

# Getting Licensed



# Agenda

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A background image showing three business professionals in an office setting. A man in a dark suit and striped shirt is shaking hands with another man in a dark suit and striped tie. A woman in a blue blazer is partially visible on the left, looking towards the handshake. The image is overlaid with a semi-transparent blue filter.

# Meet the Team

Nancy

Crystal

Dana

Simren

Christina



# 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

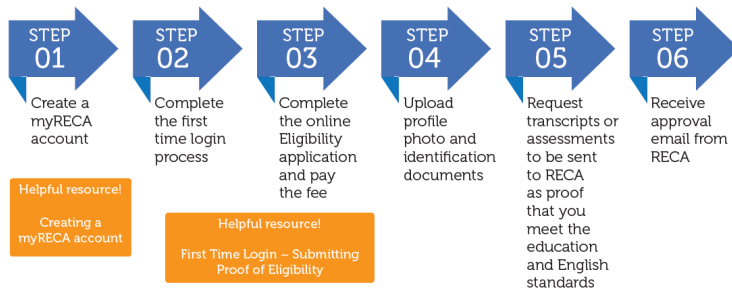
# Industries RECA Regulates

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



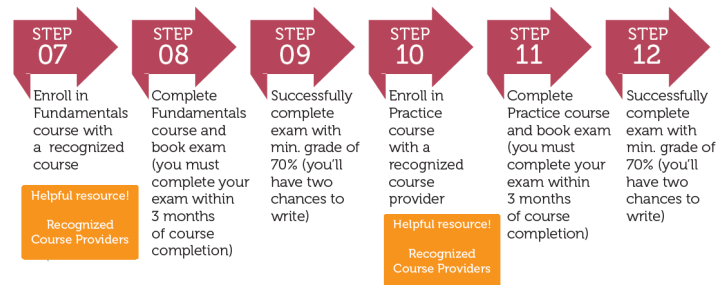
# Three Phases

## 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 a study restriction, additional requirements will apply

### 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 can apply for your CRC when you have completed your pre-licensing education or your labour mobility application has been approved.

[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](mailto: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!