

GETTING LICENSED

The step-by-step guide

START



Step 1

Meet the Initial Eligibility Requirements

Eligibility standards:

- at least 18 years of age
- able to lawfully study and work in Canada
- able to provide specific government-issued identification (ID)
- have a minimum of Canadian high school education or equivalent
- be proficient in the English language



Step 2

Create a myRECA Account

myRECA is RECA's online licensing and education system. You will become eligible, complete courses, request services, and maintain your licence through myRECA.



Step 3

Log in for the First Time

Once you complete setting up your myRECA account, the system will ask you to log in for the first time. Do not begin this step until you are ready to begin your application and education eligibility process.

Step 3a: Labour Mobility

Only licensees from certain jurisdictions are eligible for labour mobility with Alberta.

Step 3b: Suitability Review

During the licensing process you will need to answer a series of suitability questions about matters such as past criminal proceedings, regulatory proceedings, civil proceedings, and bankruptcies.

Step 3c: Education Eligibility

Before you can enroll in RECA pre-licensing courses, you must prove you meet the requirements from step 1.

The average time to fully complete the steps takes between 1 – 2 years.



Step 4

Enroll in and Complete Pre-licensing Education

All industries have pre-licensing courses you must complete prior to applying for a licence.



Step 5

Provide a Certified Criminal Record Check (CCRC)

As you near the completion of your pre-licensing education, or, if you are applying for labour mobility, once you receive your approval, contact a private, accredited fingerprint agency or your local law enforcement to request a Certified Criminal Record Check (CCRC).



Step 6

Obtain Employment With a Brokerage

When you complete your education, or are approved for labour mobility, and RECA has received and approved your Certified Criminal Record Check, you become eligible for licensing. This status will show in the Licensing tab of your myRECA account.



Step 7

Complete a Licensing Application For Real Estate (Including Property Management) or Mortgage

Once you find a brokerage you want to work for, and they've agreed to take you on, your new broker will begin the licensing process. To do so they will ask for your myRECA username.

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