



Getting Licensed

...we'll be starting shortly



Agenda

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A background image showing a group of business professionals in a meeting. A man in a dark suit is shaking hands with a woman in a blue suit. Another man in a dark suit is visible on the right, looking towards the group. The scene is set in a bright, modern office environment.

Meet the Team

Shawna

Christina

Crystal

Nancy

What We Do



01 Protect

We protect consumers by employing rigorous vetting protocols for all eligibility and licensing applicants

02 Inform

We inform eligibility and licensing applicants about eligibility and licensing requirements, how to meet them, and how to complete application processes

03 Elevate

We elevate applicants' experience of the eligibility and licensing processes by providing exceptional customer service in a timely, professional, and helpful manner

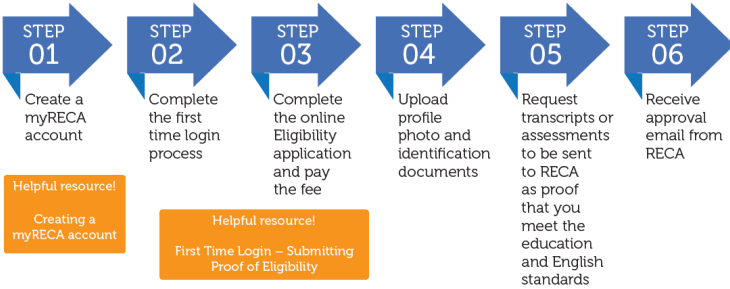
Industries RECA Regulates

- ① [Real Estate](#), including
 - Residential real estate
 - Commercial real estate
 - Rural real estate
 - [Property Management](#)
- ② [Mortgage brokerage](#)
- ③ [Condominium Management](#)



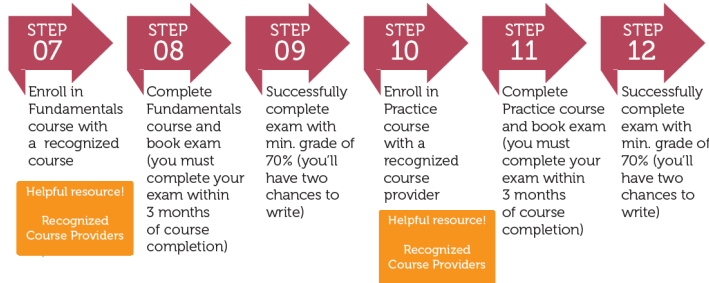
Three Phases

Eligibility Phase



Education Phase

*not required/partially required for labour mobility applicants



Licensing Phase



Getting Started

Step 1

Create a [myRECA](#) account

Step 2

Complete the first-time login process, answering all questions truthfully

Step 3

Pay the **non-refundable** [application fee](#)

Step 4

Upload your identification and profile photo

Step 5

Request third parties to send required supporting documents directly to RECA on your behalf

Phase 1: Eligibility

Applicants must first meet certain eligibility requirements before they can complete pre-licensing education and/or apply for a licence.



New Licensees

Eligibility Requirements

- Proof of identity and ability to work in Canada
- Proof of English proficiency
- Proof of minimum high school education

[Guide to Applying for Eligibility for First Time Licensees](#)

Labour Mobility Applicants

Eligibility Requirements

- Proof of identity and ability to work in Canada
- Proof of English proficiency
- Proof of licensure in good standing

[Guide to Applying for Labour Mobility for Canadian Licensees](#)

[Guide to Applying for Labour Mobility for International Licensees](#)

Eligibility Requirements

Requirement 1 (all applicants) - Proof of Identity and Ability to Work in Canada

Registration Services verifies the identification of all applicants to ensure RECA achieves its mandate to protect consumers and the integrity of the regulated industries.

1a. Profile Photo

- Colour photo
- Face-centered
- Focus is primarily on face, head, and shoulders
- No clothing/accessories that shield appearance (i.e. hat, sunglasses)

Eligibility Requirements

Requirement 1 (all applicants) - Proof of Identity and Ability to Work in Canada, continued

1b. Source Identification

- Birth Certificate
 - Proof of Permanent Residency
 - Proof of Canadian citizenship
 - Valid Work Permit
-
- Contains your **full legal name**. This is the name that will appear in myRECA/on your licence
 - If no first name indicated on document, no first name in myRECA
 - If Work Permit contains study restriction, course provider must confirm they will enforce the study restriction

1c. Government-Issued Photo Identification

- Canadian Passport
 - Canadian driver's licence
 - Provincial identification card
 - Canadian treaty status card
 - Canadian Forces identification card
 - Canadian firearms card
-
- Must be valid (i.e. issued within the past 5 years/not be expired)

Eligibility Requirements

Requirement 2 (all applicants) - Proof of English proficiency

Registration Services verifies that applicants* meet the minimum level of English proficiency required to ensure licensees can practice in Alberta's official language.

*Labour mobility applicants have additional avenues available to demonstrate their English proficiency

2a. Education completed in Canada

- High school transcript showing successful completion of grade 12 English
- Post-secondary transcript
 - 2-year diploma or degree awarded
 - Delivered in English
 - GED/CAEC
- Must be sent by issuing institution or provincial education ministry

Eligibility Requirements

Requirement 2 (all applicants) - Proof of English proficiency, continued

2b. Education completed outside of Canada

- Transcript assessed by a member of [ACESC](#), showing:
 - Course that is equivalent to English 30 was completed in English, or
 - Graduation from a program that is equivalent to a 2-year Canadian post-secondary diploma or degree program, taught exclusively in English

- Not all assessors include the above in their education assessments
- Must be sent by assessor

2c. English Assessment

- TOEFL iBT test
- IELTS Academic Assessment
- CELPIP General Test
- CAEL
- Must meet minimum scores
- Must be completed within the past three years

Eligibility Requirements

Requirement 3 (new licensees) - Proof of minimum education

Registration Services verifies that applicants* have the necessary skills and abilities to successfully complete pre-licensing education and practice as a licensee.

*Labour mobility applicants are exempt from this requirement

3a. Education completed in Canada

- High school transcript showing graduation of Grade 12
 - Post-secondary transcript
 - 2-year diploma or degree awarded
 - GED/CAEC
- Must be sent by issuing institution or provincial education ministry

Eligibility Requirements

Requirement 3 (new licensees) - Proof of minimum education, continued

3b. Education completed outside of Canada

- Transcript assessed by a member of [ACESC](#), showing:
 - Equivalent to minimum of Canadian high school graduation, or
 - Equivalent to graduation from a 2-year Canadian post-secondary diploma or degree program
- Must be sent by assessor
- May also be used to demonstrate proof of English proficiency if:
 - assessment indicates completion of a minimum of English 30 taught in English or
 - language of instruction was in English

Eligibility Requirements

Requirement 4 (labour mobility) - Proof of licensure in good standing

Registration Services verifies that labour mobility applicants are licensed in good standing or eligible to reinstate their licence in their originating jurisdiction.

Licensing History

- Must be sent by regulatory body
- Must show that you hold a licence in good standing or that you previously held a licence in good standing and are eligible to reinstate it with no additional requirements
- Must include disciplinary history

Processing Times

Registration Services reviews applications in the order they are received once the application is complete (i.e. all required documents have been received/submitted)



Go to the My Applications page to view the status of your application and/or the required supporting documents.

You can view our current processing times on the myRECA login screen or on the My Applications page of your myRECA account – usually between 2-10 business days, depending on volumes and resourcing.

We will email you with the outcome of our review.

Phase 2: Education

New Licensees

New licensees must complete [pre-licensing education](#) through a [recognized course provider](#) and pass RECA's exams.

[New Licensees: Step-by-Step Guide to Getting your Licence](#)

Labour mobility (Canada)

Canadian labour mobility applicants are exempt from pre-licensing education and exams.

[Labour Mobility \(Canadian Licensees\): Step-by-Step Guide to Getting your Licence](#)

Labour Mobility (Int.)

International labour mobility applicants are exempt from pre-licensing education but must successfully challenge RECA's exams.

[Labour Mobility \(International Licensees\): Step-by-Step Guide to Getting your Licence](#)

Phase 3: Licensing

Before you can apply for your licence, you must complete the first two phases AND provide a current criminal record check to become eligible for licensing.



Once you are eligible for licensing, your broker will initiate your licensing application in myRECA.

When your licensing fees are paid by you or your broker, your licence is automatically issued, unless your application is routed to RECA for review. We'll notify you by email either way.

Licensing Requirements

Requirement 1 (all applicants) – Criminal Record Check

You must complete a Criminal Record Check (CRC) through myRECA to be eligible to apply for your licence.

Your CRC must be less than six months old at the time you apply for your licence. You should wait to apply for your CRC until you have finished (or are nearly finished) your pre-licensing education, if required.

[Guide to Applying for a Criminal Record Check](#)

Licensing Requirements

Requirement 2 (all applicants) – Good Character (Suitability)

You must demonstrate that you are of good character and suitable for licensing at the time you apply for your licence.

If the registrar determines that you are not of good character, the registrar may refuse to issue you a licence.

If an event has occurred in your past that may bring your character into question, you may wish to apply for a Suitability Review prior to investing time and money into pre-licensing education only to eventually be refused a licence. A Suitability Review is not recommended for labour mobility applicants.

[Good Character Guide for Licensing Applicants](#)
[Guide to Applying for a Suitability Review](#)

Resources

- [The Four Industries](#)
- [Pre-Licensing Education through Recognized Course Providers](#)
- [Getting Licensed – overview](#)
- [Creating a myRECA Account \(pdf\)](#)
- [Getting Licensed – New Licensees](#)
 - [First Time Login – Eligibility Applicant \(pdf\)](#)
 - [Guide to Applying for Eligibility for First Time Licensees \(pdf\)](#)
 - [New Licensees: Step-by-Step Guide to Getting Your Licence \(pdf\)](#)
- [Getting Licensed – Labour Mobility](#)
 - [First Time Login – Labour Mobility Applicants \(pdf\)](#)
 - [Guide to Applying for Labour Mobility for Canadian Licensees \(pdf\)](#)
 - [Labour Mobility \(Canadian Licensees\): Step-by-Step Guide to Getting Your Licence \(pdf\)](#)
 - [Guide to Applying for Labour Mobility for International Licensees \(pdf\)](#)
 - [Labour Mobility \(International Licensees\): Step-by-Step Guide to Getting Your Licence \(pdf\)](#)
- [Guide to Applying for a Criminal Record Check \(pdf\)](#)
- [Good Character Guide for Licensing Applicant \(pdf\)](#)
- [Guide to Applying for a Suitability Review \(pdf\)](#)



Contact the Registration Services Team

- Email: registration@reca.ca
- Phone: (403) 228-2954, extension 3
- Toll free: 1-888-425-2754



We're all done!

Now it's your turn – we want to hear from you!