

Licensing a new industry professional

This tutorial shows the perspective of the
broker and the new associate



Associate's Account.

This is what an eligible associate sees in their account. To become eligible they must complete all pre-licensing education (or approved licence mobility), and have a received and reviewed certified criminal record check. If they do not meet these requirements, this page is empty and they are not eligible to be licensed.

myRECA

My Account

Current Licences

Licence Eligibility

Licences ?





If the coloured dot next to your Licence Status is GREY, you are NOT AUTHORIZED and cannot trade in real estate, deal in mortgages, or provide property management or real estate appraisal services. If the dot is GREEN, you are authorized in the profession next to Industry. If the dot is YELLOW, the renewal period has started and you are eligible to renew.

If your Licence Status is Eligible for Licensing you must be registered prior to the date displayed next to Expiry Date. If you are not, you are no longer eligible for licensing

Real Estate

| | | | |
|--|---|----------------|---|
| Licence Status: | Eligible for Licensing <input checked="" type="radio"/> | Licence Class: | Associate |
| Industry: | Real Estate | Expiry Date: | 15-Nov-15 |
| Licence Authorization: | Comm, Res, Rur | Brokerage: | |
| Renewal Status: | Not Renewed | Date Renewed: | |
| Re-licensing Education Program Requirement : | Not Required | More: | Licence Activity Report |
| Required Course : | | | |

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RECA Blog    

Broker's Account.

This is the My People page within the My Brokerage tab of the broker's account. Brokers begin the new associate licensing process here. Click Add Associate

The screenshot shows the myRECA website interface. At the top, there is a navigation bar with tabs: My Account, Education, Licensing, and My Brokerage. The 'My Brokerage' tab is selected and highlighted in blue. Below the navigation bar, there is a sidebar menu on the left with options: Licence, Message Centre, My People, Applications, Accounting Reports, Brokerage Information, Payment Cart, Payment History, Account Administration, Trust Accounts, and Brokerage Structure. The 'My People' option is highlighted with a red arrow. The main content area is titled 'My People' and features a search bar with fields for 'Last Name', 'Renewal Status', and 'REP Status', and a 'Search' button. Below the search bar, it says 'Number of People: 6'. A table lists the following users:

| Name | Username | Licence Class | Sectors | Renewed | REP Status | Stop Code | Actions |
|---------------|--------------|---------------------|--------------------------|---------|---------------|-----------|---------|
| Jaqen Hagar | Jaqen_Hagar | Broker | Comm PM Res Rur | No | Not completed | No | |
| High Sparrow | HighSparrow | Associate Broker | Comm PM Res Rur | No | Not completed | No | Cancel |
| Test User | Test_User | Associate Broker | Comm PM Res Rur | No | Not completed | No | Cancel |
| Podrick Payne | PodrickPayne | Associate | Res | No | Not completed | No | Cancel |

Broker's Account.

Search by the associate's username. At this point they are very familiar with myRECA and should know their username.

★ Bookmarks

myRECA

Search for Industry Professionals

Username: Test_Associate

Search

| Last Name | First Name | Username | Applicant Type | Licence Status | Action |
|-----------|------------|----------------|----------------|------------------------|--------|
| Associate | Test | Test_Associate | Associate | Eligible for Licensing | Select |

Confirm the username and name that appears, and click Select to initiate their application. If no name shows up, try again and check the spelling of the username. If the problem persists, the applicant may not be eligible for licensing.

Broker's Account.

There are detailed instructions at every step of the process. Once you initiate the application, it's up to the associate to complete their application in their myRECA account.

Search for Industry Professionals

The application is created and a notification is on its way to the Applicant. The next step is the Applicant completing the application.

View the status of the application in My People - Applications on the left menu. A notification with further instructions is sent to you when the Applicant completes their application.

Close

Add Associate

Search

Status:

| Stop Code | Actions |
|-----------|---------|
|-----------|---------|

| | |
|----|--|
| No | |
|----|--|


| | |
|----|--------|
| No | Cancel |
|----|--------|

| | | | | | | | |
|-----------|-----------|-----------|-----------|----|---------------|----|--------|
| Test User | Test_User | Associate | Comm PM | No | Not completed | No | Cancel |
|-----------|-----------|-----------|-----------|----|---------------|----|--------|

| | |
|--------|-----------|
| Broker | Res Rur |
|--------|-----------|

Associate's Account.

Once initiated by the broker, the associate receives email notification and the licence application appears in the Associate's My Applications page. Click **Complete** to begin.

My Applications 

When **Complete** appears under **Ac** may involve uploading documents.

When the application Status is **Wait** party to provide documents for the a

For tutorials on your applications or on uploading documents, click [here](#).

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

| Industry | Application Type | Status | Assigned To | Date Submitted | Actions |
|-------------|----------------------------|----------|-------------|----------------|---|
| Real Estate | New Licence & Registration | New | Applicant | 14-May-15 | Cancel Complete |
| Real Estate | Licence Mobility | Approved | Applicant | 14-May-15 | View |

Apply for:

- [Licence Mobility](#)
- [Education Eligibility](#)

Associate's Account.

Confirm your information.

myRECA

RECA: the standards-setting body

My Account

Education

Licensing

My Information

Message Centre

My Applications

Payment History

Account Settings

Contact Information

Please confirm your contact information is correct

Personal Information:

First Name: Test

Middle Name:

Last Name: Associate

AKA Name:

Contacts:

Primary Phone: 7777777777

Alternate Phone:

Fax:

Email: testassociate@test.ca

Residential Address:

350-4954 Richard Rd SW

Calgary

Alberta

T3E 6L1

Canada

Mailing Address:

350-4954 Richard Rd SW

Calgary

Alberta

T3E 6L1

Canada

Yes

No

Associate's Account.

Answer the suitability questions. The application is not stopped when you give a 'Yes' answer. Brokers review all applications and can choose to reject a 'Yes' answer application. If a broker accepts a 'Yes' answer application, RECA must review it.

My Information

Message Centre

My Applications

Payment History

Account Settings

Associate Application

Information Respecting

Please read the questions carefully. These questions apply to a particular application.

If you answer **Yes** to any question, you must provide:

- a sworn statement in your own handwriting
- copies of all relevant documentation
- any further information requested by RECA

For the purposes of these questions, **YOU**, refers to you as an individual, and to any corporations for which you are or were a shareholder, director or officer, and to any partnerships in which you are or were a partner.

Have you been refused a licence, registration or authorization of any kind by any regulatory body of any kind in any jurisdiction other than RECA?

Yes No

Have you withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA in any jurisdiction?

Yes No

Have you been fined, sanctioned or disciplined by any professional, occupational or trade association or by any

Associate's Account.

Carefully read the following pages and give your Acknowledgements and Declaration.

Authorization & Acknowledgement, Subscription Statement & Responsibilities

Review all statements carefully and indicate your acceptance of each statement.

- I authorize RECA to verify any information pursuant to this application from any source. I acknowledge I am responsible for any costs incurred for such verification. In making this application, I consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes in relation to the administration of the *Real Estate Act* and in accordance with the *Personal Information Protection Act*.
- I acknowledge an application for authorization as a real estate associate/associate broker will require that I subscribe to the Real Estate Insurance Exchange (REIX) and become a party to the REIX Subscription Agreement. I acknowledge that I am aware there are rights and obligations created by this Subscription Agreement, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.
- I understand and accept the duties and responsibilities of an associate/associate broker as set out in the Act and the Rules made pursuant to the Act (the Rules). I am aware that as a professional I must follow all standards of practice and comply with the Act, the Rules, and laws that apply to mortgages in Alberta. I acknowledge my obligation to family business of an industry professional, only engage in work competent to do so, and abide by any terms, restrictions, or conditions of the issuance of an authorization. I will immediately notify the Executive Director in support of the information provided to the Executive Director in support of the application process or after the authorization is issued (including

Back

Next

Pages - Applications x
https://uat.myreca.ca/myAccount/Pages/CompleteApplication.aspx?appType=LicenseNew&applicationID=APP-00003448

Welcome Test | Logout Help

myRECA

RECA: the standards-setting body

My Account Education Licensing

- ▶ My Information
- ▶ Message Centre
- ▶ My Applications
- ▶ Payment History
- ▶ Account Settings

Associate Application for Licence and Registration

Declaration

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

- I have read and understand all questions and statements contained in this application. I have taken all the necessary steps to ensure the accuracy of the information provided and responses to these questions. All responses and information provided by me to RECA in this application are true, complete and accurate. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath.

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Associate's Account.

The associate is done their application. When they click **Submit** the application passes to the broker for review. Both parties will receive email notification.

myRECA

My Account

Education

My Information

Message Centre

My Applications

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Associate Application for Licence and Registration

Thank you. Your application is complete. Press Submit to send your application to your broker for review.

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Submit

Broker's Account.

Brokers find submitted licensing applications under My People – Applications. Click [Complete](#) to begin a waiting application.

★ Bookmarks

myRECA

My Account

Education

Licensing

My Brokerage

▸ Licence

▸ Message Centre

▸ My People

Applications

▸ Accounting Reports

▸ Brokerage Information

Payment Cart

Payment History

Account Administration

Trust Accounts

Brokerage Structure

Real Estate

Applications

Applications waiting for payment

[Add Selected to Cart](#)

[View Cart](#)

| <input type="checkbox"/> | Last Name | First Name | Licence Class | Application Type | Application Status | Actions |
|--------------------------|-----------|------------|---------------|------------------|--------------------|---------|
| << | < | > | >> | | | |

Other Applications

| Name | Type | Status | Assigned To | Date Submitted | Actions |
|----------------|----------------------------|-----------|-------------|----------------|---|
| Test Associate | New Licence & Registration | Submitted | Brokerage | 14-May-15 | Cancel Complete |
| << | < | > | >> | | |

Broker's Account.

Confirm the associate's contact information

- ▶ Licence
- ▶ Message Centre
- ▶ My People
- Applications
- ▶ Accounting Reports
- ▶ Brokerage Information
- Payment Cart
- Payment History
- Account Administration
- Trust Accounts
- Brokerage Structure

Test Associate Application

1. Contact Information



Personal Information:

First Name: Test
Middle Name:
Last Name: Associate
AKA Name:

Contacts:

Primary Phone: 7777777777
Alternate Phone:
Fax:
Email: testassociate@test.ca

Residential Address:

350-4954 Richard Rd SW
Calgary
Alberta
T3E 6L1
Alberta

Mailing Address:

350-4954 Richard Rd SW
Calgary
Alberta
T3E 6L1
Canada

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Broker's Account.

Review the associate's suitability answers, acknowledgements and declarations. Pay close attention to all page instructions.

2. Industry Professional Questions

Below are the Applicant's responses to the suitability questions.

IMPORTANT: If there are any YES answers in the Information section, you must complete it and licence the Applicant. Once you accept an application with YES answers and pay the licensing fee, RECA must review the application. RECA will notify you and the Applicant when complete.

1. Information Respecting Suitability

| # | Question | Answer |
|----|--|--------|
| 1. | Have you been refused a licence, registration or authorization of any kind by any regulatory body of any kind in any jurisdiction other than RECA? | No |
| 2. | Have you withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA in any jurisdiction? | No |
| 3. | Have you been fined, sanctioned or disciplined by any professional, occupational or trade association or by any regulatory body of any kind other than RECA in any jurisdiction? | No |
| 4. | Have you been or are you the subject of a judgment or order related to misrepresentation, theft, fraud, breach of trust or the provision of products or services? | No |
| 5. | Have you been or are you the subject of any bankruptcy, insolvency or receivership proceedings? | No |
| 6. | Have you been or are you the subject of a criminal investigation or criminal proceedings, or have been charged with a criminal offence, or have participated in the Alternative Measures Program, or have been found guilty or convicted of any offence under any law of any jurisdiction, excluding provincial or municipal highway offences? | No |

2. Authorization and Acknowledgement, Subscription Statement & Responsibilities

Broker's Account.

Accept or reject the application.
Rejecting the application sends it back to the applicant to re-submit or cancel.

myRECA

My Account

Education

Licensing

My Brokerage

▸ Licence

▸ Message Centre

▸ My People

Applications

▸ Accounting Reports

▸ Brokerage Information

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Brokerage Structure

Associate Application for Licence and Registration

Broker Acknowledgement

▣ Do you accept the application?

Yes No

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Broker's Account.

Give your
acknowledgements.

myRECA

Enhancing professionalism
through self-regulation

My Account

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My Brokerage

▸ Licence

▸ Message Centre

▸ My People

Applications

▸ Accounting Reports

▸ Brokerage Information

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Brokerage Structure

Associate Application for Licence and Registration

Broker Acknowledgement

- I have reviewed and discussed with the applicant their responses to the suitability questions.
- I have discussed with the applicant the consequences of providing false or misleading responses.
- I have reviewed the applicant's photo identification and can confirm that the individual applying is the same person named within the photo identification. I have also reviewed the applicant's birth certificate OR citizenship card and can confirm that the individual's name on this application is identical.

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Broker's Account.

Decide who's paying. If the associate is paying, the application in their My Applications page changes to Waiting for Payment.

myRECA

My Account Education Licensing

- Licence
- Message Centre
- My People
 - Applications
- Accounting Reports
- Brokerage Information
 - Payment Cart
 - Payment History
 - Account Administration
 - Trust Accounts
 - Brokerage Structure

Associate Application for Licence and Registration

Payment Selection

▣ Please indicate who is responsible for paying the application fee (the Brokerage or the Applicant).

Brokerage payment ▾

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Complete

Broker's Account.

Pay now or pay later by adding this fee to your bulk payment list – The associate isn't licensed until RECA receives payment

myRECA

My Account Education Licens

- ▶ My Information
- ▶ Message Centre
- ▶ My Applications
- ▶ Payment History
- ▶ Account Settings

Application Payment

Payment Invoice

[Add to Bulk Payment List](#)

Payment Information

Details

| | |
|--------------------------------------|-----------------|
| New Licence and Registration Fee | \$475.02 |
| Assurance Fund | \$100.00 |
| REIX Premium - Industry Professional | \$255.02 |
| Total Amount: | \$830.04 |
| Credit Applied: | \$830.04 |
| Amount Due: | \$0.00 |

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Broker's Account.

Associate now in My People
(assuming payment received and
no suitability issues)

- ★ Bookmarks
- Licence
- Message Centre
- **My People**
- Applications
- Accounting Reports
- Brokerage Information
- Payment Cart
- Payment History
- Account Administration
- Trust Accounts
- Brokerage Structure

Real Estate

My People

Add Associate

Last Name: Renewal Status: REP Status:

Number of People: 7

| Name | Username | Licence Class | Sectors | Renewed | REP Status | Stop Code | Actions |
|--|-----------------|------------------|--------------------------|---------|---------------|-----------|------------------------|
| Jaqen Hagar | Jaqen_Hagar | Broker | Comm PM Res Rur | No | Not completed | No | |
| High Sparrow | HighSparrow | Associate Broker | Comm PM Res Rur | No | Not completed | No | Cancel |
| Test User | Test_User | Associate Broker | Comm PM Res Rur | No | Not completed | No | Cancel |
|  Podrick Payne | PodrickPayne | Associate | Res | No | Not completed | No | Cancel |
| Gendry Baratheon | gendrybaratheon | Associate | Comm PM Res Rur | No | Completed | No | Cancel |
| Stephanie | stephtest | Associate Broker | Comm PM Res Rur | No | Completed | No | Cancel |
| Sweeney-Cooper | | | | | | | |
|  Test Associate | Test_Associate | Associate | Comm Res Rur | No | Not completed | No | Cancel |



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Associate's Account.

The associate is now authorized and registered with the brokerage.

myRECA
Ensuring the integrity of licensing process

My Account Education **Licensing**

▶ **Current Licences**

▶ Licence Eligibility

▶ Licence History

Licences [?]

If the coloured dot next to your Licence Status is GREY, you are NOT AUTHORIZED and cannot trade in real estate, deal in mortgages, or provide property management or real estate appraisal services. If the dot is GREEN, you are authorized in the profession next to Industry. If the dot is YELLOW, the renewal period has started and you are eligible to renew.

If your Licence Status is Eligible for Licensing you must be registered prior to the date displayed next to Expiry Date. If you are not, you are no longer eligible for licensing

Real Estate

| | | | |
|--|--|----------------|--|
| Licence Status: | Authorized ● | Licence Class: | Associate |
| | Cancel | | |
| Industry: | Real Estate | Expiry Date: | 11-Sep-15 |
| Licence Authorization: | Comm, Res, Rur | Brokerage: | Test Brokerage |
| Re-licensing Education Program Requirement : | Not Required | More: | View Certificate Licence Activity Report |
| Required Course : | | | |

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