



2024 Associate/Associate Broker Renewal Guide

All real estate, mortgage brokerage, and condominium management licences expire on September 30th each year unless the licence is renewed, regardless of when it was issued.

If you want to continue practicing on October 1st, you must complete your online licence renewal - including payment of your licensing renewal fee - through [myRECA](#) no later than **September 30th**.

We encourage you to complete your licence renewal well before the renewal deadline. RECA's call and email volumes increase dramatically as the deadline draws closer. If you need to reach us, please note the contact information for Registration Services below:

Email: renewal@reca.ca

Phone: 403-228-2954 (press 1 for renewals)

Tollfree: Toll Free: 1-888-425-2754 (press 1 for renewals)

Our hours of operation are 8:00 am to 4:30 pm, weekdays.

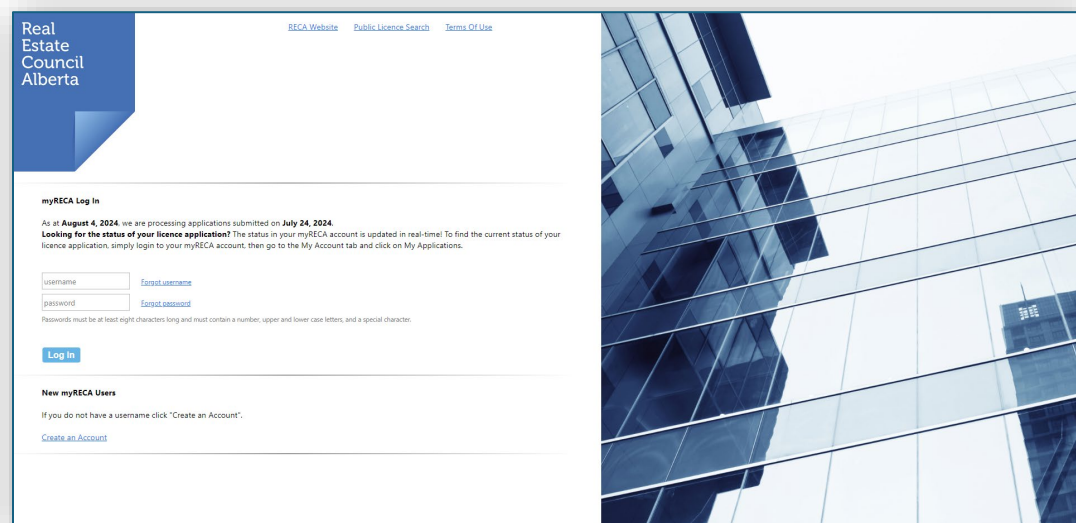
Following is a comprehensive guide to assist you in renewing your associate or associate broker licence for the next licensing period, which begins on October 1st.

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Accessing myRECA

Log in to your [myRECA account](#) by entering your myRECA username and password.



! Do not share your myRECA login credentials with anyone. It is a violation of the [myRECA Terms of Use](#) and may result in sanction.

Trouble-shooting

If you cannot remember your **myRECA username**, you can retrieve it by clicking the [Forgot username link](#) on the myRECA login page. You'll need to enter the email address in your myRECA account to receive an email containing your username (this email will be sent to the email address in your myRECA account).

If you cannot remember your **password**, you can reset it by clicking the [Forgot password link](#) on the myRECA login page. You'll need to input your myRECA username and the email address we have in your myRECA account and answer one of your security questions correctly. RECA staff do not have access to your password and cannot reset it for you.

Call us at 403-228-2954 (press 1 for renewals) during regular business hours if you need to retrieve your myRECA username and/or reset your password **and you:**

- have changed your email address and/or no longer have access to the email address in your myRECA account
- don't know/remember what email address is in your myRECA account
- don't know/remember the answers to your security questions

! Registration Specialists **cannot** assist you with regaining access to your myRECA account **via email**.

Before you renew your licence

Notification to the registrar

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.

- ! Failure to report an event(s) prior to renewing may result in sanction or suspension or cancellation of your licence.

Refer to this [Guide to Notifying the Registrar](#) and page 5 of the [Navigating My Account myRECA Tutorial](#) for more information.

Graduated condominium manager licensees

If you have a restricted condominium manager licence in the graduated licensing program and the expiry date of your graduated licence is:

- **on September 30, 2024**, you will be unable to renew your licence unless you complete the required course for your graduated licence level on or before September 30, 2024.
- **on or after October 1, 2024**, you will be unable to renew your licence for the full length of the next licensing period which runs from October 1, 2024, to September 30, 2025. You will only be eligible to renew your licence for the period beginning October 1, 2024, and ending on the expiry date of your graduated licence. If you complete the required course for your graduated licence level on or before the expiry date of your graduated licence, your licence will be automatically extended to the end of the licensing period, September 30, 2025, at that time.

For more information, please visit the [Condo Manager Licensing page](#) on our website.

Online licence renewal steps

1. Log in to your [myRECA account](#)
2. Go to the Licensing tab
3. Click the **Start Renewal** button
4. Follow the steps and submit your renewal application online to your broker for review/acceptance
5. Pay your licensing renewal fee

- ! Refer to [Appendix A](#) for detailed instructions.

2024 licensing renewal fees

The licensing renewal fees in the table below include the licensing renewal fee credit for all licensees and the increased REIX premium for **real estate** licensees. You can find more information about these items below.

Licensee category	Licensing fee	Licensing renewal fee credit	REIX premium	Total
Real estate associates and associate brokers	\$475	-\$250	\$200	\$425
Mortgage associates	\$475	-\$250	N/A	\$225
Condominium Management associates and associate brokers	\$475	-\$250	N/A	\$225

! You must pay your licensing renewal fee and complete your licence renewal by the September 30th deadline, or you will **forfeit the \$250 licensing renewal fee credit** and will be unable to practice until you reinstate your licence with a brokerage. This includes licensees who received/reinstated their licence recently.

Licensing renewal fee credit

Licensees who pay their licensing renewal fee and complete their online licence renewal by the September 30th deadline will receive a **\$250 licensing renewal fee credit**.

Increased Real Estate Insurance Exchange (REIX) premium

Real estate licensees will pay an increased REIX premium (\$200 from \$175).

You can find more information about licensing fees and the *2024 Fee Schedule* on our website: [Fees | RECA](#)

Methods of payment

If your broker assigns responsibility for payment of your licensing renewal fee to you, you can pay it in any of the ways described in this section. If you are unable to pay your licensing renewal fee via one of these methods, contact your broker to explore possible alternatives. RECA does not offer deferred payment plans or extensions.

If your licensing renewal fee payment is not received by one of these methods in time for you to complete your online renewal by the September 30th deadline, **!** you can use the funds towards your licence reinstatement beginning on October 1st. However, **you will forfeit the \$250 licensing renewal fee credit** and will need to remit this additional amount to complete your reinstatement.

Online credit card payment through myRECA

Refer to [Part Two: Appendix A](#)).

Cheque, bank draft, money order

If paying via this method, ensure your payment:

- is dated for September 30th or earlier
- is made payable to the Real Estate Council of Alberta
- covers the full cost of your licensing renewal fee
- includes your name as it appears in your myRECA account
- is received by RECA **no later than 3:00 pm on September 30th**

When we receive your payment, we will place a credit on your myRECA account for you to use when completing your online renewal. We will email you when this happens. **You must then complete your online renewal on or before September 30th** (refer to [Part Two: Appendix A](#)).

Online banking payment

The following financial institutions allow account holders to make online banking payments to RECA:

- an Alberta Credit Union
- BMO - Bank of Montreal
- CIBC
- RBC – Royal Bank
- Scotiabank
- TD Canada Trust

If paying via this method, ensure your payment is made on or before 4:00 pm on September 26th). You will need to set up **The Real Estate Council of Alberta** as a

payee and enter your **Contact ID*** as the account number in your online banking system.

* Your Contact ID is not the same as your myRECA username. You can locate your Contact ID in your myRECA account directly above your profile photo.

Ensure you enter your Contact ID in your online banking system as: **CONXXXXXXXXX**. Do not include a dash or space between the CON and the numeric digits of your Contact ID.

! Once you have completed your payment through online banking, email a screenshot of the payment confirmation message to aservices@reca.ca so your payment can be applied to your myRECA account.

When we receive your payment, we will place a credit on your myRECA account for you to use when completing your online renewal. We will email you when this happens. **You must then complete your online renewal on or before September 30th** (refer to [Part Two: Appendix A](#)).

E-transfer

RECA does not accept e-transfers.

FAQs

Are there any update courses this year?

There are no required update courses for licensees in any industry this year.

I just became newly licensed or reinstated recently, do I have to renew?

Yes, if you wish to continue practicing on October 1st, you must renew by the September 30th renewal deadline.

What should I do if my brokerage isn't renewed yet?

Unfortunately, you will have to wait until your broker renews the brokerage licence before you can complete your own licence renewal. We will email you when your brokerage renews. In the meantime, contact your broker directly to find out when (or if) they plan to complete the brokerage's licence renewal.

I declared bankruptcy (was charged with or convicted of a criminal offense/had a judgment/was disciplined) this year. Do I have to report it during my renewal?

Licensees must immediately notify the registrar about certain events that occur while they are licensed pursuant to [Section 40](#) of the *Real Estate Act* Rules.

If you have not already notified the registrar about an event that has occurred, you must do so before you renew. Refer to this [Guide to Notifying the Registrar](#) and page 5 of the [Navigating My Account myRECA Tutorial](#) for more information. Once you report the matter, depending on the circumstances, you may be able to proceed with your renewal before the registrar has concluded the review of the event in question.

If you renew your licence before you report the event, you may be sanctioned or your licence may be suspended or canceled.

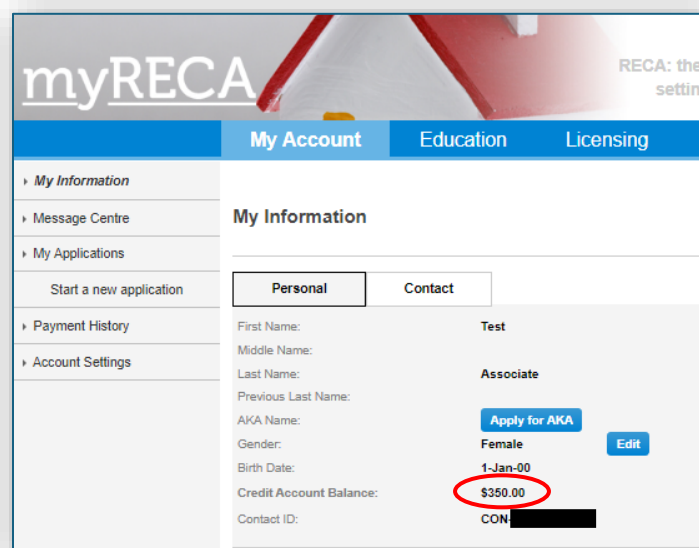
Can my assistant complete my licence renewal for me?

No. A third party cannot complete your renewal for you, even if they are licensed. Licensees are required to log in to their own myRECA account and complete their own licence renewal application, which includes important acknowledgements and declarations. It's important that you are the one providing this information to the registrar on your own behalf. In addition, it is a violation of [myRECA Terms of Use](#) to share your myRECA login credentials with anyone, and if you do, you may be sanctioned.

I paid my licensing renewal fee by cheque. Why am I not renewed?

If we received your cheque and it was not post-dated for October 1st or later, our Accounting Services department would have applied your payment as a credit to your myRECA account. We would have sent an email to the email address in your myRECA account with instructions for you to log in to your myRECA account to complete your renewal.

To check if the credit has been applied and/or apply the credit to your licensing renewal fees and complete your online licence renewal, [log in to your myRECA account](#). If we have applied the credit, it will be showing on the *My Information* page under the *My Account* tab.



- if the credit is **not** showing on your *My Information* page, you either post-dated your payment for October 1st or later, we have not received it yet, or we are currently processing it
- if you postdated your payment for October 1st or later or if we do not receive it by the September 30th deadline, you will **forfeit the \$250 licensing renewal fee credit** and will be unable to practice until you reinstate your licence with a brokerage
- if the credit is showing on your *My Information* page and your broker assigned responsibility for payment of your licensing renewal fees to you, you can use your account credit to pay them and complete your online licence renewal (refer to [Part Two: Appendix A](#))
- if the credit is showing on your *My Information* page but there is no *Payment* link beside your application on the *My Applications* page, your broker has assigned responsibility for payment of your licensing renewal fee to the brokerage ([refer to the next FAQ on the following page](#))

What should I do if there's no option to pay my licensing renewal fee in myRECA?

If there is no *Payment* link beside your renewal application and:

- the *Application Status* column indicates *New* and the *Assigned To* column indicates *Applicant*, you haven't completed your application yet. Click the *Complete* link beside your renewal application to complete and submit it to your broker
- the *Application Status* column indicates *Waiting for Payment* and the *Assigned To* column indicates *Brokerage*, your broker has assigned payment of your fees to the brokerage. Contact your broker for more information
- the *Application Status* column indicates *Submitted* and the *Assigned To* column indicates *Brokerage*, your broker has not yet approved your application. Contact your broker directly to ensure payment of your licensing renewal fee is remitted and your licence renewal is completed by the September 30th deadline

Refer to [Part Three: Appendix A](#) for more information about checking your licence renewal status.

What happens if my broker doesn't approve/pay for/complete my renewal by September 30th?

Unfortunately, if your licence renewal is not fully completed by the end of the day on September 30th, regardless the reason, you will **forfeit the \$250 licensing renewal fee credit** and be unable practice beginning on October 1st until you reinstate your licence with a brokerage.

What should I do if I completed my renewal but I've since changed my mind?

If you wish to cancel your renewal, email your request to Registration Services at registration@reca.ca **before September 30th**. A Registration Specialist can reverse your renewal and refund your licensing renewal fee as a credit on your or your brokerage's myRECA account, depending on who paid for it.

Your renewed licence **cannot** be reversed or refunded after September 30th.

What should I do if I want to transfer my licence to another brokerage?

If you transfer your licence after you have renewed with your current brokerage, your renewal will be cancelled and your licensing renewal fee will be refunded as a credit on your or your brokerage's myRECA account, depending on who paid for it. You will have to re-complete the renewal process with your new brokerage before the September 30th renewal deadline. We recommend that you wait until **October 1 or later** to transfer, if possible.

Appendix A: Renewing your licence online through myRECA


Part One: Initiating your online renewal application in myRECA

The screenshot displays the myRECA user interface. At the top, there is a navigation bar with tabs for 'My Account', 'Education', and 'Licensing'. The 'Licensing' tab is selected. Below the navigation bar, there are sections for 'Current Licences' and 'Licence Eligibility'. The main content area is titled 'Licences' and contains instructions on how to interpret licence status colors: Grey (not licensed), Green (licensed), and Yellow (renewal period started). A table lists licence details for a 'Real Estate' licence, including 'Licence Status: Licensed' (with a yellow dot), 'Licence Class: Associate', 'Industry: Real Estate', 'Expiry Date: 30-Sep-24', 'Brokerage: 1234567 Alberta Ltd. o/a Test Brokerage', and 'Renewal Status: Not Renewed'. A 'Start Renewal' button is highlighted with a red circle and a red arrow pointing to it from a text box. Another red arrow points from the 'Renewal Status: Not Renewed' text to the same text box. A third red arrow points from the 'Licence Status: Licensed' text to the same text box. A fourth red arrow points from the 'Start Renewal' button to the same text box. A separate text box in the top right corner provides instructions on how to log in and navigate to the 'Start Renewal' button.

Log in to your [myRECA account](#), go to the **Licensing** tab, and click the **Start Renewal** button to initiate your licence renewal application.

During the licence renewal period, in the **Licensing** tab of your myRECA account:

- the **Licence Status** turns yellow
- the **Start Renewal** button is visible
- your **Renewal Status** will indicate **Not Renewed** until your renewal is complete

Real Estate	
Licence Status:	Licensed ●
Licence Class:	Associate
Industry:	Real Estate
Expiry Date:	30-Sep-24
Brokerage:	1234567 Alberta Ltd. o/a Test Brokerage
Renewal Status:	Not Renewed
Date Renewed:	
Renewal Tutorial:	
Licence Certificate(s):	View Certificate

Sectors

- Commercial
- Property Management
- Residential
- Rural

The image shows a screenshot of the myRECA website. At the top left is the myRECA logo. To its right is a banner image of three people in a professional setting with the text "Ensuring the integrity of licensing process". Below this is a green navigation bar with three tabs: "My Account", "Education", and "Licensing". On the left side, there is a sidebar menu with three items: "Current Licences", "Licence Eligibility", and "Licence History". The main content area is mostly empty, but a red-bordered box contains the following text: "You cannot renew your registration until your brokerage renews its licence. We will notify you by email when your brokerage has renewed."

! 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.

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

myRECA RECA: the standards-setting body

My Account Education Licensing

- My Information
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 - Start a new application
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- 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".

<u>Personal Information:</u>	<u>Contacts:</u>
First Name: Test	Primary Phone: 403-444-4444 Business/Office
Middle Name:	Alternate Phone: 403-555-5555
Last Name: Associate	Fax:
AKA Name:	Email: TEST@test.ca
<u>Residential Address:</u>	<u>Mailing Address:</u>
999 Anywhere Street	PO Box 1111
Small Town	Big City
Alberta	Alberta
X1X 1X1	X2X 2X2
Canada	Canada

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

myRECA RECA: the standards-setting body

My Account Education Licensing

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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

Licensee Practice Areas

This question is optional. If you're unsure how to respond, please skip this question.

Please provide a rough percentage of the time your brokerage spends practicing in specific areas. Your answers will have no impact on the brokerage licence. This is for data collection purposes and will help us with future planning.

- enter "0" in areas your brokerage do not practice
- your answers should add up to 100%

Residential (%)

Commercial (%)

Private Lending (%)

Mortgage Administration (collecting mortgage payments and otherwise administering mortgages) (%)

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Next

Complete the **optional** data collection questionnaire regarding the areas you practice in within your industry.

! If you prefer not to or are unsure how to answer, skip this question

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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My Account Education Licensing

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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 laws that apply to a licensee who is licensed to trade in real estate, deal in mort...

I acknowledge my provide services I a licence.

I will immediately application that may

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myRECA RECA: the standards-setting body

My Account Education Licensing

Associate Broker Application for Registration - Renewal

Declaration

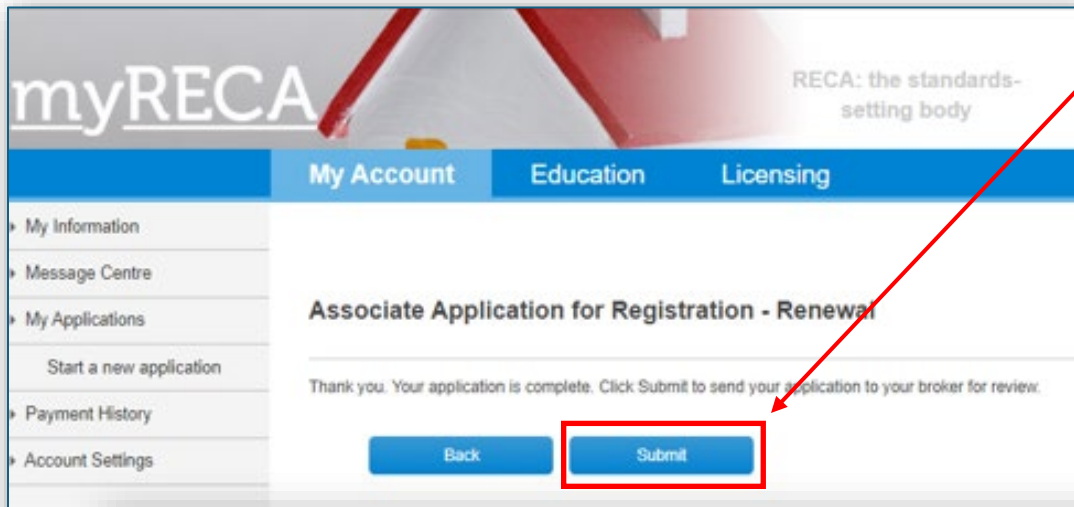
IMPORTANT: Making a false statement on your application may result in the refusal, suspension or cancellation of your licence and/or be considered conduct deserving of sanction pursuant to the *Real Estate Act Rules*.

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.

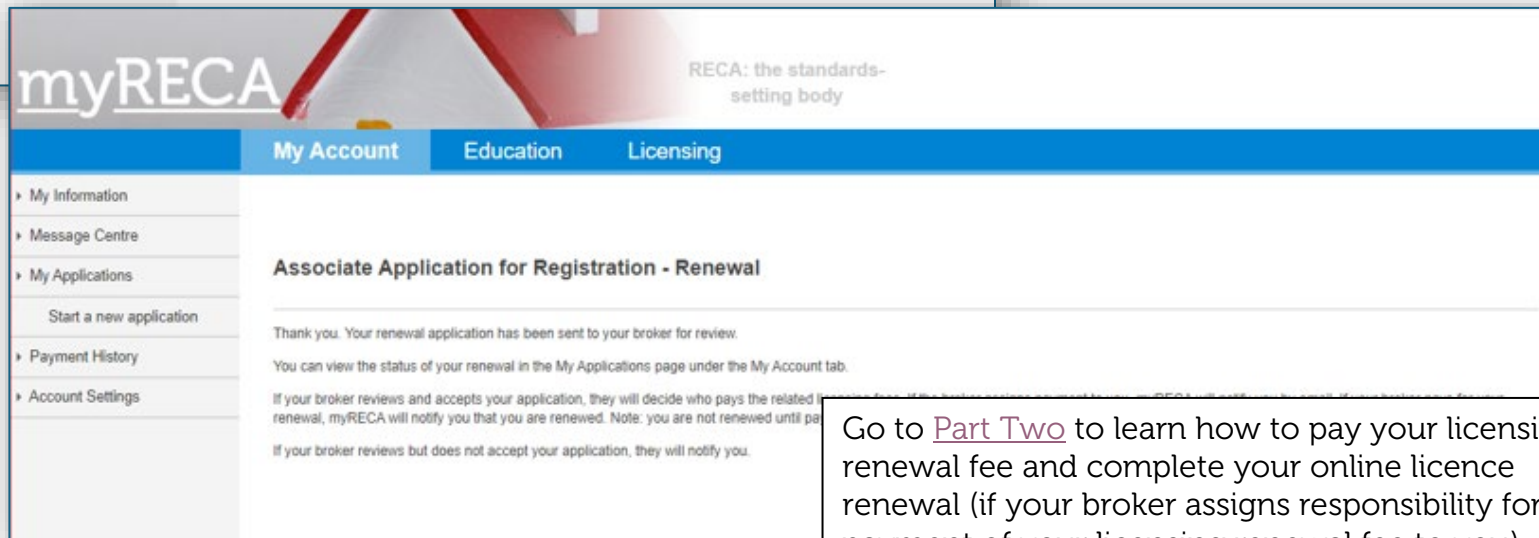
I consent to RECA contacting me via email regarding licensing, education, or regulatory updates.

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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 Two](#) 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 Three](#) to learn how to check your licence renewal status.

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

You can find your application under the **My Account** tab on the **My Applications** page.

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.

The screenshot displays the myRECA website interface. At the top, the myRECA logo is on the left, and the text "RECA: the standards-setting body" is on the right. Below the logo, a blue navigation bar contains three tabs: "My Account", "Education", and "Licensing". The "My Account" tab is highlighted with a red circle. To the left of the main content area is a sidebar menu with the following items: "My Information", "Message Centre", "My Applications", "Payment History", and "Account Settings". The "My Applications" item is also circled in red, with a red arrow pointing from the "My Account" tab to it. The main content area is titled "My Information" and features two tabs: "Personal" and "Contact". The "Personal" tab is active, showing a form with the following fields: "First Name:", "Middle Name:", "Last Name:", "Previous Last Name:", "AKA Name:", "Gender:", "Birth Date:", "Credit Account Balance:", and "Contact ID:". The "AKA Name:" field has a blue button labeled "Apply for AKA". The "Gender:" field is set to "Male" and has a blue "Edit" button next to it. The "Credit Account Balance:" field shows "\$0.00". At the top right of the "My Information" section, there are two blue buttons: "Notify of Name Change" and "Notify the Registrar".

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

My Applications ?

When **Complete** appears under **Actions** on an application, you must take further steps to complete your application. This may involve uploading documents.

When the application Status is **Waiting for Details**, but no **Complete** link appears, it may mean RECA is waiting for a third-party to provide documents for the application. Click **Complete** under **Actions** to see what is required.

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	Application Status	Assigned To	Date Created	Actions
Mortgage	Associate/Associate Broker Licence Renewal	Waiting for Payment	Applicant	22-Aug-22	Cancel Payment View
Mortgage	Associate/Associate Broker Licence Transfer	Approved	Brokerage	21-Mar-22	View

Click the *Payment* link beside your renewal application.

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My Account Education Licensing

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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.

My Account Education Licensing

My Information
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Start a new application
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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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- ▶ My Information
- ▶ Message Centre
- ▶ **My Applications**
 - Start a new application
- ▶ Payment History
- ▶ Account Settings

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.

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 Three](#) to learn how to check your licence renewal status.

Part Three: Checking your licence renewal status

Once your licensing renewal fee is paid and your licence renewal is complete, we will email you and your broker to let you know.

[Log in to your myRECA account](#) and go to the **Licensing** tab to confirm your licence is renewed:

- ✓ your *Licence Status* is green
- ✓ your *Renewal Status* shows *Renewed*
- ✓ the *Date Renewed* is populated
- ✓ your renewed licence is available for download

The **Expiry Date** will show the expiry date of your **current licence**, not your renewed licence. This will be updated on October 1st, when your renewed licence becomes active.

The screenshot shows the myRECA website interface. The 'Licensing' tab is highlighted in the top navigation bar. Below it, the 'Licences' section is visible. The 'Licence Status' is 'Licensed' with a green dot. The 'Licence Class' is 'Associate', 'Industry' is 'Mortgage', 'Expiry Date' is '30-Sep-22', 'Brokerage' is 'ALPINE CREDITS LIMITED', 'Renewal Status' is 'Renewed', and 'Date Renewed' is '30-Aug-22'. There are links for 'View Certificate' and 'View Renewal Certificate'. A red box highlights the 'Licensing' tab, and red circles highlight the 'Licensed' status and the 'Renewed' status with the date. Red arrows point from the text boxes to these elements.

Licence Status:	Licensed ●
Licence Class:	Associate
Industry:	Mortgage
Expiry Date:	30-Sep-22
Brokerage:	ALPINE CREDITS LIMITED
Renewal Status:	Renewed
Date Renewed:	30-Aug-22
Renewal Tutorial:	View Certificate
More:	View Renewal Certificate

Link to Renewal Certificate

If your licence is not yet renewed, go to the next page to learn how to view the status of your licence renewal application.

You can find your renewal application under the *My Account* tab on the *My Applications* page.

The screenshot displays the myRECA website interface. At the top, the logo 'myRECA' is on the left, and the tagline 'RECA: the standards-setting body' is on the right. Below the logo is a blue navigation bar with three tabs: 'My Account', 'Education', and 'Licensing'. The 'My Account' tab is highlighted with a red circle. On the left side, there is a vertical menu with several options: 'My Information', 'Message Centre', 'My Applications', 'Payment History', and 'Account Settings'. The 'My Applications' option is also highlighted with a red circle. A red arrow points from the 'My Applications' link in the menu to the 'My Applications' page content. The 'My Applications' page content includes a 'My Information' section with two sub-tabs: 'Personal' and 'Contact'. The 'Personal' tab is active, showing fields for First Name, Middle Name, Last Name, Previous Last Name, AKA Name, Gender, Birth Date, Credit Account Balance, and Contact ID. The 'AKA Name' field has an 'Apply for AKA' button, and the 'Gender' field has an 'Edit' button. There are also two buttons at the top right of the page: 'Notify of Name Change' and 'Notify the Registrar'.

myRECA

My Account Education Licen

My Applications

As at **August 03, 2024**, we are processing applications submitted

You can see your submitted application's **Submitted Date** by clicking the View link in the Actions column.

Filter by Industry: All

Search by From Date: And/Or To Date: Search

Industry	Application Type	Application Status	Assigned To	Actions
Mortgage	Associate/Associate Broker Licence Renewal	Submitted	Brokerage	View
Mortgage	Associate/Associate Broker Licence Renewal	Approved	RECA	View

Refer to the *Application Status* and the *Assigned To* columns:

- if the *Application Status* column indicates *Submitted* and the *Assigned To* column indicates *Brokerage*, your broker has not yet approved your application
- if the *Application Status* column indicates *Waiting for Payment* and the *Assigned To* column 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 the *Application Status* column indicates *Under Review* and the *Assigned To* column indicates *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

Part Four: Accessing your licensing renewal fee receipt

Log in to your [myRECA account](#) and go to the *Payment History* page under the *My Account* tab.

The screenshot displays the myRECA website interface. At the top left, the myRECA logo is visible. To its right, the text 'RECA: the standards-setting body' is displayed. Below the logo, a blue navigation bar contains three tabs: 'My Account', 'Education', and 'Licensing'. The 'My Account' tab is circled in red. A red arrow points from a text box above to the 'My Account' tab. Below the navigation bar, a left-hand menu lists several options: 'My Information', 'Message Centre', 'My Applications', 'Start new application', 'Payment History', and 'Account Settings'. The 'Payment History' option is circled in red. The main content area of the page shows a 'Payment Successful' message with the following text: '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

myRECA

RECA: the standards-setting body

My Account | Education | Licensing

My Information
Message Centre
My Applications
Start a new application
Payment History
Account Settings

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
				5.00	ORD-262646-F6K1W6	Receipt

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

Licensee: Mortgage Associate

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

Card/Cheque Number: Visa | XXXX-XXXX-XXXX-4242

Method of Payment: 8/3/2024
Credit Card
Test

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

Thank you for your payment.

! If your broker paid your licensing 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.