

## Instructions

### Eligibility and qualifying criteria

An individual may qualify to apply for education equivalency assessment if they:

1. Have previously been registered to trade in real estate in Ontario (no time limitation).
2. Have previously been registered/licenced and authorized to trade in real estate in Canada (other than Ontario), in the past five (5) years.
3. Are currently (or have been in the past five (5) years) registered/licenced and authorized to trade in real estate in another country.
4. Completed a recognized real estate registration or licence program in a Canadian jurisdiction in the past five (5) years.
5. Completed the Salesperson Registration Education Program, or at least one of the following pre-registration courses at the OREA Real Estate College in the past five (5) years:
  - a. ***The Real Estate Transaction General & The Residential Real Estate Transaction***
  - b. ***The Commercial Real Estate Transaction***
  - c. ***Real Property Law***
6. Completed the Real Estate Salesperson Program, or at least one (1) pre-registration course + examination at Humber Polytechnic in the past five (5) years.

**IMPORTANT NOTICE – Prior post-secondary academic education and/or experience gained from other related work experience is not eligible for education equivalency assessment.**

### Application procedure

1. Complete the Education Equivalency Assessment Application form.
2. Collect required supporting documents, as indicated in the Education Equivalency Assessment Application form.
3. Submit the completed application form and required supporting documents.
4. Pay the \$100.00 application fee online. Payment instructions will be sent to you by email after your application has been received.
5. Your application will be processed, and a decision issued to you by email.

#### PLEASE NOTE:

- The assessment could result in exemption from some components of a program or no exemptions. Education requirements may include registration courses and examinations, simulation sessions, or continuing education (CE) courses.
- The application fee is **non-refundable**. Payments must be in Canadian funds and can be made by Visa or Mastercard. Visa or Mastercard debit cards are also accepted.
- To verify documentation, the Real Estate Council of Ontario (RECO) may contact you, or any regulatory agencies and/or educational institutions named in your application and/or supporting documentation.
- Complete applications take an average of 15 working days from the date that an acknowledgment email is sent by RECO's Education Department to process, depending on the complexity of the application.
- You must complete the education requirements determined in the decision before applying to RECO for registration to trade in real estate in Ontario unless otherwise noted in your decision letter.
- You must apply and satisfy program entry requirements for entry to the Real Estate Salesperson Program provided by Humber Polytechnic and/or registration (if applicable).
- Applicants may not receive exemption for courses/examinations that they have previously failed. Incomplete program components are not eligible for education equivalency assessment.
- The status of an Education Equivalency Assessment Application is not immediately available upon receipt. A delay of a few days can be expected between the time an application is received by RECO and an acknowledgment email sent.
- Education equivalency assessment does not apply to admission requirements for entry into the Real Estate Salesperson Program provided by Humber Polytechnic. Applicants must apply for and satisfy program entry requirements for entry to the Real Estate Salesperson Program provided by Humber Polytechnic, if applicable.

### Submitting your application

Completed applications may be submitted by email to: [education@reco.on.ca](mailto:education@reco.on.ca)

- **Please submit your application form and supporting documents in a single attachment (do not scan/send documents as separate attachments).**
- If you send your application by email, please do not also send it by mail/courier, as this may prolong our processing times.
- Although not typically required, you may be asked to submit the original copy of your supporting documents for verification purposes.

## Online payment process

When your application is received, an email will be sent to you within five (5) business days with payment instructions. A \$100.00 application payment must be made, online, using a Visa or Mastercard within 60 days of the payment instruction email. If your payment is not made within 60 days of the email “sent” date, the application will be abandoned, and you will have to reapply.

You will be notified by email if your application has been abandoned.

**\*The application fee is non-refundable. Your application will not be processed until we have received your application fee.**

## Former surname

### Surname and given name(s)

You must provide your full legal name on the application form if your legal name is different from the name that appears on **any** of the supporting documents provided with your application. Please note the following requirements to support your identity:

- For a change of surname (last name) resulting from a relationship, you must provide documented proof of that relationship (example; a marriage certificate/record of solemnization, an affidavit of common-law status, or documented proof of termination of a relationship), together with one (1) copy of at least one (1) acceptable government issued identification/documentation confirming your legal name.
- For a legal name change, you must provide an official government issued legal name change certificate together with a photocopy of one (1) acceptable government identification/document issued in the new name.

### Acceptable forms of government issued identification/documentation include:

- Birth certificate
- Passport (identification/photo page)
- Canadian immigration record
- Canadian citizenship identification

## Translation of documents

All supporting documents must be in English. If you submit documents in a language other than English, you must provide:

1. A copy of the original document in the original language; and,
2. A complete certified or notarized translation of the document.

**\*Only translations that are produced by a certified translator whose certification can be confirmed by a stamp, professional seal, or membership number of a professional translation association will be accepted.**

## Private information

The supporting documentation you submit may contain confidential or private information.

Please redact, cover, or block out any confidential or privileged information contained within any supporting documentation.

All information and documentation submitted through the Education Equivalency Assessment Application process is kept confidential, except for the extent necessary to process the application or required by law. RECO and employees are prohibited from releasing and/or disclosing any materials or information submitted in support of an Education Equivalency Assessment Application unless permitted or required by law.

## Contact information and questions

General information, including answers to commonly asked questions, can be found in the education section on RECOs website.

Customer support is available Monday to Friday from 8:30 a.m. to 4:30 p.m. (ET).

Email: [education@reco.on.ca](mailto:education@reco.on.ca) | Website: [www.reco.on.ca](http://www.reco.on.ca)

Tel: 416-207-4800 | Toll free: 1-800-245-6910

## Application

**WARNING:** Any false or misleading information provided to RECO on this application form or any supporting application documentation, may result in the refusal to issue an Education Equivalency Assessment Application decision, or the revocation of a decision already issued. RECO will not render a decision regarding an application without a completed application form, payment and required supporting documentation.

1. Applicant information		
Complete all sections		
RECO registration number (if applicable):	Registration education student number (if applicable, Ontario only):	
Legal surname (last name)	First name	
Former surname (If applicable, see instructions on page 2)	Middle name(s)	
Residential address – street number and street name (If R.R.: give lot, concession no. and township)		Apt, Unit, Ste No.
City/township	Province/territory/state	Postal code/Zip code
Daytime telephone no.	Date of birth (mm/dd/yyyy)	
Email address		

2. Basis for application
For any of the five options selected below, you must provide supporting documentation outlined within the corresponding section. <b>SELECT ALL THAT APPLY.</b>
<b>Previously registered real estate salesperson or broker in Ontario (unregistered for over 24 months)</b>
<b>REQUIRED</b> (Please check the box below and provide supporting documentation) <input type="checkbox"/> Official academic history: <ul style="list-style-type: none"> <li>• OREA student record, or,</li> <li>• Humber Polytechnic student</li> </ul>

# Education Equivalency Assessment Application

## Previously registered/licenced real estate salesperson, agent, or broker in Canada other than Ontario (in the past five (5) years)

Individuals who hold a valid real estate registration/licence in a Canadian jurisdiction *may* be eligible to write the *Interprovincial Challenge Examination* for registration with RECO. If you qualify to write the *Interprovincial Challenge Examination*, you do not need to apply for education equivalency assessment. To find out if you qualify, please [read this information on RECO's website](#).

### **REQUIRED** (Please check the box below and provide supporting documentation)

- ☐ An official licencing history from the **real estate regulatory/licencing organization(s)** for any or all jurisdictions in which you are/were registered/licenced. This document **must** include a complete record of your registration/licence within the jurisdiction, as follows:
- your registration/licence start and end dates
  - your current registration/licence status
  - the name(s) of employing brokerage office(s)

### **REQUIRED** (Please check the box below and provide supporting documentation)

- ☐ Registration/licencing academic course history:
- Official academic transcripts listing real estate registration/licencing education completed

## Currently or previously registered/licenced real estate salesperson, agent, or broker outside of Canada (in the past five (5) years)

To be eligible for education equivalency assessment, applicants must be from a country in which real estate is a regulated profession, with real estate licencing and education.

### **REQUIRED** (Please check the box below and provide supporting documentation)

- ☐ An official licencing history from the real estate regulatory/licencing organization(s) for any or all jurisdictions in which you are/were registered/licenced. This document **must** include a complete record of your registration/licence within the jurisdiction, as follows:
- your registration/licence start and end dates
  - your current registration/licence status
  - the name(s) of employing brokerage office(s)

### **REQUIRED** (Please check the box below and provide supporting documentation)

- ☐ Registration/licencing academic course history:
- Official academic transcripts listing real estate registration/licencing education completed

## Completion of real estate licencing program in Canada other than Ontario (in the past five (5) years)

### **REQUIRED** (Please check the box below and provide supporting documentation)

- ☐ Registration/licencing academic course history:
- Official academic transcripts listing real estate registration/licencing education completed

## Completion of real estate registration courses/program in Ontario (in the past five (5) years)

### **REQUIRED** (Please check the box below and provide supporting documentation)

- ☐ Official academic history:
- OREA student record, or,
  - Humber Polytechnic student record

### **IMPORTANT NOTE:**

- OREA students **must** have completed ONE (1) of the following courses to qualify for education equivalency assessment:
  - *The Real Estate Transaction General & The Residential Real Estate Transaction*
  - *The Commercial Real Estate Transaction*
  - *Real Property Law*
- Humber Polytechnic students **must** have completed at least one (1) pre-registration course + examination to qualify for education equivalency assessment.
- Applicants who have completed a course through Humber Polytechnic but did not achieve a passing grade on the course's exam, will not be credited for the course.

# **Education Equivalency Assessment Application**

**Please ensure you have the following prepared:**

- ☐ All pages of the application form completed and signed where required (page 6)
- ☐ Document(s) to support your application
- ☐ Document(s) to support your identity (if applicable)
- ☐ Certified or notarized translation of any document in a language other than English (if applicable)
- ☐ One (1) complete application package (do not scan/send documents as separate attachments)

**\* Supporting documents are to be placed in the order in which they are listed on the application form.**

**\* Applications received WITHOUT a properly completed application form or supporting application materials will not be processed.**

## **3. Notice and consent**

I certify that the information I have provided on this application form and in any accompanying supporting materials is true, correct, and complete. I understand that providing false information may result in the refusal of my Education Equivalency Assessment Application and/or the cancellation of any decision that may result from the application process. I acknowledge that my Education Equivalency Assessment Application will not be processed without a properly completed application form, fee, and required supporting application materials.

I acknowledge that a non-refundable fee of \$100.00 CAD is required to apply for educational equivalency assessment, and that my application will not be processed until the required fee payment has been received by RECO. Within five (business) days of receiving my application, an email with payment instructions will be sent to the email address provided on this application form. I acknowledge that within 60 days of the payment instruction email I must make the \$100.00 application payment, online, using a Visa or Mastercard. If my payment is not made within 60 days of the email "sent" date, I will no longer be able to make payment online and my application will be abandoned, and I will have to reapply for education equivalency assessment.

I acknowledge that payment of the Education Equivalency Assessment Application fee does not guarantee that I will receive any exemptions. I further acknowledge that the Education Equivalency Assessment Application fee cannot be refunded under any circumstances, regardless of the outcome of my application.

I further acknowledge that if my Education Equivalency Assessment Application is deemed deficient, incomplete, and/or illegible, it will be held by RECO for 60 calendar days from the date that a deficiency notification is sent to the email address provided on this application form. If I cannot be reached at the email address provided on this application form, either because the email address is incorrect, invalid, or missing, further efforts will be made to reach me by postal mail at the residential address provided on this application form. My Education Equivalency Assessment Application will be considered incomplete, and no decision will be made until all the required documentation has been received by RECO. If I do not provide the documentation required to process my application within 60 calendar days from the date I am sent the deficiency notification, I acknowledge that RECO will abandon and confidentially destroy my application and all its accompanying materials, and that I will have to reapply and provide an additional application fee again. If I require more than 60 days to supply the requested materials, I must notify RECO.

Should more than one legal name appear in the documentation contained within my application, I will provide copies of acceptable forms of government issued proof of legal name change and identification documents recognized by RECO.

Should any of my supporting documents be in a language other than English, I agree to provide RECO with a copy of the original document(s) together with a complete, certified, or notarized English translation of the original document(s).

I acknowledge that all the elements of the document(s) in the original language must be translated, including any seals and signatures, and that the translation must be produced by a certified translator whose certification can be confirmed by a stamp, professional seal, and/or membership number of a professional translation association, and must bear the translator's name, signature, and contact information.

If applying for education equivalency assessment based on completion of a real estate registration or licencing educational program, I acknowledge that all program requirements, (required to enter practice), must have been successfully completed at the time of submitting my Education Equivalency Assessment Application to RECO for consideration, including, but not limited to, all applicable courses and examinations.

I understand that my Education Equivalency Assessment Application decision will be sent to the email address provided on this application form. If I cannot be reached at the email address provided on this application form, either because the email address is incorrect, invalid, or missing, further efforts will be made to reach me by postal mail at the residential address provided on this application form. I further acknowledge that any decisions made by the Registrar regarding my Education Equivalency Assessment Application are final, and that I must fully and successfully complete the educational requirements outlined in the decision letter issued

# **Education Equivalency Assessment Application**

to me; and also, that I must submit a registration application by the due date stipulated in my decision letter. I acknowledge that should I miss my decision deadline date and wish to continue with my course(s) of study, a new Education Equivalency Assessment Application, supporting documents and fee must be submitted, at which time my situation will be reassessed. A new decision regarding the education requirements that I must complete for registration will be issued based on my current circumstances and the current requirements at that time.

I acknowledge that this application form, including any accompanying materials, will not be returned to me, and cannot be forwarded by RECO to other organizations on my behalf.

I acknowledge that should my application fee payment be reversed for any reason (for example, stop payment, chargeback, etc.), I will be required to pay an additional service fee of \$35.00 CAD to the Real Estate Council of Ontario. Once notified of an outstanding payment, I will be given five (5) calendar days to pay the initial \$100.00 application fee plus all applicable service fees.

I understand that failure to replace a reversed payment within five (5) calendar days will result in the automatic abandonment of my application, or the cancellation of my decision (if already granted).

I acknowledge that RECO may verify the information and documentation provided on this application form and/or the accompanying documentation, and in so doing, may contact me, or any other regulatory agencies, educational institutions, or persons named in my application and supporting documentation.

I understand that any information collected or communicated will be for purposes that include, but are not limited to:

1. Determining my eligibility for education equivalency assessment under the *Trust in Real Estate Services Act, 2002* (TRESA) and its regulations and including any amendments or successor legislation, ensuring compliance under TRESA, dealing and/or handling inquiries under TRESA.
2. Purposes consistent with the *Safety and Consumers Statutes Administration Act, 1996* and its regulations, RECO's purposes and obligations under the *Canada Corporations Act* and its regulations, RECO's Letters Patent and its corporate by-laws, and the administrative agreement.
3. For any other purpose consistent with the administration of TRESA, consumer protection, protecting the public, and/or verification of an applicant's association or membership with trade/ professional associations, including registration history, status, dates, employer's name, and business address.

I understand and give consent that as part of the application process, RECO may, at any time and from time to time, make inquiries and/or obtain searches of government and/or regulatory records and databases.

I acknowledge that:

- Under the terms of the TRESA confidentiality clause, RECO, including all staff members acting at the discretion of the Registrar, are prohibited from releasing or disclosing any materials or documentation submitted in support of my Education Equivalency Assessment Application, except as provided by law; and,
- RECO is obligated to disclose information in accordance with law and is bound by TRESA, including Section 44 of TRESA, and Sections 11 and 27 of O. Reg. 567/05 under TRESA.

I understand and acknowledge that any education equivalency assessment decision I receive will address only educational matters, and that I will still be required to meet all other criteria for registration under TRESA.

By completing, signing, and submitting this form and any of the accompanying materials, I consent to RECO verifying, requesting, collecting, communicating, disclosing, using, and maintaining such information in the manner provided above.

## **4. Applicant signature**

**Your signature is required as authorization. Please sign and date below.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_