



EDUCATION EQUIVALENCY ASSESSMENT APPLICATION 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.
2. Have previously been registered, licenced, or otherwise 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, or otherwise 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***

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, required supporting documents, and the non-refundable application fee to the Real Estate Council of Ontario.
4. Your application will be processed, and a written 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 mandatory continuing education (MCE) courses.
- The application fee is non-refundable. Payments must be in Canadian funds.
- To verify documentation, the Real Estate Council of Ontario 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 to process, depending on the complexity of the application.
- You must complete the education requirements determined in the decision before applying to the Real Estate Council of Ontario 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 College and/or registration (if applicable).

SUBMITTING YOUR APPLICATION

Applications must be mailed or couriered to:

**Real Estate Council of Ontario
Education Department
3300 Bloor Street West, Suite 1200
Toronto, Ontario, M8X 2X2**

The information and documents that you enclose with your application are valuable. We recommend using a courier or mail service that allows you to track your package.

Although not typically required, you may be asked to submit the original copy of your supporting documents for verification purposes.

IMPORTANT NOTICE – At this time, we cannot accept applications by email or by facsimile (fax) transmission.

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, please provide the legal name change certificate, or alternatively, you may provide a ONE AND THE SAME PERSON affidavit together with one (1) photocopy of at least one (1) acceptable government identification/documentation issued in the new name. Your notary public can assist you with this form.

Acceptable forms of government issued identification/documentation include:

- Birth Certificate
- Immigration Documentation issued by the Government of Canada

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 (for example, social insurance number, account numbers).

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. The Real Estate Council of Ontario 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 & QUESTIONS

General information, including answers to commonly asked questions, can be found in the EDUCATION section on the Real Estate Council of Ontario's website: www.reco.on.ca.


Over-the-phone support and information is available Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern Time). Visit www.reco.on.ca for scheduled closures.

Information on applying for education equivalency assessment

Email: education@reco.on.ca
Website: www.reco.on.ca
MyWeb: <https://myweb.reco.on.ca>

Tel: 416-207-5132
Toll Free: 1-855-200-4884



Real Estate Council of Ontario 3300 Bloor Street West West Tower, Suite 1200 Toronto, Ontario M8X 2X2		Tel: 416-207-5132 Toll Free: 1-855-200-4884 Email: education@reco.on.ca Website: www.reco.on.ca
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EDUCATION EQUIVALENCY ASSESSMENT APPLICATION

WARNING - Any false or misleading information provided to the Real Estate Council of Ontario 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. The Real Estate Council of Ontario will not render a decision regarding an application without a completed application form, payment and required supporting documentation.

<div style="border: 1px solid black; padding: 2px; width: 30px; float: left; margin-right: 10px;">1</div> APPLICANT INFORMATION			
COMPLETE ALL SECTIONS			
RECO REGISTRATION NO. (if applicable): <input style="width: 100%;" type="text"/>	REGISTRATION EDUCATION STUDENT NO. (if applicable): <input style="width: 100%;" type="text"/>		
Legal Surname (Last Name)	First Name		
Former Surname (If applicable, see Instructions, Page 2)	Middle Name(s)		
Residential Address – Street Number & Street Name (If R.R.: Give Lot, Concession No. & Township)			Apt, Unit, Ste No.
City/Township	Province/Territory/State	Postal Code/Zip Code	
Daytime Telephone No.	Date of Birth (MM / DD / YYYY) <input style="width: 100%;" type="text"/>		
Email address			

<div style="border: 1px solid black; padding: 2px; width: 30px; float: left; margin-right: 10px;">2</div> BASIS FOR APPLICATION	
SELECT ALL THAT APPLY	
<input type="checkbox"/>	Real Estate Salesperson, Agent or Broker Registration - Ontario (former) <i>(If selected, complete section 3A on page 4)</i>
<input type="checkbox"/>	Real Estate Salesperson, Agent or Broker Registration or Licence – in Canada other than Ontario (former) <i>(If selected, complete section 3B on page 4)</i>
<input type="checkbox"/>	Real Estate Salesperson, Agent or Broker Registration or License – United States Jurisdiction (current or former) <i>(If selected, complete section 3C on page 4)</i>
<input type="checkbox"/>	Real Estate Salesperson, Agent or Broker Registration or Licence – British Commonwealth Country (current or former) <i>(If selected, complete section 3C on page 4)</i>
<input type="checkbox"/>	Real Estate Salesperson, Agent or Broker Registration or Licence – Other Country (current or former) <i>(If selected, complete section 3C on page 4)</i>
<input type="checkbox"/>	Real Estate Licencing Program Completion – Canadian Jurisdiction <i>(If selected, complete section 3D on page 4)</i>
<input type="checkbox"/>	Real Estate Registration Program Course History / Program Completion – Ontario <i>(If selected, complete section 3E on page 4)</i>

3	EDUCATION EXPERIENCE
<p>FOR ANY OPTIONS SELECTED BELOW, YOU <u>MUST</u> PROVIDE SUPPORTING DOCUMENTATION OUTLINED WITHIN THE CORRESPONDING SECTION</p> <p style="color: red;">SELECT ALL THAT APPLY</p>	
3A FORMERLY REGISTERED ONTARIO REAL ESTATE SALESPERSON OR BROKER	
<p>REQUIRED (Please check the box below and provide supporting documentation)</p> <p><input type="checkbox"/> Official academic history:</p> <ul style="list-style-type: none"> • OREA Student Record (if applicable); or, • Humber College Student Record (if applicable) <p>OPTIONAL</p> <p><input type="checkbox"/> Evidence of employee sales activities to support brokerage office together with a list of employees (managing brokers only)</p>	
3B FORMERLY REGISTERED/LICENCED REAL ESTATE SALESPERSON, AGENT, BROKER IN OTHER CANADIAN JURISDICTION in the past five (5) years	
<p>Individuals who hold a valid real estate salesperson or broker registration/licence in a Canadian jurisdiction <i>may</i> be eligible to write the <i>Interprovincial Challenge Examination</i> for registration with the Real Estate Council of Ontario. To find out if you qualify, please click here. If you qualify to write the <i>Interprovincial Challenge Examination</i>, you do not need to apply for education equivalency assessment.</p> <p>REQUIRED (Please check the box below and provide supporting documentation)</p> <p><input type="checkbox"/> 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 <u>must</u> include a complete record of your registration/licence within the jurisdiction, as follows:</p> <ul style="list-style-type: none"> • your registration/licence start and end dates • your current registration/licence status • the name(s) of employing brokerage office(s) <p><input type="checkbox"/> Registration/licencing academic course history:</p> <ul style="list-style-type: none"> • Official academic transcripts listing real estate registration/licencing education completed <p>OPTIONAL</p> <p><input type="checkbox"/> Evidence of employee sales activities to support brokerage office together with a list of employees (managing brokers only)</p>	
3C UNITED STATES, BRITISH COMMONWEALTH, or OTHER COUNTRY REAL ESTATE SALESPERSONS AGENT, BROKER current or in the past five (5) years	
<p>REQUIRED (Please check the box below and provide supporting documentation)</p> <p><input type="checkbox"/> 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 <u>must</u> include a complete record of your registration/licence within the jurisdiction, as follows:</p> <ul style="list-style-type: none"> • your registration/licence start and end dates • your current registration/licence status • the name(s) of employing brokerage office(s) <p><input type="checkbox"/> Registration/licencing academic course history:</p> <ul style="list-style-type: none"> • Official academic transcripts listing real estate registration/licencing education completed <p>OPTIONAL</p> <p><input type="checkbox"/> Evidence of employee sales activities to support brokerage office together with a list of employees (managing brokers only)</p>	
3D COMPLETION OF CANADIAN SALESPERSON AND/OR BROKER REGISTRATION LICENCING PROGRAM in the past five (5) years	
<p>REQUIRED (Please check the box below and provide supporting documentation)</p> <p><input type="checkbox"/> Registration/licencing academic course history</p> <ul style="list-style-type: none"> • Official academic transcripts listing real estate registration/licencing education completed 	
3E COMPLETION OF ONTARIO SALESPERSON AND/OR BROKER REGISTRATION EDUCATION COURSES in the past five (5) years	
<p>REQUIRED (Please check the box below and provide supporting documentation)</p> <p><input type="checkbox"/> Official academic history:</p> <ul style="list-style-type: none"> • OREA Student Record (if applicable); or, • Humber College Student Record (if applicable) 	
<p>IMPORTANT NOTICE – Applicants who have completed only the <i>Real Estate as a Professional Career and/or Land, Structures and Real Estate Trading</i> pre-registration segment course are not eligible for education equivalency assessment.</p>	



EDUCATION EQUIVALENCY ASSESSMENT APPLICATION PAYMENT FORM

PAYMENT INFORMATION

COMPLETE ALL SECTIONS

1. Pay (\$100.00) by cheque, bank draft or money order payable to THE REAL ESTATE COUNCIL OF ONTARIO or by MASTERCARD or VISA
2. Check the appropriate box (below) to indicate your payment method
3. Include the completed PAYMENT FORM and documents specified within the *Document Checklist* with your application

Name of applicant:

METHOD OF PAYMENT (check the appropriate box to indicate your payment method):

Credit card (complete MASTERCARD or VISA card information form below)

Cheque, bank draft or money order (please attach payment)

IMPORTANT NOTICE – A \$100.00 application fee is required and must be submitted with this form at the time of application. The application fee is non-refundable, regardless of the outcome of your application. Payment must be in Canadian funds.

There will be an additional service charge of \$35.00 for all returned cheques and/ or reversed payments.

POST-DATED AND/OR STALE-DATED CHEQUES WILL NOT BE ACCEPTED

CARD INFORMATION

COMPLETE ALL SECTIONS IF PAYING WITH MASTERCARD OR VISA

MASTERCARD VISA

Card Number:

Name as it appears on card:

Expiry Date:

MM

YYYY

CVV:

AUTHORIZATION – I authorize the Real Estate Council of Ontario to charge my credit card \$100.00 CAN

Signature of cardholder:

Date:

**INCOMPLETE CREDIT CARD PAYMENT FORMS CANNOT BE PROCESSED
APPLICATIONS AWAITING PAYMENT WILL BE HELD FOR A MAXIMUM OF SIXTY (60) CALENDAR DAYS**

REQUIREMENTS CHECKLIST

PLEASE ENSURE YOU HAVE THE FOLLOWING PREPARED

- All pages of the application form completed and signed where required (pages 5 and 7)
- Document(s) to support your application
- Document(s) to support your identity (if applicable)
- Signed payment form along with the non-refundable application fee of \$100.00 CAN
- One (1) complete application package, stapled in the upper left-hand corner

****Supporting documents are to be placed in the order in which they are listed on the application form. Submitting the application in bindings, notebooks, binders, etc. is not necessary.***

****Education Equivalency Assessment Applications received WITHOUT a properly completed application form, payment or supporting application materials will not be processed.***

NOTICE & 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 further acknowledge that if my Education Equivalency Assessment Application is deemed deficient, incomplete, and/or illegible, it will be held by the Real Estate Council of Ontario 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 the Real Estate Council of Ontario. 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 the Real Estate Council of Ontario will abandon and confidentially destroy my application and all its accompanying materials, and that I will have to reapply and include an additional application fee again. If I require more than 60 days to supply the requested materials, then I must notify the Real Estate Council of Ontario.

Should more than one legal name appear in the documentation contained within my application, I will provide a supplementary Affidavit executed in the presence of either a lawyer currently registered and in good standing with a Law Society or equivalent recognized by the Real Estate Council of Ontario, a Commissioner for Taking Oaths in the Province of Ontario or another recognized jurisdiction, or a Notary Public verifying my identity with copies of acceptable forms of government issued identification/documentation.

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 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 the Real Estate Council of Ontario to other organizations on my behalf. Also, my \$100.00 application fee payment cannot be refunded under any circumstances, regardless of the outcome of my application.



I acknowledge that should my application fee payment be refused or reversed for any reason (for example, insufficient funds, account closure, stop payment, chargeback, etc.), I will be required to pay an additional service fee of \$35.00 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. The \$135.00 payment must be made by certified cheque or money order.

I understand that failure to replace a declined or 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 the Real Estate Council of Ontario 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 *Real Estate and Business Brokers Act, 2002* (REBBA 2002) and its regulations and including any amendments or successor legislation, ensuring compliance under REBBA 2002, dealing and/or handling inquiries under REBBA 2002;
2. Purposes consistent with the *Safety and Consumers Statutes Administration Act, 1996* and its regulations, the Real Estate Council of Ontario's purposes and obligations under the *Canada Corporations Act* and its regulations, the Real Estate Council of Ontario's Letters Patent and its corporate by-laws, and the Administrative Agreement;
3. For any other purpose consistent with the administration of REBBA 2002, 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, the Real Estate Council of Ontario 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 REBBA 2002 confidentiality clause, the Real Estate Council of Ontario, 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
- The Real Estate Council of Ontario is obligated to disclose information in accordance with law and is bound by REBBA 2002, including Sections 44 and 48 of REBBA 2002, and Sections 11 and 27 of O. Reg. 567/05 under REBBA 2002.

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 REBBA 2002.

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

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

APPLICANT SIGNATURE

COMPLETE ALL SECTIONS

Signature of Applicant

Date