

Renewing an associate

This tutorial will show both the associate's
and the broker's perspective.



► **Current Licences**

► Licence Eligibility

► Licence History

Licences ?

If the coloured dot next to your **Licence Status** is:

Grey – you are not licensed and cannot trade in real estate or condominium management services. If your **Licence Status** application if you have not exceeded your **Expiry Date**

Green – you are licensed. If the renewal period has commenced, you have already renewed

Yellow – the renewal period has started and you have not yet renewed. If you are a broker, you must initiate your renewal application from the **My Brokerage** tab

Real Estate

Licence Status: **Licensed**  
 
Licence Class: **Associate** 
Industry: **Real Estate**
Expiry Date: **30-Sep-21**
Brokerage: **Real Estate Brokerage**
Renewal Status: **Not Renewed**
Date Renewed:
More: [View Certificate](#)

Sectors	Status
Commercial	Licensed
Property Management	Not Licensed
Residential	Not Licensed
Rural	Not Licensed

During the renewal period, under the **Licensing** tab, the Licence Status light turns yellow and the **Start Renewal** button appears. If there are any REP courses required, they will be displayed in the **Sectors** box, along with the status of the course's completion

- ▶ My Information
- ▶ Message Centre
- ▶ My Applications
- ▶ Payment History
- ▶ Account Settings

Contact Information

Please confirm your personal and contact information.

- If you need to make any changes to your personal or contact information, or to opt in or out of SMS/Text reminders, click "No" and follow the prompts.
- Otherwise, if your contact information is correct, click "Yes".

Personal Information:

First Name: AIF6C1

Middle Name: JoA548

Last Name: OlcA974

AKA Name:

Contacts:

Primary Phone: 780-123-1234 Mobile

Receive SMS\Text Reminders ☒

Alternate Phone:

Fax:

Email: uat1213@reca.ca**Residential Address:**

123 Anywhere Ave

123 Anywhere Ave

Alberta

TTTTT

Canada

Mailing Address:

123 Anywhere Ave

123 Anywhere Ave

Canada

Yes

No

▶ Message Centre

▶ My Applications

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Associate Application for Registration - Renewal

Section 40 Compliance

Pursuant to section 40 of the *Real Estate Act* Rules, licensees must immediately notify the registrar when:

- the licensee is disciplined by any real estate board, real estate association, mortgage broker association, property manager association, or any professional, occupational or regulatory body
- the licensee has any judgment(s) rendered against them in relation to the provision of services or sale of goods to consumers
- any business the licensee owns or has participated in as a partner, director or officer in the past three years, has any judgment(s) rendered against the business
- the licensee is the subject of any bankruptcy proceedings
- any business the licensee owns or has participated in as a partner, director or officer in the past three years, is the subject of any bankruptcy or receivership proceedings
- proceedings pursuant to the Criminal Code are commenced against the licensee, or
- the licensee is convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences resulting in only monetary fines and/or demerit points

If an event has occurred as described above and you have already reported it to the registrar, you may proceed with your renewal. If an event has occurred that you have not yet reported, you must report it before you can proceed with this renewal application. Click the 'Notify the Registrar' button on the 'My Account' tab in your myRECA account to begin the reporting process.

If you are unsure whether you must report an event to the registrar, contact RECA at info@reca.ca.

☐ I declare that I am in compliance with the requirements of Section 40 of the *Real Estate Act* Rules and have no unreported events which require reporting to the registrar

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The licensee must confirm their compliance with the requirements of section 40 of the *Real Estate Act* Rules

The licensee gives their acknowledgements and makes their declarations

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- ▶ Account Settings

Associate Application for Registration - Renewal

Authorization & Acknowledgement, Subscription Statement and Responsibilities

Review all statements carefully and indicate your acceptance.

- ☐ 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 acknowledge my application requires subscribing to the Real Estate Insurance Exchange (REIX) and accepting the REIX Subscription Agreement. I acknowledge there are rights and obligations created by this Subscription Agreement, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.
- ☐ I understand and accept the duties and responsibilities of an associate/associate broker as set out in the *Real Estate Act* and *Real Estate Act Rules*. I am aware that as a licensee I must follow all standards of practice and comply with the *Real Estate Act*, *Real Estate Act Rules*, and laws that apply to a licensee who is licensed to trade in real estate or deal in mortgages in Alberta. I acknowledge my obligation to familiarize myself with the applicable laws of Alberta, to only engage in work or provide services I am licensed and competent to do, and to abide by any terms, restrictions and conditions provided in support of my application.

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Associate Application for Registration - Renewal

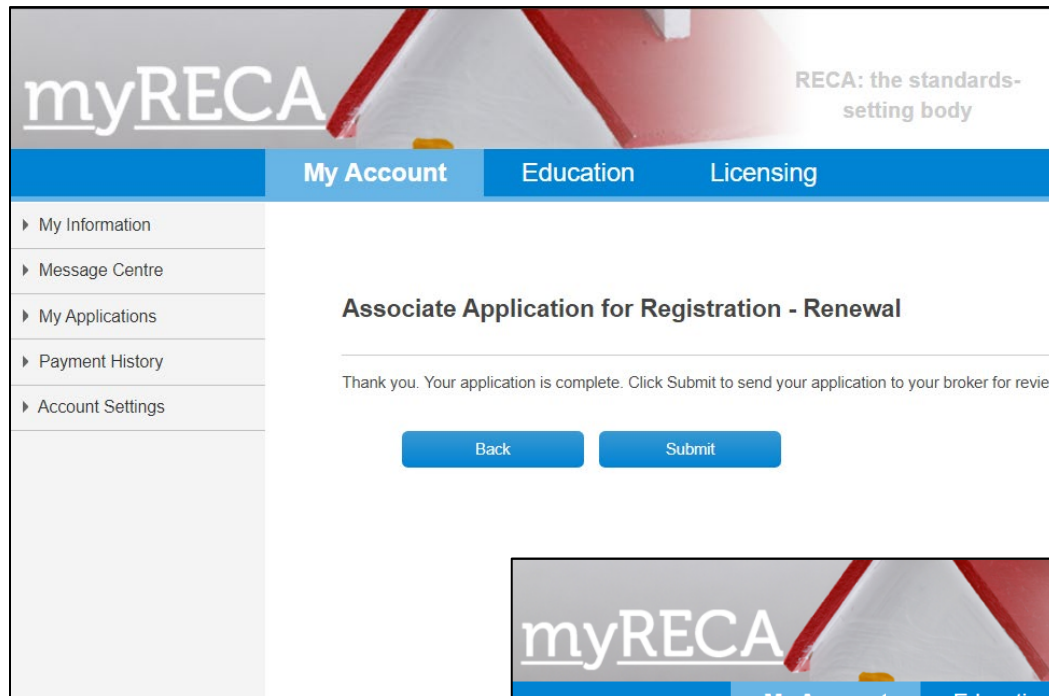
Declaration

IMPORTANT: Making a false statement on your application may result in the refusal, suspension or cancellation of your licence and/or be considered conduct deserving of sanction pursuant to the *Real Estate Act Rules*.

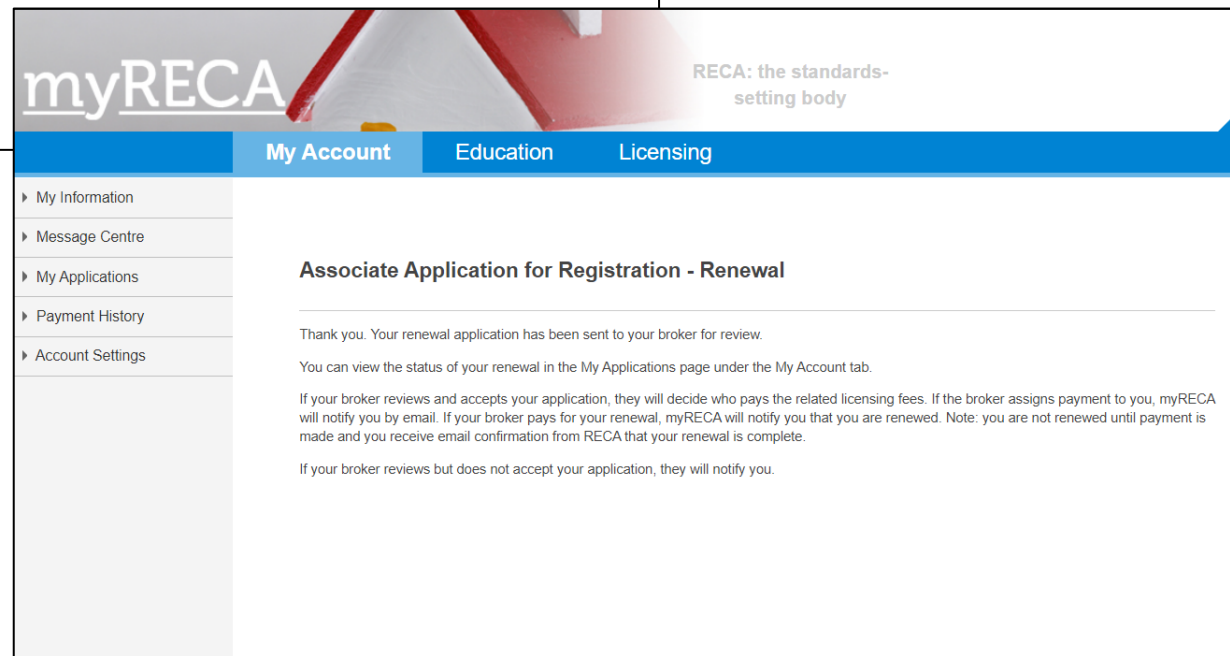
- ☐ I have read and understand all questions and statements contained in this application. I have taken all the necessary steps to ensure the information and answers I provided are accurate. The information and answers I provided in this application are true and complete. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath. I acknowledge that providing false information to the registrar may result in the refusal, suspension or cancellation of a licence and is conduct deserving of sanction.
- ☐ I consent to RECA contacting me via email regarding licensing, education, or regulatory updates and storing my email address on servers in the United States or European Union (Ireland and Germany).

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When the licensee clicks the [Submit](#) button, the application is sent to the broker for review. Both parties will receive an email when this happens



My Account

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Applications waiting for payment

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

Add Selected to Cart

View Cart (0)

<input type="checkbox"/>	Last Name	First Name	Licence Class	Application Type	Application Status	Actions	Payment
							Assigned To
<div><< < > >></div>							

Applications waiting for review

Name	Application Type	Application Status	Assigned To	Date Created	Actions
AIF6C1 OIcA974	Registration - Renewal	Submitted	Brokerage	22-Jun-21	Cancel Complete

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The licensee's renewal application appears in the [My People – Applications](#) page under the broker's [My Brokerage](#) tab. The broker clicks [Complete](#) to review the application

The broker review's the licensee's application responses

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AIF6C1 OlcA974 Application

1. Contact Information



Personal Information:

First Name: AIF6C1
Middle Name: JlaA548
Last Name: OlcA974
AKA Name:

Residential Address:

123 Anywhere Ave
123 Anywhere Ave
Alberta
TTTTTT
Canada

Contacts:

Primary Phone: 780-123-1234 Mobile
Receive SMS\Text Reminders ☒
Alternate Phone:

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Ry86B3 Swe52C5 Application

2. Licensee Questions

Below are the Applicant's responses to the suitability questions and their acknowledgements and declaration.

1. Section 40 Compliance

#	Question	Answer
1.	I declare that I am in compliance with the requirements of Section 40 of the <i>Real Estate Act</i> Rules any have no unreported events which require reporting to the registrar	Yes

2. Authorization & Acknowledgement, Subscription Statement and Responsibilities

#	Question	Answer
1.	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 <i>Real Estate Act</i> , Rules, Bylaws, and Regulations in accordance with the <i>Personal Information Protection Act</i> .	Yes
2.	I acknowledge my application requires subscribing to the Real Estate Insurance Exchange (REIX) and accepting the REIX Subscription Agreement. I acknowledge there are rights and obligations created by this Subscription Agreement, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.	Yes
3.	I understand and accept the duties and responsibilities of an associate/associate broker as set out in the <i>Real Estate Act</i> and <i>Real Estate Act</i> Rules. I am aware that as a	Yes

The broker accepts or rejects the application. If the broker rejects the application, it is sent back to the licensee to re-submit or cancel it

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Associate Application for Registration - Renewal

Broker Acknowledgement

I have reviewed and discussed with the applicant their responses to the questions contained in this application. I have also discussed with them the consequences of providing false or misleading statements.

☒ Do you accept the application?

☐ Yes ☐ No

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Associate Application for Registrati

Payer Selection

■ Please indicate who is responsible for paying the application fee (the Brokerage or the Applicant). If you select Brokerage Payment , you cannot change your selection later.

Brokerage payment ▼

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Complete

The broker selects who will pay the renewal fee. If the broker chooses **Applicant payment**, the application is sent back to the licensee for payment (go to page 10).

If the broker chooses **Brokerage payment**, the broker will proceed to the payment screens (go to page 13)

Applicant Payment

You can find your renewal application that is awaiting payment in the [My Account – My Applications](#) page of your myRECA account. Click the [Payment](#) link beside the renewal application

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My Applications ?

When **Complete** appears under **Actions** on an application, you must take further steps to complete your application. This may involve uploading documents.

When the application Status is **Waiting for Details**, but no **Complete** link appears, it may mean RECA is waiting for a third-party to provide documents for the application. Click **Complete** under **Actions** to see what is required.

For tutorials on your applications or on uploading documents, click [here](#).

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	Application Status	Assigned To	Date Created	Actions
Real Estate	Registration - Renewal	Waiting for Payment	Applicant	22-Jun-21	Cancel Payment View
Real Estate	Registration - Re-registration	Approved	RECA	5-Jan-21	View
Real Estate	Registration - Renewal	Approved	RECA	14-Sep-20	View

myRECA

RECA: the standards-setting body

My AccountEducationLicensing

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Application Payment

Payment Invoice

Payment Information

Details

Renewal Fee - Industry ProfessionalREIX Premium - Industry Professional

Total Amount:Credit Applied:Amount Due:

\$175.02\$650.04\$0.00\$650.04

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Click the **Next** button to proceed to the payment screen and follow the prompts.

If you have sufficient credit on your account, it will be automatically applied to this transaction

Message CentreMy ApplicationsPayment HistoryAccount Settings

Application Payment

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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Your renewal application is complete when you reach this page

	My Account	Education	Licensing
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	<h3>Payment Successful</h3> <hr/> <p>Your payment was successful. Go to Payment History for more information about the transaction.</p> <p>The Salesorder number is: ORD-250819-B1V8S8</p>		

Brokerage Payment

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Application Payment

Payment Invoice

Payment Information

Details

Renewal Fee - Industry Professional

\$475.02

REIX Premium - Industry Professional

\$175.02

Total Amount:

\$650.04

Credit Applied:

\$650.04

Amount Due:

\$0.00

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To pay the renewal fees now, click the [Next](#) button. If there isn't sufficient credit on the brokerage's account, payment can be made directly by credit card (go to page 14)

To pay the renewal fees later, click the [Pay Later](#) button to add the application to the brokerage's shopping cart (go to page 16)

Pay Later

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Immediate Brokerage Payment

Click the [Next](#) button to complete the application

	My Account	Education	Licensing	My Brokerage
▸ My Information	<h3>Application Payment</h3> <hr/> <p>Payment successfully received from your brokerage account. Click Next to complete the application.</p> <p>Next</p>			
▸ Message Centre				
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My Account

Education

L

► Licence

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Payment Successful

Your payment was successful. Go to [Payment History](#) for more information about the transaction.

The Sales Order Number is: **ORD-250815-J0T5R1**

The licensee's renewal application is complete when you reach this page

Brokerage Shopping Cart Payment

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Applications waiting for payment

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

[Add Selected to Cart](#) [View Cart \(0\)](#)

<input type="checkbox"/> Last Name	First Name	Licence Class	Application Type	Application Status	Actions	Payment
						Assigned To
<input type="checkbox"/> Swe52C5	Ry86B3	Associate	Registration - Renewal	Waiting for Payment	Cancel Payment View	Brokerage

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Check the box beside the application(s) you wish to add to the shopping cart, then click the [Add Selected to Cart](#) button

Click the View Cart link to go to the shopping cart

To remove an application from the cart, check the box beside the application(s) you wish to remove, then click the [Remove Selected](#) button

Click the [Make Payment](#) button to proceed to the payment page

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Remove Selected

<input type="checkbox"/> Last Name	First Name	Licence Class	Application Type	Amount
<input type="checkbox"/> Swe52C5	Ry86B3	Associate	Registration - Renewal	\$650.04

Total Items: 1

Total Amount: \$650.04

Make Payment

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Payment Cart

Payment Invoice

Details

Application Type	Quantity	Total
Registration - Renewal	1	\$650.04
Grand Total:		\$650.04
Credit Available:		\$650.04
Net Total:		\$0.00

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Cancel Payment

Click the [Next](#) button to proceed to the payment screen. If there isn't a credit on the brokerage account, payment can be made directly by credit card

Click the [Cancel Payment](#) button if you do not wish to proceed with payment at this time

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Payment Cart

Click **Complete** to complete the payment process. Your payment has been processed and you will receive a receipt for payment.

Complete

Click the **Complete** button to complete the process

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Payment Successful

Your payment was successful. Go to [Payment History](#) for more information about the transaction.

The Cart ID is: **CRT-000004736**

The application(s) that were in the shopping cart are complete when you reach this page