



# Guide to Applying for Labour Mobility for International Licensees

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## Applying for labour mobility as an international licensee

If you hold a licence in good standing in an industry RECA regulates outside of Canada, you may apply for recognition of your licensing under Alberta's Fair Registration Practices Act (FRPA). If you are approved for labour mobility, you will be exempt from having to complete the pre-licensing courses normally required to be completed by new licensing applicants and will be permitted to challenge the related exams.

To be eligible, you must:

- be at least 18 years of age
- be a Canadian citizen or permanent resident
- provide proof that you hold a licence in good standing in a qualifying jurisdiction
- provide proof of English proficiency



### **Before you apply!**

Ensure that you meet the minimum eligibility requirements listed above and that you have the required supporting documents outlined in this guide.

If you submit a labour mobility application and you don't meet the minimum requirements outlined above, your application will be refused, and **your application fee will *not* be refunded.**

As a new licensing applicant, you will be required to demonstrate that you are of good character and suitable for licensing before the registrar will issue you a licence. If you have concerns about an event from your past that may impact your suitability for licensing, you may wish to complete a Suitability Review prior to completing the eligibility process. Refer to the [Guide to Completing a Suitability Review](#) for more information.

## Steps for applying for labour mobility

- 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



Find step-by-step instructions in these myRECA Tutorials:

- [Creating a myRECA Account](#)
- [First Time Login - Labour Mobility Applications](#)

Once all your supporting documents are received, your application will be complete. The application status will show “Submitted” and it will be reviewed in the order in which it was received. You can view our current processing times on the [myRECA login page](#) and at the top of your My Applications page, within your myRECA account.

## Requirement 1: Identification

You must provide a profile photo and copies of specific identification (ID) documents to prove your identity as part of your labour mobility application. Please note, you must be at least 18 years of age to get your licence.

Registration Services checks your ID to verify that you are who you say you are. Confirming your identity is essential to achieving RECA's mandate, which includes protecting consumers and promoting the integrity of the industry.

You must upload a copy of the item/one of the items<sup>1</sup> in each category to your application in myRECA:

Profile Photo	Proof of identity <sup>2</sup> (must be Canadian)	Government-issued photo identification <sup>2</sup> (must be Canadian)	Proof of name change (if applicable)
<ul style="list-style-type: none"> <li>• Colour photo</li> <li>• Face-centered</li> <li>• Focuses primarily on face, head, and shoulders</li> <li>• No clothing/accessories that shield appearance (i.e., hats, sunglasses)</li> </ul>	<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Citizenship Card (front and back)</li> <li>• Citizenship Certificate (non-commemorative; front and back)</li> <li>• Permanent Resident Card<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Driver's licence</li> <li>• Provincial identification card</li> <li>• Treaty status card</li> <li>• Canadian Forces identification card</li> <li>• Firearms card</li> </ul>	<ul style="list-style-type: none"> <li>• Registered marriage certificate</li> <li>• Divorce decree/certificate showing the name change</li> <li>• Certificate of name change issued by vital statistics agency</li> </ul>

<sup>1</sup> RECA will only accept the documents listed as proof of your identity. You cannot substitute ID between categories. If you have misplaced your identification, you must order a replacement to proceed with your application. The registrar may, at their discretion, also require you to supply additional proof of identity and/or present your original documents for in-person inspection.

<sup>2</sup> Identification must be valid and not expired. If your ID has expired, you must renew it before uploading it to your application. See note 3 below if you are submitting an expired Permanent Resident card.

<sup>3</sup> If your Permanent Resident (PR) card has expired, you can still upload it. You must also submit a written Statement declaring that you have not lost your PR status and are still eligible to work in Canada. Refer to item 4 in the [Guide to Providing a Statement](#) for more information.

## Requirement 2: Proof of Licence in Good Standing

You may apply for licensing under the Fair Registration Practices Act (FRPA) if you hold a licence in good standing outside of Canada. If approved, you will be exempted from completing pre-licensing education courses in Alberta, provided you pass the related exams.

**You must provide proof of licence in good standing for each jurisdiction** in which you are or have been licensed. If your licensing history is issued in a foreign language, you may be asked to have the document translated and resubmitted.

You will need to ask each regulatory authority to email proof of licence in good standing directly to RECA at [registration@reca.ca](mailto:registration@reca.ca). **RECA will not accept licence history documentation submitted by the applicant.**

You must complete a separate labour mobility application, with applicable proof of licence in good standing, for each industry in which you wish to practice in Alberta.

### Requirement 3: English proficiency

Prospective licensees must demonstrate that they are proficient in English, Alberta’s official language<sup>1</sup>. These are the only documents we will accept. **If you have a degree or diploma completed outside of Canada, refer to item #2 on page 7 to determine if your education assessment will also meet our requirements for proof of English proficiency.**

1. Proof that you have completed a minimum of grade 12 English in Canada (or equivalent):

Canadian Secondary Schooling	Canadian Post-Secondary Schooling
<ul style="list-style-type: none"><li>• <a href="#">transcript from an accredited Canadian high school</a> showing successful completion of Grade 12 English</li><li>• Alberta <a href="#">General Education Development (GED)</a> or <a href="#">Canadian Adult Education Credential (CAEC)</a> transcript, if you did not complete your high school education or your Canadian high school transcript cannot be provided.</li></ul>	<ul style="list-style-type: none"><li>• transcript from a Canadian college or university listed on either the <a href="#">Colleges and Institutes Canada</a> or <a href="#">Universities Canada</a> website) showing<ul style="list-style-type: none"><li>○ a degree or diploma was awarded<sup>1</sup></li><li>○ the program was 2 years or longer</li><li>○ instruction was delivered in English</li></ul></li></ul>

<sup>1</sup> Certificate-based programs *do not* meet our requirements for proof of English proficiency.

2. Some education assessments completed by a member of the [Alliance of Credential Evaluation Services of Canada \(ACESC\)](#).

Type of Education Assessment <sup>1</sup>	Requirements
International Credential Evaluation Service (ICES)	Must explicitly state the language of instruction for your degree or diploma was exclusively English.  Only a comprehensive evaluation will include this information.
International Credential Assessment Service of Canada (ICAS)	To our knowledge, ICAS does not provide information about language of instruction, so <b>these reports do not meet our proof of English proficiency requirement.</b>
International Qualifications Assessment Service (IQAS)	Must show you completed a course equivalent to Alberta English 30 and cannot reference another language. ESL courses are not accepted.  Only an educational assessment intended for admission to a post-secondary institution will show this information.
Quebec Comparative Evaluation	To our knowledge, a Quebec Comparative Evaluation does not provide information about language of instruction, so <b>these reports do not meet our proof of English proficiency requirement.</b>
University of Toronto School of Continuing Studies – Comparative Education Service (CES)	Must explicitly state the language of instruction for your degree or diploma was exclusively English. Contact University of Toronto - CES directly for assistance with ensuring this is included in your assessment.
World Education Services (WES)	Must explicitly state the language of instruction for your degree or diploma was exclusively English. Contact WES directly for assistance with ensuring this is included in your assessment.

<sup>1</sup> If your education assessment does not meet the requirements listed, you must complete an English proficiency test that meets the criteria outlined under item #3 on page 7.

3. English proficiency test from one of the following approved assessors that meets all requirements outlined in the table below<sup>1</sup>.

English Language Assessment	Minimum Required Scores
English as a Foreign Language ( <a href="#">TOEFL</a> ) iBT test	Overall score of 92, with minimum scores: <ul style="list-style-type: none"> <li>• Listening: 21</li> <li>• Speaking: 26</li> <li>• Reading: 21</li> <li>• Writing: 24</li> </ul>
International English Language Testing System ( <a href="#">IELTS</a> ) Academic Assessment	Must be an <i>Academic</i> assessment. We <u>do not</u> accept IELTS General assessments  Minimum score (all areas): 6.5
Canadian English Language Proficiency Index Program ( <a href="#">CELP</a> ) General Test	Minimum score (all areas): 7
Canadian Academic English Language Assessment ( <a href="#">CAEL</a> )	Minimum score (all areas): 60

<sup>1</sup> Your English assessment must have been completed **within the past three years**. The English language assessments listed are the only assessments we will accept.



**You cannot upload your proof of English proficiency via myRECA.**

- Email your English assessment report to [registration@reca.ca](mailto:registration@reca.ca) and we will upload it for you.
- Canadian transcripts must be submitted to RECA directly by the Provincial Education Ministry or issuing institution. RECA *may* accept a transcript directly from you if it is in a sealed envelope with the issuing institution’s pre-printed logo and address. We do not return original documents.
- Education assessments should be submitted to RECA directly by the assessing institution. However, if an applicant provides a document that includes security features which allow us to verify it is original, we *may* accept it. We do not return original documents.
- Your transcript or education assessment can be submitted:

- via digital portal or by email from a school administrator's official school email address to [registration@reca.ca](mailto:registration@reca.ca)
- by regular post (we do not pick up registered mail) to:  
Real Estate Council of Alberta  
202, 1506 - 11 Avenue SW  
Calgary, Alberta, T3C 0M9

The documents listed are the only documents RECA will accept for the purposes of demonstrating you meet the English proficiency standard.



RECA ***will not accept:***

- Canadian birth certificate
- completion of English as a Second Language (ESL) courses or an ESL program
- employment experience
- acceptance into another educational program
- trade or vocational designations, certificates, or diplomas
- apprenticeships or fast-tracked or condensed education programs
- professional or occupational memberships, certificates, or designations
- non-credit college or university courses, designations, certificates, or diplomas
- online education programs

## Challenging the exams

If your labour mobility application is approved, you must challenge the related exam(s) for your industry, licence class, and sector(s) (if applicable). Further instruction on setting up your exam(s) challenge(s) will be provided to you at the time your application is approved.

The cost for each exam is \$235 +GST. Approved international applicants will be given one exam attempt only. A grade of 70% or higher must be obtained to pass the exam.

## Appealing a refused application

If your labour mobility application is refused, you may appeal the decision to an Appeal Panel under Section 39(1)(e) of the *Real Estate Act Rules* within 30 days of the decision. Information about your right to appeal will be provided to you in the event your application is refused.

## Continuing competence requirement

All mortgage licensees approved through labour mobility must complete a continuing competence course within 120 days of receiving a licence, unless otherwise exempted\* by the Registrar.

If you fail to complete the continuing competence course within 120 days, your licence may be suspended. **We do not offer extensions to this deadline.**

\* The Registrar has determined that individuals who have completed the Private Mortgages Course approved by the Financial Services Regulatory Authority of Ontario are exempt from having to complete the continuing competence course. To receive this exemption, you must have the course provider with whom you completed the course send proof of course completion to RECA via email to [registration@reca.ca](mailto:registration@reca.ca). We will confirm via email if/when your exemption is approved. **Your licence history form Ontario may confirm your completion of this course, so do not request proof of course completion unless we notify you that you are required to complete Alberta's course.**

## FAQs

### Applying for labour mobility as an international licensee

**Q I'm not sure I meet one or more of the labour mobility requirements. Can RECA review my circumstances before I complete and pay for a labour mobility application?**

A No. The fee covers the costs of reviewing the application. Your eligibility for labour mobility cannot be assessed until you have paid the application fee and supplied all required supporting documents.

We recommend that you carefully compare your circumstances against the requirements listed in this guide and make an informed decision about whether to complete and pay for the application.

### Identification

**Q What if I don't have a copy of my identification?**

A You must provide the identification (ID) documents that apply to you, as described in this guide. There are no exceptions to this requirement. If you no longer have your ID document, you must order a replacement before applying. Please contact [registration@reca.ca](mailto:registration@reca.ca) to find out if we can approve your labour mobility application upon receipt of proof that you have applied for a replacement copy of your ID.

**Q I don't have a copy of my birth certificate/citizenship certificate/permanent resident card. Can I provide a copy of my passport/driver's licence instead of another identification document?**

A No. We do not accept substitutions for the specific identification documents listed in this guide. Please contact [registration@reca.ca](mailto:registration@reca.ca) to find out if we can approve your eligibility upon receipt of proof that you have applied for a replacement.

## Proof of licensing

**Q What is a *licence in good standing*?**

A You have a *licence in good standing* if you are (a) currently licensed or (b) eligible to reinstate your licence with no additional requirements. You may have to complete one or more requirements in your originating jurisdiction (for example, update courses) to be eligible for labour mobility.

**Q Will RECA request my licence history from other jurisdictions?**

A No. You must contact the applicable regulatory authorities and ask them to send RECA your licence history for the purpose of labour mobility. Ask them to email the information to [registration@reca.ca](mailto:registration@reca.ca). If your licensing history is issued in a foreign language, you may be asked to have the document translated and resubmitted.

**Q How do I request my licence history?**

A Each jurisdiction will have its own process, so you will need to contact the regulator directly to find out how to request your licence history for the purpose of labour mobility. They must email your licence history directly to RECA at [registration@reca.ca](mailto:registration@reca.ca).

**Q The regulatory authority in my originating jurisdiction will not provide confirmation of my licensing. Can I provide something else?**

A Please email us at [registration@reca.ca](mailto:registration@reca.ca) to discuss this circumstance directly with us.

**Q What if I'm licensed in more than one jurisdiction?**

A You must report and provide licence histories for all the jurisdictions in which you are or have been licensed. We will process your application when we receive the first licence history, based on that licence class. If you hold a higher licence class in another jurisdiction, we will update your licensing eligibility/licence and notify you when we receive that information.

## English proficiency

- Q Can I provide an alternative document if I didn't meet an English standard in the qualifying licence jurisdictions and don't have any of the documents listed for English proficiency?**
- A No. You must provide one of the accepted documents specified in [Requirement 3](#) to prove your English proficiency to obtain your licence in Alberta.



RECA **will not accept** any other documents as proof you meet RECA's English proficiency standard, not even documents such as:

- completion of English as a Second Language (ESL) courses or an ESL program
- employment experience
- acceptance into another educational program
- trade or vocational designations, certificates, or diplomas
- apprenticeships or fast-tracked or condensed education programs
- professional or occupational memberships, certificates, or designations
- non-credit college or university courses, designations, certificates, or diplomas
- online education programs

## General

- Q How long will it take RECA to review my application?**
- A Your application is only complete and ready for review once we have received all supporting documentation. Applications are reviewed in order of when they are ready for review. Actual application processing times will vary. To view our current processing timelines, go to the [myRECA login page](#).
- Q How do I find out my current application status or if RECA has received my documents?**
- A You can check the status of your application in your [myRECA account](#) under My Applications. Click **Complete** beside your application to view the status of individual documents: *Waiting for Details* means RECA hasn't yet received that document.

**Q What if I change my mind after applying?**

A If you change your mind and wish to abandon your application, you can cancel it through your myRECA account. Go to the My Applications page and click the Cancel link beside your application. Unfortunately, we cannot refund the application fee to you if you change your mind.

**Q What happens after my application is reviewed?**

A You will receive an email containing the outcome of our review:

- if your application is approved, the email will provide instructions on next steps for licensing
- if we require additional information or documentation before a decision can be made, the email will describe the outstanding requirements
- if your application is refused and you are deemed ineligible, the email will outline your options for appealing the decision

**Q How long is my eligibility to become licensed valid for?**

A You have 90 days from the date on the most recent licensing history we received from any qualifying jurisdiction(s) in which you are currently licensed to complete the application process for your licence.

**Q What happens to my identification and other supporting documents?**

A In keeping with RECA's privacy policy, we will destroy all supporting documents once your application is processed.

**Q Do I have to be an Alberta resident to be eligible for labour mobility?**

A No. You do **not** need to reside in Alberta to be eligible for labour mobility or become licensed in Alberta.

**Q Do I have to terminate my licence in my originating jurisdiction to be eligible for labour mobility?**

A No. You do **not** have to terminate your licence in your originating jurisdiction to be eligible for labour mobility or become licensed in Alberta. However, you must register your licence with an Alberta brokerage to practice in Alberta.

**Q I'm currently a principal/managing broker. Can I manage a brokerage in Alberta?**

A You must meet the following requirements to be eligible for a broker licence in Alberta:

- completion of Alberta's Real Estate Broker Program or an exemption from completing the course based on your licence history from your current jurisdiction(s)
- if you are a real estate licensee, you must be licensed to practice in all four real estate areas of practice (residential, commercial, and rural real estate and property management) – if your current jurisdiction does not regulate any of these areas of practice or you are not currently licensed in all areas, you must complete pre-licensing education for that area of practice before you can upgrade your licence
- at least two years out of the last five of licensed industry experience\*

\*Important Note: Although the current real estate broker eligibility policy does not stipulate that the individual must have two years in each real estate sector, licensees are required to provide competent service under the Real Estate Act Rules. A broker with less than two years of licensed experience in each sector would be cautioned about providing or overseeing services in sectors in which they are not competent. If RECA were to receive a complaint about a broker and it is found that the broker was not competent to provide or oversee services in a particular sector, that would be an aggravating factor when considering appropriate enforcement action.

You can learn more about [upgrading your licence](#) or [opening a brokerage](#) on our website.