

How to Get Licensed Step-By-Step Guide

New Licensees

ELIGIBILITY

STEP
01

Create a
myRECA
account

Helpful resource!

Creating a
myRECA account

STEP
02

Complete
the first
time login
process

Helpful resource!

First Time Login – Submitting
Proof of Eligibility

STEP
03

Complete
the online
Eligibility
application
and pay
the fee

STEP
04

Upload
profile
photo and
identification
documents

STEP
05

Request
transcripts or
assessments
to be sent
to RECA
as proof
that you
meet the
education
and English
standards

STEP
06

Receive
approval
email from
RECA

EDUCATION

STEP
07

Enroll in
Fundamentals
course with
a recognized
course

Helpful resource!

Recognized
Course Providers

STEP
08

Complete
Fundamentals
course and
book exam
(you must
complete your
exam within
3 months
of course
completion)

STEP
09

Successfully
complete
exam with
min. grade of
70% (you'll
have two
chances to
write)

STEP
10

Enroll in
Practice
course
with a
recognized
course
provider

Helpful resource!

Recognized
Course Providers

STEP
11

Complete
Practice course
and book exam
(you must
complete your
exam within
3 months
of course
completion)

STEP
12

Successfully
complete
exam with
min. grade of
70% (you'll
have two
chances to
write)

LICENSING

STEP
13

Complete
online
criminal
record check
application

Helpful resource!

Guide to Applying
for a Criminal
Records Check

STEP
14

Receive
approval
email from
RECA

STEP
15

Request your
broker to
initiate your
licensing
application
for you

STEP
16

Complete
licensing
application
and submit
it to your
broker for
review/
approval

STEP
17

Pay your
licensing fees
(your broker
may opt to pay
them for you)

Helpful resource!

Licensing a New
Associate

STEP
18

Your licence
will be
automatically
issued
unless there
are good
character
concerns
that require
our review