



myRECA Tutorial Renewing your licence

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Part One: New *Licence Renewal* tab

Welcome to the myRECA *Licence Renewal* tab. New in 2025, this tab is your one-stop-shop for completing and managing your licence renewal.

Important

If any events described in [Section 40](#) of the *Real Estate Act* Rules have occurred, you must notify the registrar about the event(s) before you can renew your licence(s). Go to the My Account tab and click "Notify the Registrar". Failure to report an event(s) prior to renewing may result in sanction or suspension or cancellation of your licence. Refer to the [Notification to the Registrar Guide](#) for more information.

Renewal Status

You have not yet started your licence renewal. Click **Start Renewal** below to get started.

[Start Renewal](#)

The left-menu contains many renewal-related resources, from industry-specific relicensing course requirements to fees and payment methods. Check out the helpful FAQs and tutorials in the *Resources* section.

Part Two: Initiating your online renewal application in myRECA

When the renewal period opens, the **Licence Status** indicator will turn yellow in the **Licensing** tab of your myRECA account.

Go to the **Licence Renewal** tab to get started.

Sectors	Status
Commercial	Licensed
Property Management	Licensed
Residential	Licensed
Rural	Licensed

On the *Licence Renewal* tab, click the **Start Renewal** button to initiate your licence renewal application.

Licence Renewal

My Account Education Licensing **Licence Renewal**

Real Estate Mortgage

Important

If any events described in [Section 40](#) of the *Real Estate Act* Rules have occurred, you must notify the registrar about the event(s) before you can renew your licence(s). Go to the My Account tab and click "Notify the Registrar". Failure to report an event(s) prior to renewing may result in sanction or suspension or cancellation of your licence. Refer to the [Notification to the Registrar Guide](#) for more information.

Renewal Status

You have not yet started your licence renewal. Click **Start Renewal** below to get started.

Start Renewal

If you are licensed in multiple industries, ensure you click on the appropriate industry sub-tab under the *Licence Renewal* tab to ensure you are renewing the desired licence.

On the final landing page of your first licence renewal, you will be instructed to log out and back in to your myRECA account to refresh the session. Please ensure you do so before attempting to renew the subsequent licence.

! You can't renew your licence if your broker and brokerage haven't renewed yet

We will email you when your broker and brokerage renew. Contact your broker directly for more information.

The image shows a screenshot of the myRECA website. The header features the myRECA logo on the left and the tagline "Ensuring the integrity of licensing process" on the right, with a background image of three people in a professional setting. Below the header is a teal navigation bar with the following links: "My Account", "Education", and "Licensing". The "Licensing" link is currently selected. On the left side of the page, there is a sidebar menu with the following items: "Current Licences", "Licence Eligibility", and "Licence History". The main content area displays a red-bordered message box with the text: "You cannot renew your registration until your brokerage renews its licence. We will notify you by email when your brokerage has renewed."

myRECA

Ensuring the integrity of
licensing process

My Account

Education

Licensing

Licence Renewal

▶ **Current Licences**

▶ Licence Eligibility

▶ Licence History

! If you are a mortgage associate, you must complete the [Mortgage Brokers Private Lending 2025 Relicensing Course](#) before you can renew your licence.

Oops! You can't renew! You haven't completed this year's required course. Refer to the Relicensing Course(s) page under the Licence Renewal tab for more information.

▸ My Information

▸ Message Centre

▸ My Applications

Start a new application

▸ Payment History

▸ Account Settings

Contact Information

Please confirm your personal and contact information.

- If you need to make any changes to your personal or contact information, or to opt in or out of SMS/Text reminders, click "No" and follow the prompts.
- Otherwise, if your contact information is correct, click "Yes".

Personal Information:

First Name: Test

Middle Name:

Last Name: Associate

AKA Name:

Residential Address:

999 Anywhere Street

Small Town

Alberta

X1X 1X1

Canada

Contacts:

Primary Phone: 403-444-4444 Business/Office

Alternate Phone: 403-555-5555

Fax:

Email: TEST@test.ca

Mailing Address:

PO Box 1111

Big City

Alberta

X2X 2X2

Canada

Yes

No

Review your personal and contact information - it must be correct and up to date before you can proceed.

! Providing false or misleading information may result in sanction

▸ My Information

▸ Message Centre

▸ Applications

My Applications

Start an application

▸ Payment History

▸ Account Settings

Associate Application for Registration - Renewal

To assist in carrying out our public protection mandate in an effective and efficient manner, we wish to collect some general and practice information from licensees. Please take a moment to complete this optional survey before commencing your renewal application.

How many transactions in each of the following sectors did you complete and receive remuneration for from August 1, 2024 to July 30, 2025?

Residential real estate trades

Commercial real estate trades (office, retail, industrial)

Agri-business real estate trades (farms)

Residential property management contracts

Commercial property management contracts

What is the approximate dollar value of the transactions you completed from August 1, 2024, to July 30, 2025?

Complete the **optional** data collection questionnaire.

! You can skip this survey or any of its questions if you prefer not to or are unsure how to answer

Confirm your compliance with the requirements of [Section 40](#) of the *Real Estate Act Rules* by ticking the box.

! Failure to notify the registrar about an event captured in Section 40 prior to renewing may result in sanction or suspension or cancellation of your licence

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Associate Application for Registration - Renewal

Section 40 Compliance

Pursuant to section 40 of the *Real Estate Act Rules*, licensees must immediately notify the registrar when:

- the licensee is disciplined by any real estate board, real estate association, mortgage broker association, property manager association, or any professional, occupational or regulatory body
- the licensee has any judgment(s) rendered against them in relation to the provision of services or sale of goods to consumers
- any business the licensee owns or has participated in as a partner, director or officer in the past three years, has any judgment(s) rendered against the business
- the licensee is the subject of any bankruptcy proceedings
- any business the licensee owns or has participated in as a partner, director or officer in the past three years, is the subject of any bankruptcy or receivership proceedings
- proceedings pursuant to the Criminal Code are commenced against the licensee, or
- the licensee is convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences resulting in only monetary fines and/or demerit points

If an event has occurred as described above and you have already reported it to the registrar, you may proceed with your renewal. If an event has occurred that you have not yet reported, you must report it before you can proceed with this renewal application. Click the 'Notify the Registrar' button on the 'My Account' tab in your myRECA account to begin the reporting process.

If you are unsure whether you must report an event to the registrar, contact RECA at info@reca.ca.

☐ I declare that I am in compliance with the requirements of Section 40 of the *Real Estate Act Rules* and have no unreported events which require reporting to the registrar

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Associate Application for Registration - Renewal

Authorization & Acknowledgement and Responsibilities

Review all statements carefully and indicate your acceptance.

☐ I authorize RECA to verify any information on this application from any source. In making this application, I consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes and administration of the *Real Estate Act*, Rules, Bylaws, and Regulations in accordance with the *Personal Information Protection Act*.

☐ I understand and accept the duties and responsibilities of an associate/associate broker as set out in the *Real Estate Act* (the Act) and the *Real Estate Act Rules* (the Rules). I am aware that as a licensee I must follow all standards of practice and comply with the Act and the Rules, and have that apply to a licensee who is licensed to trade in real estate, deal in mortgages, or

I acknowledge my obligations to provide services I am licensed to provide.

I will immediately notify the Registrar of any change in my personal information that may occur during the application process.

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Carefully read the authorization, acknowledgment, and declaration statements on the following two pages. Indicate your agreement with each statement by ticking each box.

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Associate Broker Application for Registration - Renewal

Declaration

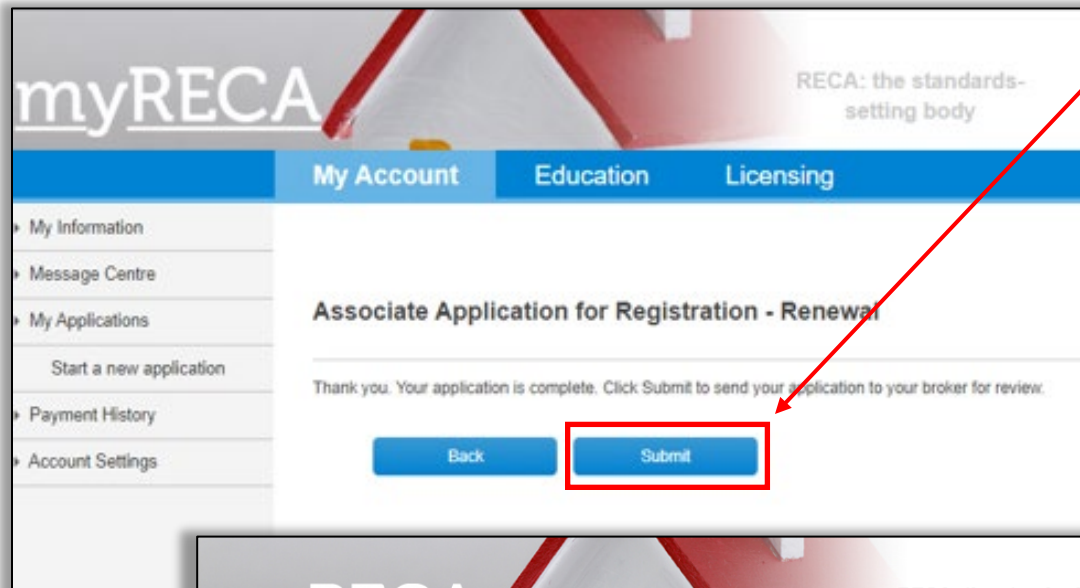
IMPORTANT: Making a false statement on your application may result in the refusal, suspension or cancellation of your licence and/or be considered conduct deserving of sanction pursuant to the *Real Estate Act Rules*.

☐ I have read and I understand all questions and statements contained in this application. The information and answers I have provided are accurate, true and complete. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath.

I acknowledge that providing false and/or misleading information to the registrar may result in the refusal, suspension or cancellation of a licence and is conduct deserving of sanction.

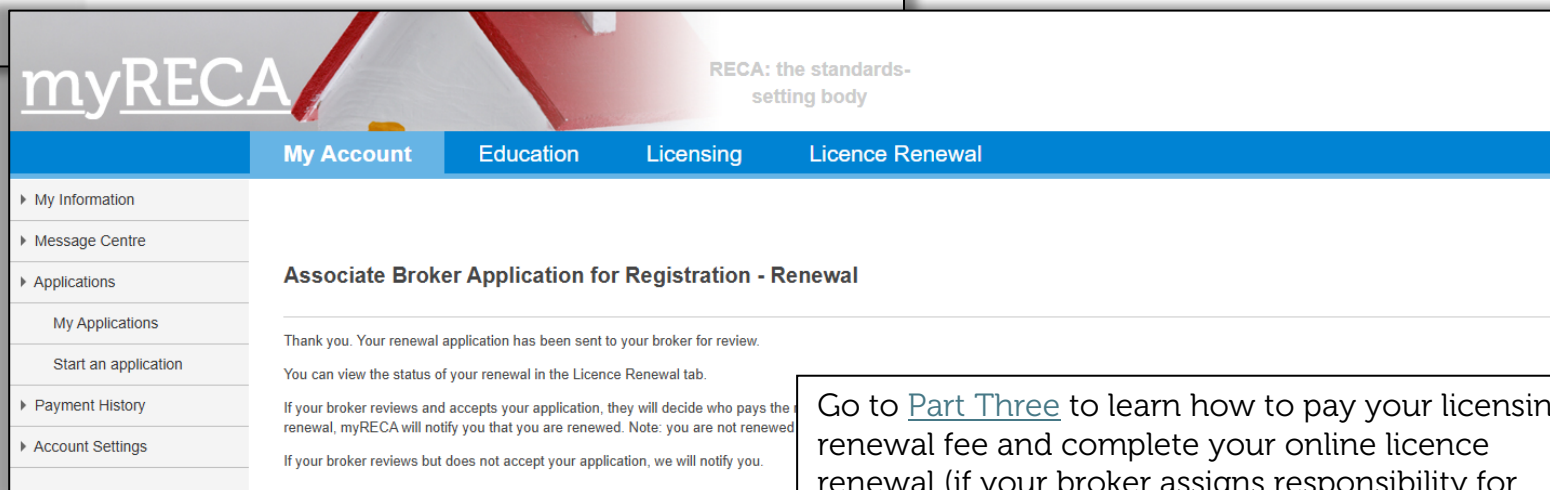
☐ I consent to RECA contacting me via email regarding licensing, education, or regulatory updates.

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Click the ***Submit*** button to send your application to your broker for review.

! We will email your broker when this happens



Go to [Part Three](#) to learn how to pay your licensing renewal fee and complete your online licence renewal (if your broker assigns responsibility for payment of your licensing renewal fee to you).

Go to [Part Four](#) to learn how to check your licence renewal status.

Part Three: Paying your licensing renewal fee and completing your online licence renewal

You can find your renewal application in the **Licence Renewal** tab.

! We will email you if your broker assigns responsibility for payment of your licensing renewal fee to you

[Log in to your myRECA account](#) to pay your licensing renewal fee and complete your online licence renewal.

myRECA

Licence Renewal

My Account Education Licensing **Licence Renewal**

Real Estate

Important

If any events described in [Section 40](#) of the *Real Estate Act* Rules have occurred, you must notify the registrar about the event(s) before you can renew your licence(s). Go to the My Account tab and click "Notify the Registrar". Failure to report an event(s) prior to renewing may result in sanction or suspension or cancellation of your licence. Refer to the [Notification to the Registrar Guide](#) for more information.

Renewal Status

Your renewal application is underway. You can view the status of your application below.

Industry	Application Type	Application Status	Assigned To	Date	Actions
Real Estate	Associate/Associate Broker Licence Renewal	Waiting for Payment	Applicant	30-Jul-25	Cancel Payment View

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Application Payment

Payment Invoice

Payment Information	
Details	
Licence Renewal Fee - Individual	\$475.02
Licensing Renewal Fee Credit	\$-250.00
Total Amount:	\$225.02
Credit Applied:	\$0.00
Amount Due:	\$225.02

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If you have a credit on your myRECA account, it will be automatically applied to your licensing renewal fee.

If you don't have a credit on your myRECA account, or the credit isn't large enough to cover the full cost of your licensing renewal fee, follow the prompts to complete your payment using a credit card.

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Application Payment

By clicking 'Finish' below, you agree you have read and understood RECA's [Privacy Policy](#). You further agree to RECA charging the entered credit card with the entered amount.

PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.

Name on Card:

Card Number:

CCV:

Expiry Date: Month Year

All payments are final

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Congratulations! Provided your payment was successful and there are no good character issues that the registrar needs to review before deciding to issue you a licence, **your licence is renewed!**

Go to [Part Four](#) to learn how to check your licence renewal status.

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Payment Successful

Your payment was successful and you are renewed! Go to the Licence Renewal tab to download your receipt and renewed licence.

Part Four: Checking your licence renewal status

[Log in to your myRECA account](#) and go to the **Licence Renewal** tab to view your renewal application.

- If the **Application Status** column indicates **New**, you have started but not completed your application. Click the **Complete** link beside the application to proceed
- If **Application Status** is **Submitted** and the **Assigned To** column indicates **Brokerage**, your broker has not yet approved your application.
- If **Application Status** indicates **Waiting for Payment** and **Assigned To** indicates **Brokerage**, your broker has assigned responsibility for payment of your licensing renewal fee to the brokerage but has not yet completed the payment.
- If **Application Status** is **Under Review** and the **Assigned To** is **RECA**, your application has triggered a good character review under [Section 34](#) of the Real Estate Act Rules and is currently being reviewed by RECA. We will send you an email if this happens.

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My Account Education Licensing

Real Estate

Important

If any events described in [Section 40](#) of the *Real Estate Act* Rules have occurred, you must notify the Registrar. Go to the My Account tab and click "Notify the Registrar". Failure to do so may result in the suspension of your licence. Refer to the [Notification to the Registrar Guide](#) for more information.

Renewal Status

Your renewal application is underway. You can view the status of your application below.

Industry	Application Type	Application Status	Assigned To	Date	Actions
Real Estate	Associate/Associate Broker Licence Renewal	New	Applicant	30-Jul-25	Cancel Complete

myRECA Licence Renewal

My Account Education Licensing Licence

Real Estate Mortgage

Important

If any events described in [Section 40](#) of the *Real Estate Act* Rules have occurred, you must notify the registrar about the event(s) before you can renew your licence(s). Go to the My Account tab and click "Notify the Registrar". Failure to report an event(s) prior to renewing may result in sanction or suspension or cancellation of your licence. Refer to the [Notification to the Registrar Guide](#) for more information.

Renewal Status

Your renewal is complete.

Application Status

Industry	Application Type	Application Status	Assigned To	Date	Actions
Real Estate	Associate/Associate Broker Licence Renewal	Approved	RECA	30-Jul-25	View

[View Renewed Licence](#)

[View Receipt](#)

Once your licensing renewal fees are paid and your licence is renewed, we will email you to let you know.

You can also confirm your licence is renewed in myRECA. [Log in to your myRECA account](#) and go to the **Licence Renewal** tab. Your licence is renewed if:

- ✓ **Renewal Status** indicates "Your renewal is complete."
- ✓ your *renewal application* shows *Approved*
- ✓ your renewed licence is available for download

! If you're licensed in more than one industry, go to the other industry tab(s) to confirm your licence renewal in the other industry(ies)

Part Five: Accessing your licensing renewal fee receipt

[Log in to your myRECA account](#) and go to the **Licence Renewal** tab (visible during the renewal period only).

Click the **View Receipt** link to download a PDF copy of your payment receipt.

Important

If any events described in [Section 40](#) of the *Real Estate Act* Rules have occurred, you must notify the registrar about the event(s) before you can renew your licence(s). Go to the My Account tab and click "Notify the Registrar". Failure to report an event(s) prior to renewing may result in sanction or suspension or cancellation of your licence. Refer to the [Notification to the Registrar Guide](#) for more information.

Renewal Status

Your renewal is complete.

Industry	Application Type	Application Status	Assigned To	Date	Actions
Real Estate	Associate/Associate Broker Licence Renewal	Approved	RECA	30-Jul-25	View

[View Renewed Licence](#)

[View Receipt](#)

If your broker paid your renewal fee, you won't have access to the payment receipt, even if they used your credit card to complete the payment. Request a copy of the payment receipt from your broker.

Once the renewal period has closed, the **Licence Renewal** tab will be removed from myRECA, but you can always find your renewal receipts on the **Payment History** page under the **My Account** tab. See next page.

Log in to your myRECA account and go to the *Payment History* page under the *My Account* tab.

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Payment Successful

Success!

Your payment was successful. Whether you paid by myRECA account credit or by credit card, you can find your receipt on the [Payment History](#) page.

You are renewed! Go to the Licensing tab to view or download your renewed licence.

Click the **Receipt** link next to your licence renewal application to download a PDF copy of your payment receipt.

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Payment History

Payment history for the last 36 months.

Receipts may take up to 24 hours to generate.

Fee Category: All Industry: All

Industry Sector	Fee Category	Item	Date	Amount	Receipt No.	Actions
Mortgage	Licensing	Associate/Associate Broker Licence Renewal	3-Aug-24	\$225.02	ORD-378353-P6N7L3	Receipt
Mortgage	Licensing	Associate/Associate Broker Licence Renewal	28-Aug-23	\$475.00	ORD-350982-W4L5V8	Receipt
Mortgage	Licensing	Associate/Associate Broker Licence Renewal	23-Aug-22	\$475.00	ORD-309266-T6R2F4	Receipt
				\$6.00	ORD-262646-F6K1W6	Receipt

! If your broker paid your renewal fee, you won't have access to the payment receipt, even if they used your credit card to complete the payment. Request a copy of the payment receipt from your broker.

Real Estate Council of Alberta
Suite 350, 4954 Richard Rd SW
Calgary, Alberta T3E 6L1
403-228-2954
Toll Free: 1-888-425-2754

This is your myRECA receipt:

Receipt No. ORD-378353-P6N7L3

Payment Details

Date of Payment: 8/3/2024
Method of Payment: Credit Card
Card on Card: Test
Card/Cheque Number: Visa | XXXX-XXXX-XXXX-4242

Licensee: Mortgage Associate

Description	Amount
Licence Renewal Fee - Individual	475.02
REIX Premium Individual	0.00
Licensing Renewal Fee Credit	-250.00

Total Amount: 225.02
Applied Credit: 0.00
Amount Paid: 225.02

Thank you for your payment.