

## PREREQUISITE INFORMATION

To be eligible to register in REAP, you must successfully complete the Introduction to a Career in Real Estate and submit official proof that you hold a high school diploma in Canada, or an equivalency. Proof that you have met this prerequisite must be mailed directly to AREA in a sealed envelope and received two working days before desired class start date.

### **AREA will NOT accept transcripts that applicants send themselves or hand-deliver to AREA.**

AREA will accept one of the following as official proof that you have met the prerequisite requirement:

- ✓ High school transcript, indicating that a diploma was granted, mailed from Alberta Learning or another Canadian provincial department of education
- ✓ A transcript of a completed degree from a Canadian university
- ✓ A transcript of a two-year diploma from a recognized Canadian college or technical institution
- ✓ Educational assessment from a member of the Alliance of Credential Services of Canada <http://www.canalliance.org> indicating qualifications generally comparable to high school completion, a two-year diploma or a degree
- ✓ Proof of successful completion of the General Educational Development (GED) test
- ✓ AREA will not accept apprenticeship transcripts (not applicable)

Mail prerequisite documentation directly to:

**The Registrar of Licensing Education  
Alberta Real Estate Association  
WestMount Corporate Campus  
Suite 300, 4954 Richard Road SW  
Calgary, AB. T3E 6L1**

- **If you completed high school in Alberta**, contact Alberta Learning for an official transcript form at [www.learning.gov.ab.ca/learning/student services/pdf/ROTranscripts.pdf](http://www.learning.gov.ab.ca/learning/student services/pdf/ROTranscripts.pdf) or at (780) 427-5732, or use the toll-free province-wide number 310-0000, and request that the transcript be sent directly to AREA.
- **If you completed high school in Canada but outside Alberta**, contact the department of education in the applicable province and request that an official transcript be sent directly to AREA.
- **If you completed a two-year diploma or a degree in Canada but outside Alberta**, contact the institution that granted the diploma or degree, and request that an official transcript be sent directly to AREA.
- **If you completed high school, a two-year diploma or a degree from outside of Canada**, you may have your credentials assessed by a member of the Alliance of Credential Services of Canada <http://www.canalliance.org>. For other Canadian assessment services visit the Canadian Information Centre for International Credentials [www.cicic.ca](http://www.cicic.ca)
- **If you did not complete high school; or if you completed high school outside of Canada and were unable to obtain a certificate from IQAS or WES (as mentioned above)**, Alberta Education provides an alternative through the completion and passing of five General Educational Development (GED) tests. If you have passed most of your high school subjects and have completed some Grade 12 subjects, investigate completing your credits before considering the GED.

For information on the GED, visit [www.learning.gov.ab.ca/k\\_12/testing/ged/intro.asp](http://www.learning.gov.ab.ca/k_12/testing/ged/intro.asp), or call toll-free 310-0000.

### **Important Information:**

New applicants who want to be licensed as real estate associates should be aware that the Real Estate Council of Alberta (RECA) will require a certified criminal record check (or proof of application) from the RCMP. A certified criminal record check can take 4 to 6 months to complete, and applicants are encouraged to submit their request to the RCMP at the start of their licensing education. The existence of a criminal record does not necessarily disqualify an individual from being licensed but will be reviewed for licensing suitability. Check Licences & Forms on [www.reca.ca](http://www.reca.ca) for application information.