

REAL ESTATE ASSOCIATES PROGRAM

PREREQUISITES

Before enrolling in Phase 2 of the Real Estate Associates Program, you must:

- ✓ Submit proof of an Alberta high school diploma or equivalent (see Transcript Requirements below for more information).
- ✓ Submit proof of English language proficiency, if applicable (see English Language Proficiency below for more information).
- ✓ Complete Phase 1 – Introduction to a Career in Real Estate.
- ✓ Provide a copy of your birth certificate and a copy of one other piece of identification from the list below:
 - Current Canadian Passport
 - Canadian Permanent Resident Card
 - Canadian Citizenship Certificate
 - Alberta driver's licence
 - Canadian Forces ID Card
 - Government issued ID by another province
 - Canadian municipal, provincial, or federal police ID

The last name must match on all prerequisite documents. If the last name on the transcript is different from the name indicated on the identification, a proof of name change must be provided, such as a marriage certificate or legal name change document.

These identification documents can be faxed to 403-229-4179, emailed to education@areahub.ca or mailed to AREA.

TRANSCRIPT REQUIREMENTS

To be eligible to register in REAP you must 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. Those applicants, whose transcript is not from an English-speaking Canadian school, or a recognized international English-speaking school, must provide proof of English fluency.

**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 Education 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
- Note: AREA will not accept apprenticeship transcripts, they are not applicable.

- ✓ Educational assessment from a member of the Alliance of Credential Services of Canada <http://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

Mail prerequisite documentation directly to:

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 Education for an official transcript form at www.education.alberta.ca/students/transcripts.aspx 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 another province, contact the department of education in the applicable province and request that an official transcript be sent directly to AREA. Contact information can be found at <http://alis.alberta.ca/ec/ep/pps/high-school-transcripts.html>.
- If you completed a degree from a Canadian university accredited through the Association of Universities and Colleges of Canada (AUCC) http://www.aucc.ca/about_us/membership/ourmemb_e.html, contact the institution that granted the degree, and request that an official transcript be sent directly to AREA.
- If you completed a two-year diploma course from a Canadian college accredited through the Canadian Information Centre for International Credentials (CICIC), contact the institution that granted the diploma, and request that an official transcript be sent directly to AREA. <http://www.cicic.ca/664/directory-of-universities-colleges-and-schools-in-canada.canada>.
- 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 <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 a member of the Alliance of Credential Services of Canada (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, contact <http://education.alberta.ca/students/hsed.aspx>, or call (780) 427-5732 or use the toll-free province-wide number 310-0000.

ENGLISH LANGUAGE PROFICIENCY

All applicants to the Real Estate Associates Program must be able to demonstrate proficiency in English by meeting one of the following:

- ✓ A high school or post-secondary diploma/degree from an English-speaking Canadian school or a recognized international English-speaking school
- ✓ A Test of English as a Foreign Language (TOEFL) score of 560 or higher on the paper based test, or 220 or higher on the computer-based test (TOEFL 1-800-468-6335)
- ✓ An International English Language Testing System (IELTS) overall score of 6.5 (minimum of 6.0 in each skill area) or higher
- ✓ A Canadian Academic English Language Assessment (CAEL) score of 6.0
- ✓ A Canadian English Language Proficiency Index Program (CELPIT) – Language Proficiency Index (LPI) score of Level 4 in all skill areas
- ✓ A minimum score of 7 in Canadian Language Benchmarks Assessment (CLBA)
- ✓ Successful completion of one of the following:
 - SAIT – English Language Foundations (ELF) Level 4
 - Bow Valley College – English for Academic Purposes (B+)
 - Chinook Learning Services – Accelerated Academic Preparation 2 (75%)
 - University of Alberta – English as Second Language (ESL) 140/145
 - NAIT – English as Second Language (ESL) 140/145

An official transcript or confirmation document must be sent from the issuing institution directly to AREA at the address above.

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 <http://www.reca.ca/industry/content/licensing-renewals/real-criminal-record-check.htm> (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 <http://www.reca.ca/industry/content/licensing-renewals/real-suitability.htm> for information on a suitability review.