

### **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](http://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 a pre-populated licence application form below your name. Please download and print this form.
- Confirm the information that has been auto-populated within the application.
- 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 unless you receive direction in writing 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.**
- Complete the affidavit under Section G prior to processing the application on RECA ONLINE or forwarding the application to RECA for processing.
- Applications to be processed at RECA must be forwarded no later than **September 6, 2011**. Applications received after **September 23, 2011**, may not be processed before the renewal deadline and may result in a lapse in authorization.

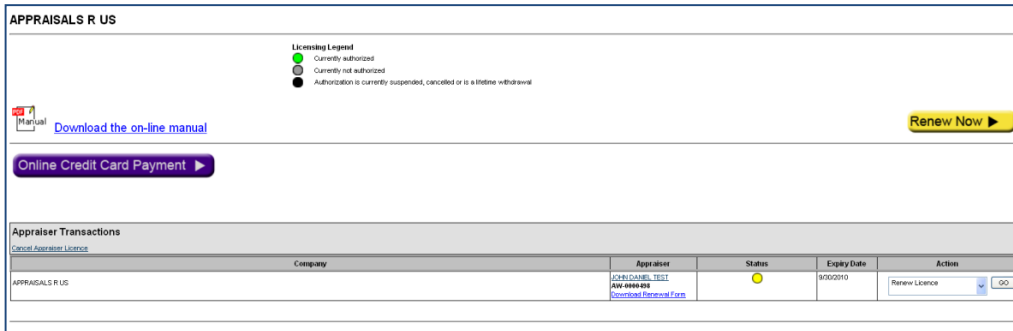
#### **Step 3: Payment of Fees**

- 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, and provided there have been no changes to your class of licence, designation or business affiliation information AND there are no positive responses to any of the suitability questions, you may proceed to renew your licence using RECA ONLINE.



The screenshot shows the RECA ONLINE interface. At the top, there is a 'Licencing Legend' with three items: 'Currently authorized' (green dot), 'Currently not authorized' (grey dot), and 'Authorization is currently suspended, cancelled or is a lifetime withdrawal' (black dot). Below the legend, there is a 'Manual' icon and a 'Download the on-line manual' link. A yellow 'Renew Now' button is visible in the top right corner. Below this, there is a purple 'Online Credit Card Payment' button. The main section is titled 'Appraiser Transactions' and contains a table with columns: Company, Appraiser, Status, Expiry Date, and Action. The table has one row for 'APPRAISALS R US' with the appraiser 'JIZI CANG, TEST' and a yellow status dot. The 'Action' column has a dropdown menu with 'Renew Licence' selected and a 'GO' button next to it. A red arrow points to the 'GO' button.

Click on the yellow **Renew Now** button or 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



The screenshot shows a payment screen with a blue background. At the top, it says 'PLEASE ENSURE THERE ARE SUFFICIENT FUNDS POSTED TO YOUR ACCOUNT TO FACILITATE THIS LICENSING TRANSACTION'. Below this, it states 'CURRENT ACCOUNT BALANCE IS (\$5,000.00)'. A table shows the fee description and amount:

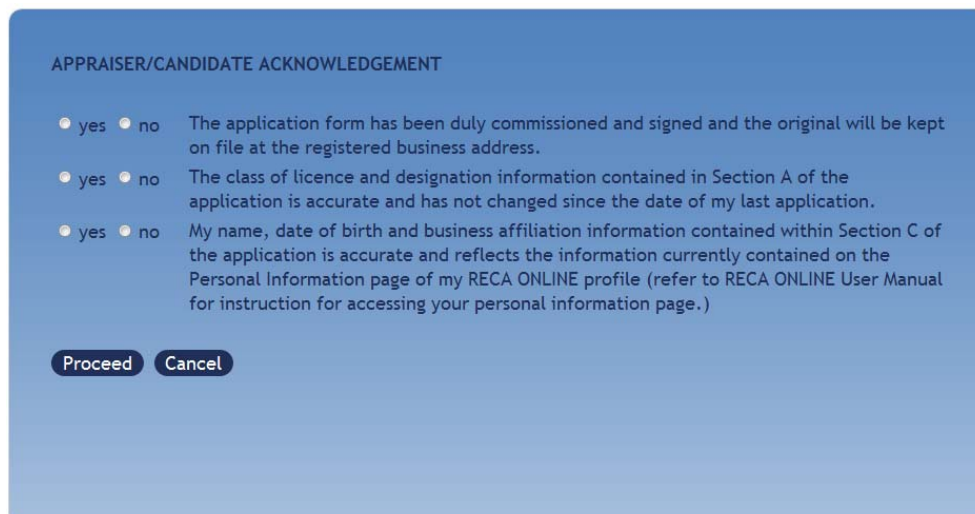
Fee Description - Renewal	Fee Amount
Renew Appraiser/Candidate	\$450.00
Total	\$450.00

Below the table, there are three buttons: 'Online Credit Card Payment', 'Proceed with Licensing Transaction', and '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



The screenshot shows the 'APPRAISER/CANDIDATE ACKNOWLEDGEMENT' screen. It has three questions, each with 'yes' and 'no' radio buttons:

- 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 is accurate and has not changed since the date of my last application.
- yes  no My name, date of birth and business affiliation information contained within Section C of the application is accurate and reflects the information currently contained on the Personal Information page of my RECA ONLINE profile (refer to RECA ONLINE User Manual for instruction for accessing your personal information page.)

At the bottom, there are two buttons: 'Proceed' and 'Cancel'.

Complete the Appraiser/ Candidate Acknowledgement by carefully reading and responding to all statements and then 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)

Name: JOHN DANIEL TEST AKA:  
 Birth date: January 1 1900

Business name or affiliation: APPRAISALS R US  
 Business address: 456 SOMEWHERE AVE  
 EDMONTON , Alberta T0A 1A0

Business phone: 780-555-1111 Business fax: 780-555-2222

Class of licence: Appraiser  
 Professional association(s): Appraisal Institute of Canada  
 Designation(s): Accredited Appraiser Canadian Institute

CONTACT INFORMATION (update accordingly)

Residential address: 123 ANYWHERE STREET \*PO Box not acceptable  
 SMALL TOWN ALBERTA T0C 0C0

Mailing address: BOX 1234  
 EDMONTON ALBERTA T0B 1B0

Primary/alternate phone number: 780-123-4567

Primary email address: test@test.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 personal 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.

27. Have you or has any business you owned or participated in as a director or officer 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 other than RECA?  yes  no

28. 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 other than RECA?  yes  no

29. 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 other than RECA?  yes  no

30. Have you or has any business you owned or participated in as a director or officer had any judgments rendered against you or the business in relation to the provision of services or sale of goods to consumers?  yes  no

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

32. 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

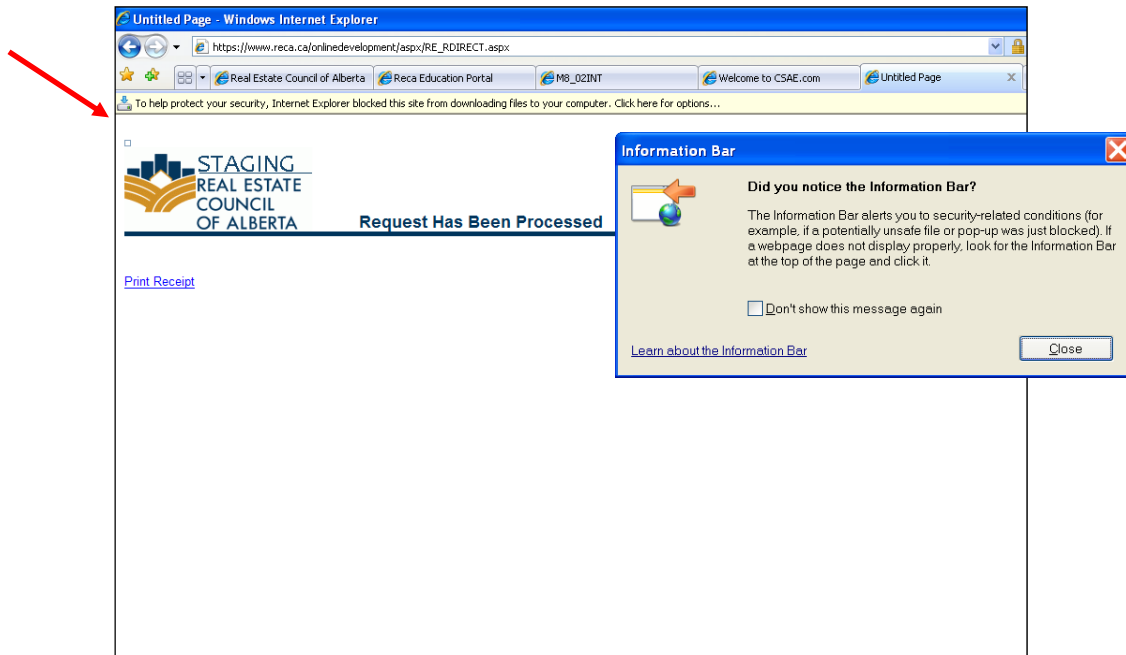
33. Have any proceedings pursuant to the Criminal Code of Canada been commenced against you?  yes  no

Complete questions 27 to 33 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, you will be prompted to generate 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.
- ❑ Print the licence certificate for your records at this time. Note: you can reprint the certificate at any 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 status light on the main details screen will have changed to green if you have processed the licence renewal correctly.

You must confirm your authorization by completing a “Public Search” at [www.reca.ca](http://www.reca.ca) prior to conducting appraisal activities.

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