

## Course Recognition Application

\_\_\_\_\_ (Name of course provider(s)) is  
applying for recognition of:

Fundamentals of Condominium Management	Fundamentals of Mortgage Brokerage	Fundamentals of Real Estate
Practice of Condominium Management	Practice of Mortgage Brokerage	Practice of Commercial Real Estate
Condominium Manager Broker Course	Mortgage Broker Course	Practice of Property Management
		Practice of Residential Real Estate
		Practice of Rural Real Estate
		Real Estate Broker Course

The Course meets the course requirements of RECA's Course and Course Provider Requirements as follows:

Learning Outcomes align with Competency Profile prescribed by the applicable Industry Council(s)

Course design and activities relate directly to the Competency Profile.

Course can accommodate persons with disabilities as set out by the *Alberta Human Rights Act*.

Required supporting documentation will be on file as required by RECA's Course and Course Provider Requirements.

This course will be offered in the following formats:

☐ eLearning

☐ Physical or Virtual Classroom

☐ eLearning/ classroom hybrid

In support of this application we provide:

eLearning	Physical or Virtual Classroom	eLearning/ classroom hybrid
Syllabus and/or Course Outline	<input type="checkbox"/> Syllabus and/or Course Outline	<input type="checkbox"/> Syllabus and/or Course Outline
Document describing the alignment with the Competency Profile prescribed by the Industry Councils	Document describing the alignment with the Competency Profile prescribed by the Industry Councils	Document describing the alignment with the Competency Profile prescribed by the Industry Councils
Access to eLearning course, eBook, or eManual	<input type="checkbox"/> Instructor materials (e.g., lesson plans, presentations and other materials used to support the instructor)	<input type="checkbox"/> Access to eLearning course, eBook, or eManual
	<input type="checkbox"/> Copy or access to classroom and course assessments, manual, and education materials provided to learners	<input type="checkbox"/> Instructor materials (e.g., lesson plans, presentations and other materials used to support the instructor)
	<input type="checkbox"/> The Course Provider's Instructor Code of Conduct	<input type="checkbox"/> Copy or access to classroom and course assessments, manual, and education materials provided to learners
		<input type="checkbox"/> The Course Provider's Instructor Code of Conduct

I represent and I am able to bind \_\_\_\_\_ (entity name) I have read and understand RECA's Course and Course Provider Requirements, and I attest all information provided in this application is true and complete. I have ensured that systems have been put in place to ensure we adhere to RECA's Course and Course Requirements on an ongoing basis.

I understand that if \_\_\_\_\_ (entity name) fails to continue to adhere to the Course and Course Provider Requirements RECA may end our course and Course Provider recognitions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed name

**Additional attestation (below) is required if the course is jointly offered by more than one entity.**

I represent and I am able to bind \_\_\_\_\_ (entity name) I have read and understand RECA's Course and Course Provider Requirements, and I attest all information provided in this application is true and complete. I have ensured that systems have been put in place to ensure we adhere to RECA's Course and Course Requirements on an ongoing basis.

I understand that if \_\_\_\_\_ (entity name) fails to continue to adhere to the Course and Course Provider Requirements RECA may end our course and Course Provider recognitions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed name

I represent and I am able to bind \_\_\_\_\_ (entity name) I have read and understand RECA's Course and Course Provider Requirements, and I attest all information provided in this application is true and complete. I have ensured that systems have been put in place to ensure we adhere to RECA's Course and Course Requirements on an ongoing basis.

I understand that if \_\_\_\_\_ (entity name) fails to continue to adhere to the Course and Course Provider Requirements RECA may end our course and Course Provider recognitions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed name

Submit application to by mail to:

Real Estate Council of Alberta

202, 1506 11 Ave SW

Calgary, AB

T3C 0M9

Submit application by email

to: [credentialing@reca.ca](mailto:credentialing@reca.ca)