

# First Time Login through Licence Mobility



www.myRECA.ca

Real  
Estate  
Council  
Alberta

#### Update Account

If you are a learner or industry professional with an RW, MW or AW number you must create a username before you can access myRECA. Click "Update my account" below.

[Update my account](#)

#### Sign In

If you've already created a username, sign in below.

username

[Lost username](#)

password

[Forgot password](#)

[Sign in](#)

New myRECA Users

Once you create an account with a username and password, log in here from now on.

## First Time Login

Welcome to myRECA, Test User.

You are a few steps away from accessing your account. We need to ask a few more questions to customize your account to your type of user, and to determine the type of application you submit at the end of the process.

**IMPORTANT:** If you are a potential industry professional and you do not wish to leave this first-time login process before you submit an Education Brokerage Suitability Review Application, your information will not be saved and you will need to repeat this point the next time you log in.


What type of user are you?

**Industry Professional:** you want to become a real estate, property

**Brokerage Administrator:** you need access to your brokerage's o

**Brokerage's Accountant:** you file online audit reports for a brokerag

I want to set up an account as a/an:



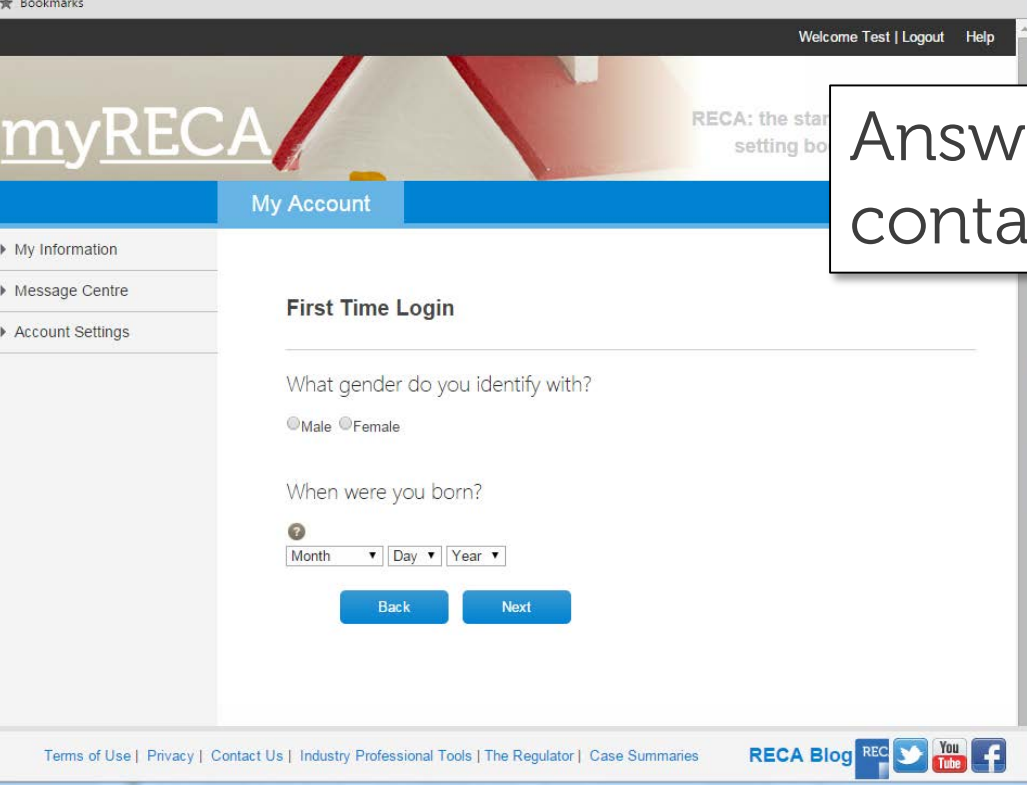
Select  
Select  
Industry Professional  
Brokerage Administrator  
Brokerage Accountant

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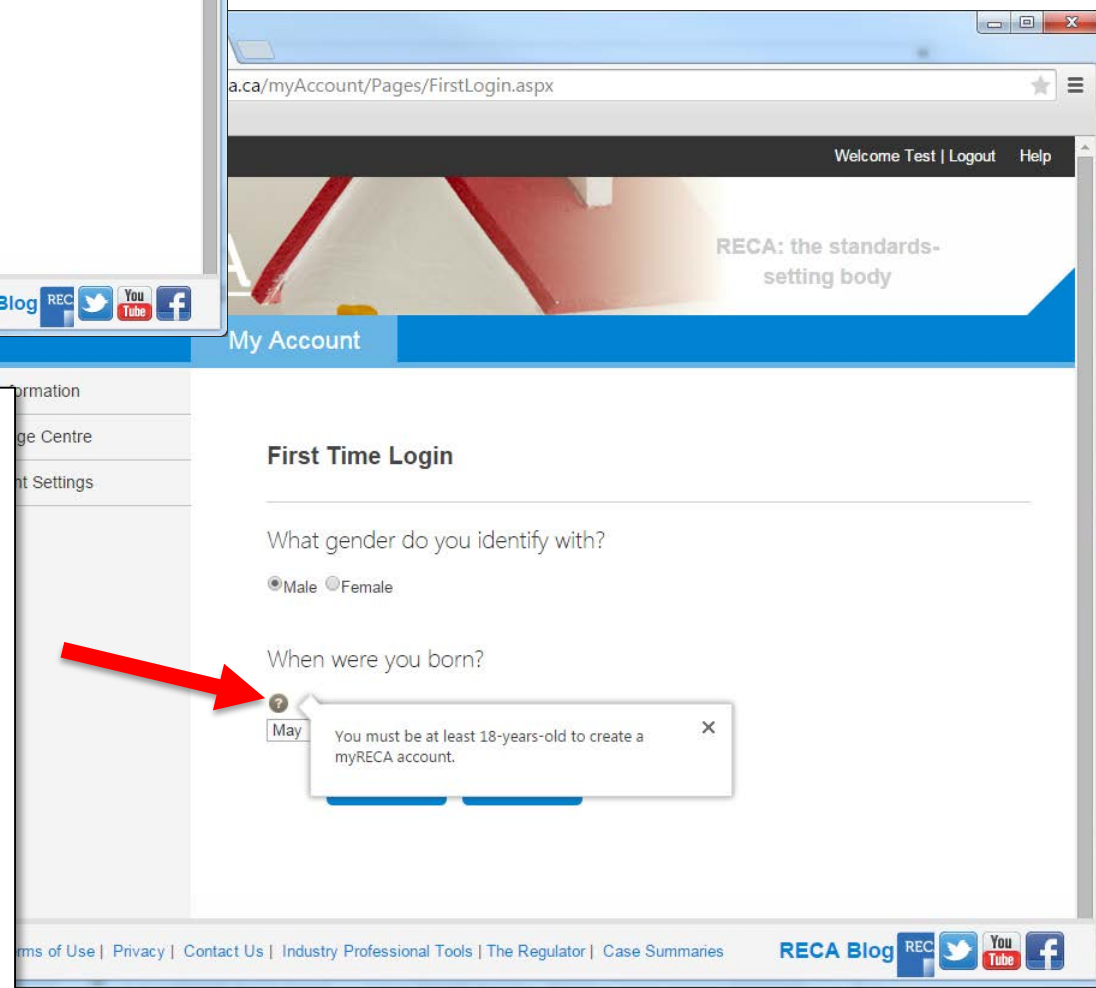
To complete your account setup, you must indicate what type of user you are.

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.



★ Bookmarks

Welcome Test | Logout Help

# myRECA

RECA: the standards-setting body

## My Account

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### First Time Login

How can we reach you?





Primary Phone:  Mobile

Alternate Phone:  Mobile

Fax:

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Continue answering the personal and contact information questions.

ca/myAccount/Pages/FirstLogin.aspx

## First Time Login

What is your address?

You must enter a municipal address or legal land description. If you are entering a legal land description, insert it in the Address field.

Address:

Town/City:

Province/State:





Country:

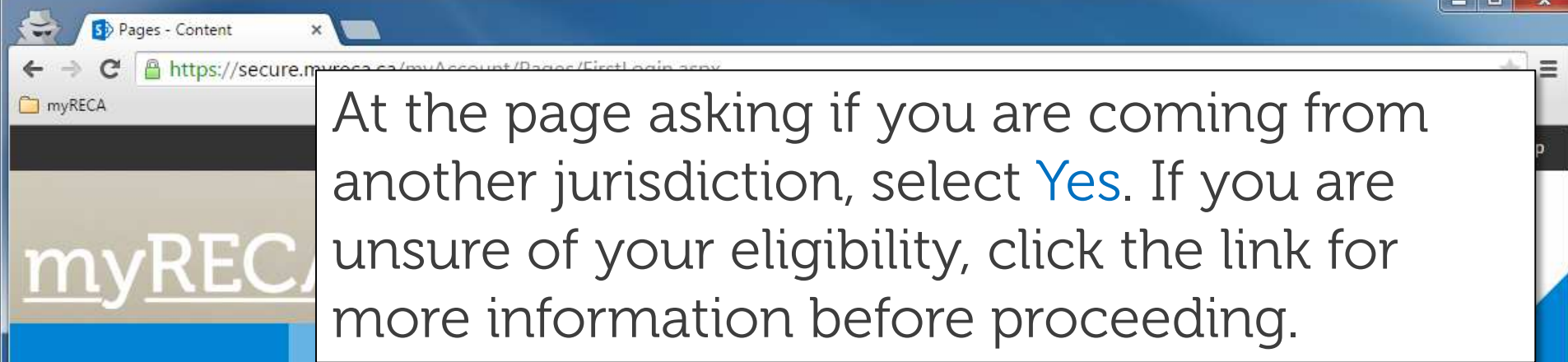
Postal/Zip Code:

Is your mailing address the same as above? ☒ Yes ☐ No

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At the page asking if you are coming from another jurisdiction, select **Yes**. If you are unsure of your eligibility, click the link for more information before proceeding.

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### First Time Login

Are you coming from another jurisdiction?

Do you want to transfer your licence from another jurisdiction to Alberta? To find out if you're eligible, click [here](#).

☐ Yes ☐ No

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NOTE: If there is something in your past you think might affect your ability to become licensed, click No, even if you are coming from another jurisdiction, and proceed to the Suitability Review application.



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

Pages - Licence Mobility x

https://secure.myreca.ca/myAccount/Pages/LabourMobility.aspx

myRECA

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## Licence Mobility

### Licence Mobility Requirements

Complete the licence mobility eligibility process to find out if you are eligible to transfer your licence to Alberta. You can learn more about the [licence mobility eligibility process](#) on our website.

To complete the process:

- answer the online licence mobility eligibility questions and pay the application fee (please note, if you close your screen or cancel out of this process before you finish, your information will not be saved)
- upload supporting documents
- request additional documents be sent to RECA from third-parties (i.e. previous jurisdictions, etc.)

Your application is complete when we have all supporting documents, including documents from third-parties. You must finish the licence mobility eligibility process within 6 months of payment.

When your application is complete, we will review the documents and inform you of your eligibility.

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Choose your industry.

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My Account

Education

Licensing

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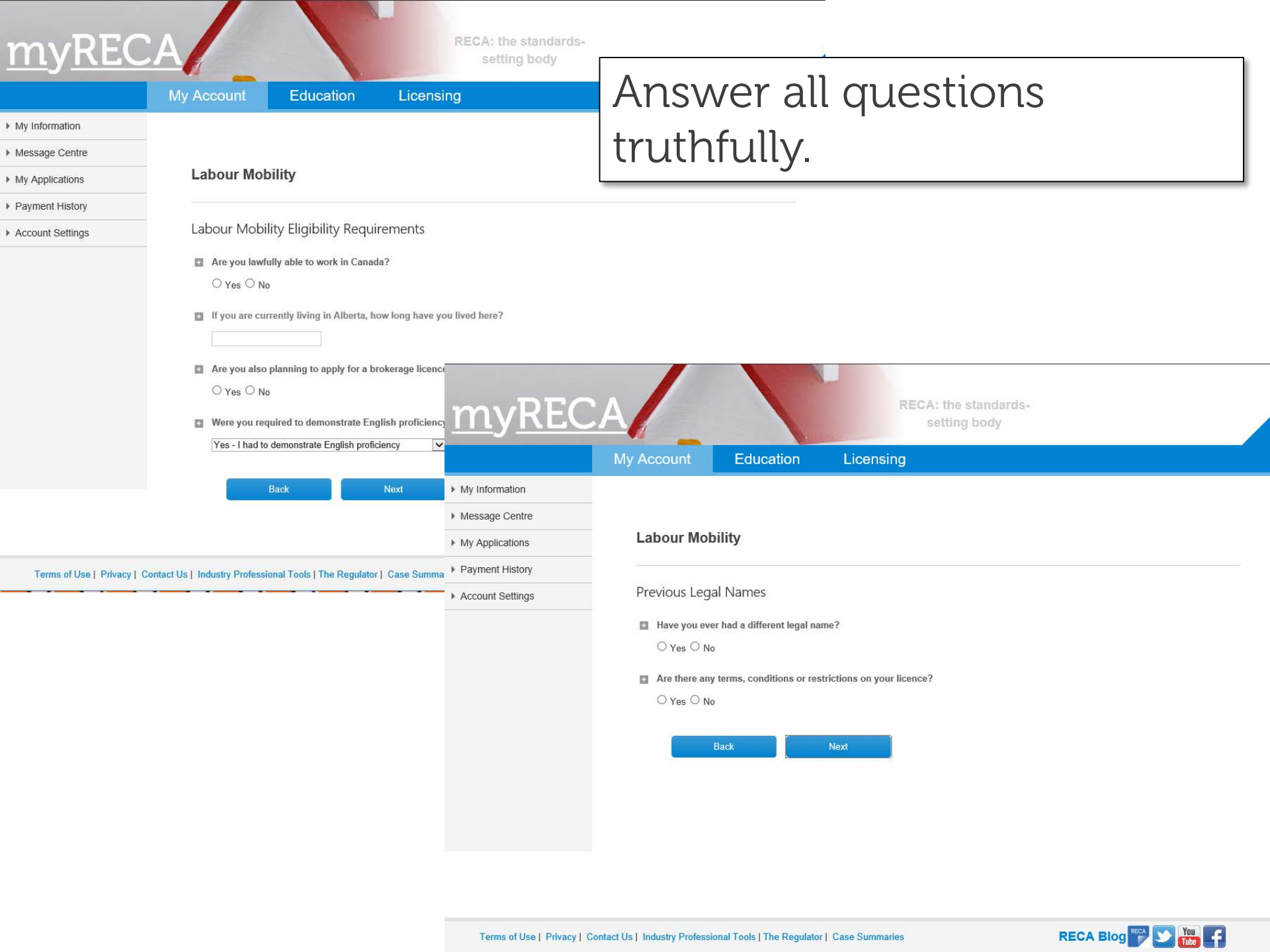
### Licence Mobility

I want to get a licence in

Real Estate ▼  
Select  
Real Estate  
Mortgage

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Answer all questions truthfully.

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## Labour Mobility

### Labour Mobility Eligibility Requirements

Are you lawfully able to work in Canada?

☐ Yes ☐ No

If you are currently living in Alberta, how long have you lived here?

Are you also planning to apply for a brokerage licence?

☐ Yes ☐ No

Were you required to demonstrate English proficiency?

Yes - I had to demonstrate English proficiency

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## Labour Mobility

### Previous Legal Names

Have you ever had a different legal name?

☐ Yes ☐ No

Are there any terms, conditions or restrictions on your licence?

☐ Yes ☐ No

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Indicate the jurisdictions in which you are licensed or eligible for licensing by clicking on them. They move to the right-hand box when selected. Click them in the right-hand box to deselect them.

### Previous Licence History

Please select all provinces/states in which you are/were licensed

- Canada - British Columbia
- Canada - Manitoba
- Canada - New Brunswick
- Canada - Newfoundland
- Canada - Nova Scotia
- Canada - Ontario
- Canada - Prince Edward Island
- Canada - Québec



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## Labour Mobility

### Authorization and Acknowledgement

- ☐ I confirm I am the person named in this application.
- ☐ I authorize RECA to verify any information on this application from any source.
- In making this application, I consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes and administration of the *Real Estate Act*, Rules, Bylaws, and Regulations in accordance with the *Personal Information Protection Act*.
- ☐ I have read and understand all questions and statements and I agree to follow the steps to ensure the accuracy of the information provided by me to RECA in this application, conscientiously knowing that it is of the same force and effect as if it were signed by me.

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Give your authorization and acknowledgement and click **Complete** at the end of the process.

## Labour Mobility

Thank you for completing the labour mobility questions.

Click **Next** to proceed to the payment screen.

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## Labour Mobility

### Order Details

#### Details

Licence Mobility	\$100.00
<b>Total Amount:</b>	<b>\$100.00</b>
<b>Credit Applied:</b>	<b>\$0.00</b>
<b>Amount Due:</b>	<b>\$100.00</b>

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## Labour Mobility

### Enter your credit card information and click 'Next' to proceed.

By clicking 'Finish' below, you agree you have read and understood RECA's [Privacy Policy](#). You further agree to RECA charging the entered credit card with the entered amount.

PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.

Card Type: ☐ VISA ☐ MC

Name on Card:

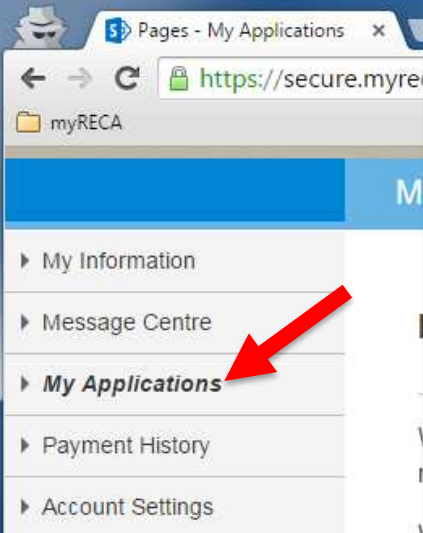
Card Number:

CCV:

Expiry Date:  Month  Year

All payments are final

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Find your submitted 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.

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

Industry	Application Type	Status	Assigned To	Date	Actions		
					Submitted		
Real Estate	Licence Mobility	Waiting for Details	Applicant	4-Jun-15	<a href="#">Cancel</a>	<a href="#">Complete</a>	<a href="#">View</a>

Apply for:

- [Suitability Review](#)
- [Licence Mobility](#)
- [Education Eligibility](#)

When you submit all documents and RECA approves your application, the status changes to [Approved](#).

Remember you also need a Certified Criminal Record Check (CCRC) to be submitted to RECA directly from the RCMP. You are not eligible for licensing until your licence mobility is approved and RECA receives your CCRC. Go to RECA's website for more information on the CCRC.

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:



Industry	Application Type	Status	Assigned To	Date	Actions
				Submitted	
Real Estate	Licence Mobility	Approved	RECA	4-Jun-15	<a href="#">View</a>

Apply for: