

Frequently Asked Questions: Getting Licensed (Condominium Managers & Brokers)

What are my timelines for getting my conditional license?

Conditional licensing for condominium managers opened October 12th, 2021. The license is conditional on successfully completing the pre-licensing education exams, and course(s) if necessary, for condominium management by November 30th, 2022.

Courses at this time are still pending approval and will be open for registration in December or early in the new year. All condominium managers looking to conduct condominium management services in Alberta are to have their conditional license by December 1st, 2021.

Do my employees need to get a Certified Criminal Record Check?

Every employee that is applying for their conditional license must have a Certified Criminal Record Check (CCRC) completed. A CCRC is a certified fingerprint-based criminal record search for non-criminal purposes conducted by the Royal Canadian Mounted Police (RCMP) in Ottawa, in which digital fingerprints are compared against the central repository of Canadian criminal records.

Current timeline for a CCRC is 2 - 6+ weeks so creating an appointment early is key to meeting the deadlines. As the deadline is now less than two weeks away applicants who have already applied for a CCRC and those who have not yet applied will be able to sign off on an affirmation that they have applied for their CCRC and they will answer questions regarding any criminal matters on their licensing application honestly. Once a satisfactory CCRC is received by RECA the condition will be removed from your licence.

Where can I get the CCRC completed In Edmonton?

You can book an appointment through <https://www.edmontonfingerprinting.ca/online-booking/>. You can let them know when you're there completing the CCRC that this is for RECA Licensing for Condo Managers and to send the CCRC directly to RECA.

How much condominium management experience do I need to be eligible for my conditional license?

In order to be apply for the conditional license you must have at least 75 days of experience in the last 5 years engaging in condominium management services. Though it should be noted you will be required to go through the pre-licensing exam challenge / education by November 30, 2022. Applicants will have different exam/education conditions placed on their licence depending on their individual circumstances.

Do my employees need to complete an account with My RECA?

Each employee in addition to completing their CCRC will need to create a personal account on myreca.ca by clicking on “Create an Account”.

From here you will go through questionnaires ensuring you are eligible to submit an application and to ensure you are going through the proper stream. Employees from condominium management companies as well as brokers looking to open a brokerage account should be going through the License application process to obtain a conditional license in condominium management.

What do I do after My RECA account has been created?

The next step is to go through the eligibility process to confirm you are eligible for licensing. You can go to the ‘My Applications’ tab and select ‘Complete’ on your condominium management license. From here they will ask for some documents to be uploaded. Once uploaded, you can click submit and wait for the review to be done by RECA, and for the CCRC to be received. Once received and reviewed, you should receive an email from RECA informing you that your conditional license has been approved.

What proof of identification do I need when applying for my conditional license?

You will need upload either your:

- (A) Drivers License or Passport in addition to either,
- (B) Canadian Birth Certificate or Citizenship Card.

How are these steps different if you are looking to create your brokerage for condominium management?

Brokers have to go through the similar motions as all employees do including creating an account with My RECA, completing a CCRC, etc. Though there are questions that are asked during the account creation phase that help RECA ascertain whether you are eligible to be a Broker and create a Brokerage for Condominium Management.

Once your application has been processed, if you are eligible to be a broker, under the Licensing tab on the My RECA account, you will see a button that notes “Apply to Open a Condominium Management Brokerage”.

This will only occur after your CCRC and Application have been reviewed and approved.

After submitting my application for a new brokerage, are there any documents I need to upload?

Similar to how you created the application for your conditional license, you will need to complete your brokerage application by selecting the 'Complete' button within the My Applications tab. From here you will be asked to complete and upload your corporate summary, certificate of incorporation, and the brokerage suitability questions. Your suitability questions you complete will depend on the ownership structure of your brokerage and can be found on the RECA website.

Links to the corporate summary and broker management acknowledgment are below.

[Corporate Summary](#)

[Broker Management Acknowledgment](#)

How do I put my new conditionally licensed employees under my Brokerage?

Once the brokerage and the broker have been approved and licensed, the broker can add any condominium managers that have been approved. The condominium manager's myRECA account must show them as "Eligible for Licensing". The broker must go to their myRECA account, under their My Brokerage and My People tabs and enter the Username of the person they want to add to their brokerage. Once they do that and confirm they are adding the correct person, a message will be sent to the condominium manager telling them they must go to their myRECA account and complete their licensing application. Once they complete their application a message will go back to the broker who can now review their application, and if satisfied, add the person to their brokerage.

Here is a link to more detailed information for adding condominium managers to your brokerage:

[Microsoft PowerPoint - myRECA-Master-Tutorial](#)

What do I do if I need more help or information?

Should you have any questions regarding the licensing application process or your personal application status, please send an email to licensing@reca.ca. Please be patient as RECA is experiencing a very large volume of enquiries as a result of being so close to the December 1st implementation of regulating the condominium management industry.

There are some exceptions for individuals that already licensed with RECA. Please visit the RECA website for details.