Licensing a new industry professional

This tutorial shows the perspective of the broker and the new associate
This is what an eligible associate sees in their account. To become eligible they must complete all pre-licensing education (or approved licence mobility), and have a received and reviewed certified criminal record check. If they do not meet these requirements, this page is empty and they are not eligible to be licensed.
This is the My People page within the My Brokerage tab of the broker’s account. Brokers begin the new associate licensing process here. Click Add Associate.
Search by the associate’s username. At this point they are very familiar with myRECA and should know their username.

Confirm the username and name that appears, and click Select to initiate their application. If no name shows up, try again and check the spelling of the username. If the problem persists, the applicant may not be eligible for licensing.
There are detailed instructions at every step of the process. Once you initiate the application, it’s up to the associate to complete their application in their myRECA account.
Once initiated by the broker, the associate receives email notification and the licence application appears in the Associate’s My Applications page. Click **Complete** to begin.
Confirm your information.

Contact Information

Please confirm your contact information is correct

Personal Information:
- First Name: Test
- Middle Name:
- Last Name: Associate
- AKA Name:

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

Contacts:
- Primary Phone: TTTTTTTTTT
- Alternate Phone:
- Fax:
- Email: testassociate@tost.ca

Mailing Address:
- 350-4954 Richard Rd SW
- Calgary
- Alberta
- T3E 6L1
- Canada
Answer the suitability questions. The application is not stopped when you give a ‘Yes’ answer. Brokers review all applications and can choose to reject a ‘Yes’ answer application. If a broker accepts a ‘Yes’ answer application, RECA must review it.

For the purpose 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Have you withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA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
Carefully read the following pages and give your Acknowledgements and Declaration.
The associate is done their application. When they click **Submit** the application passes to the broker for review. Both parties will receive email notification.
Brokers find submitted licensing applications under My People – Applications. Click **Complete** to begin a waiting application.
Broker’s Account.

Confirm the associate’s contact information

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

Contacts:
Primary Phone: 77777777
Alternate Phone: 
Fax: 
Email: testassociate@test.ca

Mailing Address:
350-4954 Richard Rd SW
Calgary
Alberta
T3E 6L1
Canada
Review the associate’s suitability answers, acknowledgements and declarations. Pay close attention to all page instructions.
Accept or reject the application. Rejecting the application sends it back to the applicant to re-submit or cancel.
Give your acknowledgements.

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**Associate Application for Licence and Registration**

**Broker Acknowledgement:**

- I have reviewed and discussed with the applicant their responses to the suitability questions.
- I have discussed with the applicant the consequences of providing false or misleading responses.
- I have reviewed the applicant's photo identification and can confirm that the individual applying 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.

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Decide who’s paying. If the associate is paying, the application in their My Applications page changes to Waiting for Payment.
Pay now or pay later by adding this fee to your bulk payment list – The associate isn’t licensed until RECA receives payment.
Associate now in My People (assuming payment received and no suitability issues)
The associate is now authorized and registered with the brokerage.