application on the My Applications page and complete it by uploading the required supporting documents. Press Complete next to your application to begin. Please review the Upload Documents tutorial if you require assistance.
When you submit all documents and RECA approves your application, RECA notifies you by email and the status of your application changes to **Approved**.

Once approved, you can apply for Licence Mobility or Education Eligibility here.