

Getting Started – Preliminary Online Renewal Preparation

Once the licensing status lights on *RECA ONLINE* change from green to yellow in mid-August, you may commence the renewal process.

Step 1: Sign on to RECA ONLINE

- Go to www.reca.ca and select “Online Licensing”. Enter your RECA ID and password.
- Users who may have forgotten their login information can retrieve this information by clicking on the “*Forgot Login Information*” link.

Step 2: Print the pre-populated licence application

- Under “Appraiser Transactions”, you will find a link to download your pre-populated licence application form below your name. Please print and complete this form.
- Make any necessary changes to the information on the application and complete the affidavit under Section G.
- If there have been any changes to the information under Section A. Class of Licence and Designation or Section C. Individual Information, contact RECA for further direction. **Do not process the licence renewal online until you have received direction from RECA to do so.**
- If any of the Suitability Questions under Section D of the application are answered positively, the licence application **must** be forwarded to RECA for processing. **Do not process the licence renewal online.**
- Applications to be processed at RECA must be forwarded no later than **September 1, 2010.**

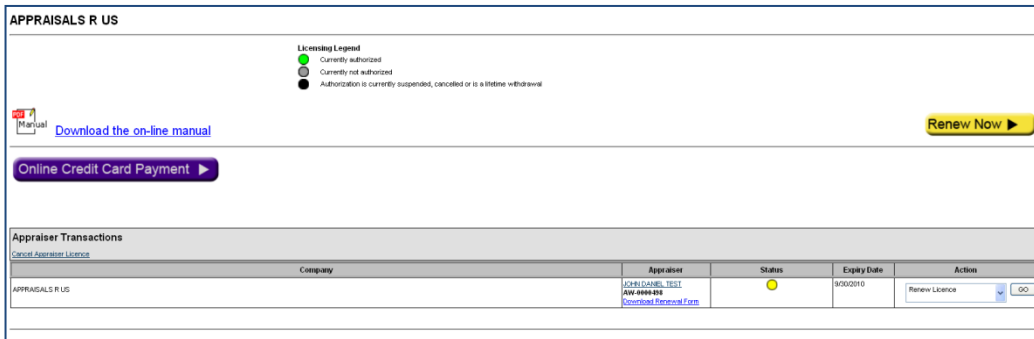
Step 3: Payment of Fees

- RECA ONLINE includes an online payment function that will allow the user to pay their licence renewal fee using a credit card.
- If you would like to make an advance payment you must submit payment by cheque or cash to RECA. Please allow for 3-5 business days for processing once the cheque has been received by RECA.
- Confirmation that fees have been posted to the brokerage’s RECA ONLINE account can be obtained by clicking on *Financial Statement* in the drop down menu of the ‘Action’ bar.

Online Renewal Process

Step 1: Log in to RECA ONLINE and launch renewal

Once the original paper licence application has been completed and sworn by affidavit, you may proceed to renew your licence using RECA ONLINE.



APPRAISALS R US

Licensing Legend
● Currently authorized
● Currently not authorized
● Authorizations currently suspended, cancelled or in a lifetime withdrawal

[Download the on-line manual](#) **Renew Now ▶**

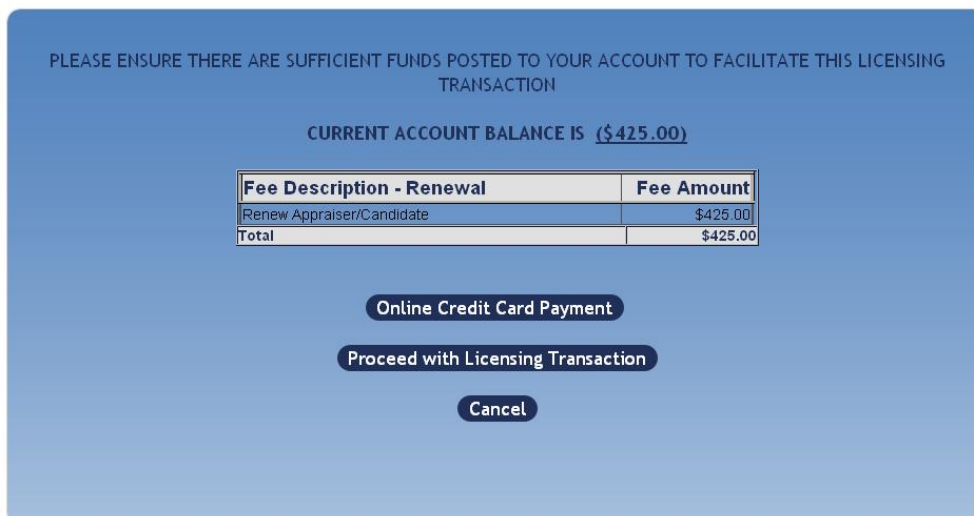
Online Credit Card Payment ▶

Appraiser Transactions
Cancel Appraiser Licences

Company	Appraiser	Status	Expiry Date	Action
APPRAISALS R US	JOSIE LOANER, TEST JAN ANNEKE Download Renewal Form	●	8/30/2010	Renew Licence GO

Select **Renew Licence** in the drop down menu located in **Appraiser Transactions** under the 'Action' bar and select 'Go'.

Step 2: Make payment online or accept fees if payment has already been made



PLEASE ENSURE THERE ARE SUFFICIENT FUNDS POSTED TO YOUR ACCOUNT TO FACILITATE THIS LICENSING TRANSACTION

CURRENT ACCOUNT BALANCE IS **(\$425.00)**

Fee Description - Renewal	Fee Amount
Renew Appraiser/Candidate	\$425.00
Total	\$425.00

Online Credit Card Payment

Proceed with Licensing Transaction

Cancel

Your current RECA ONLINE account balance will be shown along with the fee description. If there are sufficient funds to facilitate the licence renewal, select **Proceed with Licensing Transaction**.

If the account does not have sufficient funds, select **Online Credit Card Payment**

Step 3: Complete appraiser/candidate acknowledgement



APPRaiser/CANDIDATE ACKNOWLEDGEMENT

yes no The application form has been duly commissioned and signed and the original will be kept on file at the registered business address.

yes no The class of licence and designation information contained in Section A of the application and the individual information contained in Section C of the application is accurate and has not changed since the date of the last brokerage application.

Proceed **Cancel**

Complete the Appraiser/Candidate Acknowledgement by carefully reading all statements and click **Proceed**.

Step 4: Confirm personal and business affiliation information, confirm/update contact information and complete suitability questions

PERSONAL AND BUSINESS AFFILIATION INFORMATION (any changes must be reported immediately to RECA)

Class of licence:	Appraiser	
Name:	JOHN DANIEL TEST	AKA: DAN
Birth date:	January 1 1900	
Professional association(s):	AIC, AAA	Designation(s): AACI, AMAA
Business name or affiliation:	APPRAISALS R US	
Business address:	456 SOMEWHERE AVE EDMONTON , Alberta T0C 1C0	
Business phone:	780-555-3333	Business fax: 780-555-4444

CONTACT INFORMATION (update accordingly)

Residential address:	123 Anywhere Street	*PO Box not acceptable	
	Edmonton	ALBERTA	T0A 1A0
Mailing address:	BOX 123		
	EDMONTON	ALBERTA	T0B 1B0
Primary /alternate phone number:	780-555-1111	780-906-8296	
Primary email address:	test@testing.com		

Confirm your personal and business affiliation information. If any changes have been made to this information since the date of your last application, contact RECA for further direction. **DO NOT PROCEED WITH ONLINE RENEWAL.**

- Update your contact information, if necessary.

INFORMATION RESPECTING SUITABILITY

Questions apply to any and all situations and/or events that have taken place SINCE THE DATE OF THE APPLICANT'S LAST APPLICATION.

25. Have you or has any business you owned or participated in as a director, officer, or manager been refused a registration, denied authorization in any capacity, withdrawn from an industry and received a lifetime ban, or had any registration, licence, or authorization suspended or revoked by any association, professional or occupational body, any securities commission or any regulatory body of any kind in any jurisdiction? yes no

26. Have you been disciplined by any real estate board, real estate association, mortgage broker association, or appraiser association, or any professional or occupational body, or any regulatory body of any kind in any jurisdiction? yes no

27. Have you or has any business you owned or participated in as a director, officer, or manager had any judgments rendered against you or the business in relation to: a trade in real estate; dealings in mortgages; acting as an appraiser; fraud; breach of trust; misappropriation or theft? yes no

28. Have you or has any business you owned or participated in as a director, officer, or manager been in bankruptcy or been the subject of any bankruptcy or receivership proceedings? yes no

29. Have you been found guilty or convicted of any criminal offence or any other offence under any law of any country, province or state, excluding offences for which a pardon has been granted or provincial or municipal highway traffic offences? yes no

30. Have any proceedings pursuant to the Criminal Code of Canada been commenced against you and/or are you currently the subject of a suspension, investigation, licensing conditions, statement of claim relating to the business of an industry member or similar process including, but not limited to, conduct, audit, practice review or competence-related proceedings in any jurisdiction? yes no

Proceed **Cancel**

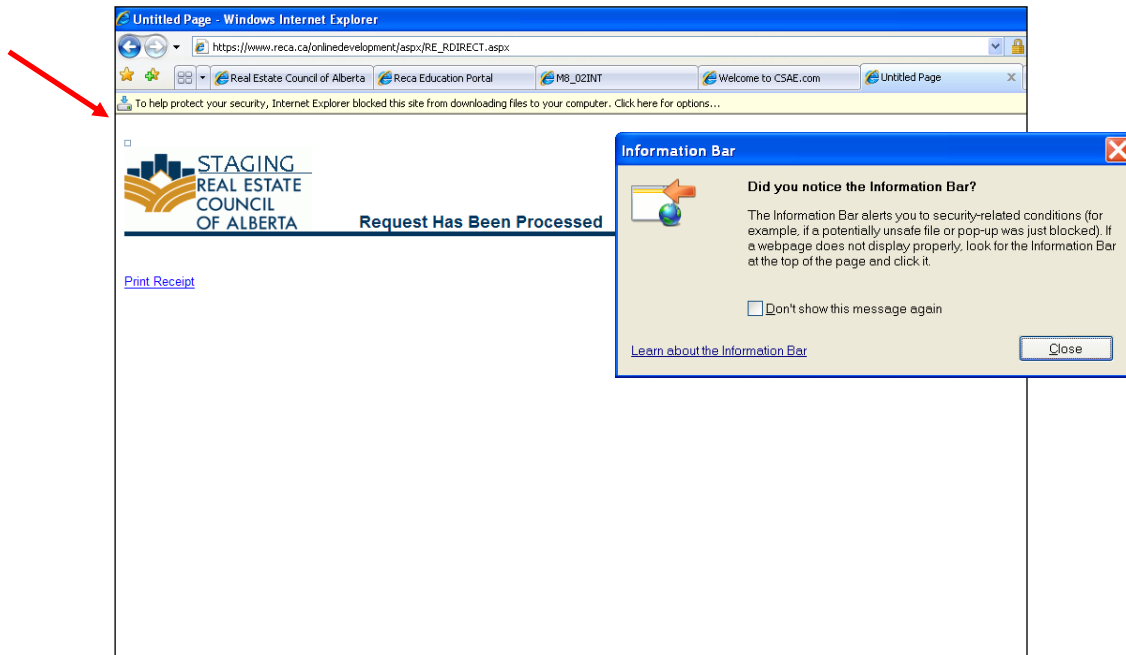
Complete questions 25 to 30 according to the paper application.

- If any of the questions have been answered 'Yes' on the application, forward the original application to RECA along with copies of all relevant documentation. **DO NOT PROCEED WITH ONLINE RENEWAL.**

- If all of the questions have been answered 'No' on the application, select **Proceed** at the bottom of the page once completed.

Step 5: Print Certificate and Receipt

Once you have completed the online renewal of your licence, your computer will prompt you to open the licence certificate. In Windows Explorer, a system pop-up will appear referencing the *Information Bar*. If you are using a different browser program



- ❑ Click on the yellow information bar located at the top of your screen and select “Download File”.
- ❑ Select “Open” at the prompt screen.
- ❑ RECA ONLINE offers the option to print the licence certificate for your records at this time. However, you can reprint the certificate at a later time – refer to the RECA ONLINE User Manual for further instruction.
- ❑ Closing the attachment will return you to the “Request Has Been Processed” screen.
- ❑ RECA ONLINE offers the option to print transaction-specific receipts for your records at this time. Click on the “Print Receipt” link and print the receipt. If you do not print a receipt, you can refer to and/or print the “Financial Statement” for a record of the transaction – refer to the RECA ONLINE User Manual for further instruction.
- ❑ Once you have completed printing the receipt select the option to “Return” which will bring you back to the main appraiser details screen.

Your licensing light will have changed to green if you have processed the licence renewal correctly.

Ensure the signed and completed original hard copy of your licence application is kept on file at your business address.