

How to Get Licensed Step-By-Step

New Licensees

ELIGIBILITY

STEP 01

Create a myRECA account

Helpful resource!

[Creating a myRECA account](#)

STEP 02

Complete the first time login process

Helpful resource!

[First Time Login – Submitting Proof of Eligibility](#)

STEP 03

Complete the online Eligibility application and pay the fee

STEP 04

Upload profile photo and identification documents

STEP 05

Request transcripts or assessments to be sent to RECA as proof that you meet the education and English standards

STEP 06

Receive approval email from RECA

EDUCATION

STEP 07

Enroll in Fundamentals course with a recognized course

Helpful resource!

[Recognized Course Providers](#)

STEP 08

Complete Fundamentals course and book exam (you must complete your exam within 3 months of course completion)

STEP 09

Successfully complete exam with min. grade of 70% (you'll have two chances to write)

STEP 10

Enroll in Practice course with a recognized course provider

Helpful resource!

[Recognized Course Providers](#)

STEP 11

Complete Practice course and book exam (you must complete your exam within 3 months of course completion)

STEP 12

Successfully complete exam with min. grade of 70% (you'll have two chances to write)

LICENSING

STEP 13

Complete online criminal record check application

Helpful resource!

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

STEP 14

Receive approval email from RECA

STEP 15

Request your broker to initiate your licensing application for you

STEP 16

Complete licensing application and submit it to your broker for review/ approval

STEP 17

Pay your licensing fees (your broker may opt to pay them for you)

Helpful resource!

[Licensing a New Associate](#)

STEP 18

Your licence will be automatically issued unless there are good character concerns that require our review