



# Real Estate Council of Alberta

## **Candidate Handbook**

April 2025

## Examination information

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

**Pearson VUE**  
**Real Estate Council of Alberta**  
Attn: Regulatory Program  
5601 Green Valley Drive  
Bloomington, MN 55437

**Phone**  
(888)-568-8602

**Email**  
[pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

**Website**  
<https://www.pearsonvue.com/us/en/reca.html>

## Provincial licensing information

Candidates may contact RECA with questions about obtaining or maintaining a license after the examination has been passed.

**Real Estate Council of Alberta**  
202-1506 11 Ave SW  
Calgary, AB  
T3C 0M9

**Phone**  
(403) 228-2954

**Email**  
[registration@reca.ca](mailto:registration@reca.ca)

**Website**  
<https://www.reca.ca>

# Quick reference

## Reservations

### Before making an exam reservation

Candidates should thoroughly review this handbook. It contains important examination information regarding eligibility for the examination and the licensing application process.

### Making an exam reservation

Candidates may make a reservation by either visiting <https://www.pearsonvue.com/us/en/reca.html> or calling Pearson VUE.

Candidates are encouraged to make their exam reservation at least forty-eight (48) hours in advance.

**Walk-in examinations are not available.**

## Schedules & fees

### Test centres

Candidates should visit <https://www.pearsonvue.com/us/en/reca.html> for a complete list of testing centre locations.

### Exam fees

The examination fee must be paid at the time of reservation by credit card or debit card.

**Fees will not be accepted at the test centre.**  
**Examination fees are non-refundable and non-transferable, except as detailed in the Change/Cancel Policy.**

## Exam day

### What to bring to the exam

Candidates should bring to the examination proper identification as outlined in the **What to Bring** section.

### Exam procedures

Candidates should report to the test centre at least thirty (30) minutes before the examination begins to complete registration. Each candidate will receive a score report at the completion of the exam.

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# Overview

This handbook provides information about the examination and licensing process for RECA testing candidates. It is highly recommended the candidates review this information and the examination content outlines before writing the examination.

**Individuals who wish to obtain a real estate license in the province of Alberta must:**

**1. Complete pre-licensing education requirements.**

Before writing an examination, candidates must complete all pre-licensing education.

**2. Make a reservation and pay the \$235 examination fee.**

Make a reservation (by phone or online) with Pearson VUE for the examination. Online reservations can be made at <https://www.pearsonvue.com/us/en/reca.html>.

**3. Go to the test centre or prepare for online testing.**

Go to the test centre on the day of the examination, bringing along all required identification items. See **What to bring** for details.

Requirements for online testing can be reviewed at <https://www.pearsonvue.com/us/en/test-takers/onvue-online-proctoring.html>.

You will receive your results immediately after the exam. If successful, you will receive instructions for completing the licensure process with RECA.

**4. Apply for a license through RECA.**

# Introduction

## About the Real Estate Council of Alberta

Individuals who engage or conduct business as a licensee in Alberta must apply to RECA for licensure. The Council assures the basic requirements are met and evaluates the applicant for good repute and competency to transact business in a manner that safeguards the interests of the public.

## Contact information

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

### Pearson VUE Real Estate

Attn: Regulatory Program  
5601 Green Valley Drive  
Bloomington, MN 55437

**Phone:** (888)-568-8602

**Website:** <https://www.pearsonvue.com/us/en/reca.html>

**Email:** [pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

Live chat is available to address candidate support inquiries and is the quickest way to reach a customer service agent. It is available from 7:00 A.M. to 10:00 P.M. CST Monday through Friday, 7:00 A.M. to 4:00 P.M. CST on Saturday, and 9:00 A.M. to 3:00 P.M. CST on Sunday. Availability is subject to change during locally-designated holidays.

Please visit <https://www.pearsonvue.com/us/en/reca.html> for more information.

Candidates may contact RECA with questions about obtaining or maintaining a license.

### Real Estate Council of Alberta

Real Estate Council of Alberta  
202-1506 11 Ave SW  
Calgary, AB  
T3C 0M9

**Phone:** (403) 228-2954

**Website:** <https://www.reca.ca>

**Email:** [info@reca.ca](mailto:info@reca.ca)

## **Licensure process**

Licensure is the process by which an agency or provincial government or other jurisdiction grants permission to individuals to engage in the practice of a particular profession, vocation, or occupation and prohibits all others from legally practicing that profession. By ensuring a minimum level of competence, the licensure process protects the general public. The provincial regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

RECA has commissioned the services of Pearson VUE to develop and administer its licensing examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

## **Prep exams**

Prep exams are available exclusively online through Pearson VUE, giving candidates an additional opportunity to succeed on their examinations. The prep exams help candidates prepare for the types of questions they will see on their pre-licensing examination and familiarize themselves with writing computer-based examinations.

Pearson VUE prep exams contain questions developed by subject matter experts using concepts found in the examination. The tests closely reflect the format of the pre-licensing examination, and they are scored instantly to provide candidates with immediate pass or fail score report.

# Exam reservations

Schedule an exam appointment online at <https://www.pearsonvue.com/us/en/reca.html> or by calling Pearson VUE at 888-568-8602.

## Test centre locations

Pearson VUE test centres are available through out Canada. Visit <https://www.pearsonvue.com/us/en/reca.html> to find a local testing centre.

## Exam eligibility

Please find eligibility requirements here:

<https://www.reca.ca/licensees-learners/licensing-renewals/getting-licensed/new-licensees>.

## Making an exam reservation

Online reservations (<https://www.pearsonvue.com/us/en/reca.html>) are the most efficient way for candidates to schedule their examinations. Candidates must make an online reservation at least forty-eight (48) hours before the desired examination date. **Walk-in examinations are not available.**

Candidates who wish to make a phone reservation at (877) 244-0231 must do so at least forty-eight (48) hours before the desired examination date.

**Before making a reservation, candidates should have the following:**

- Legal name, address, email address, daytime telephone number, and date of birth
- Name of the examination(s)
- Preferred examination date and test centre location

## Available exams

The following is a list of the Alberta real estate licensing examinations offered by Pearson VUE:

Exam Type	Exam Series Code	Exam Fee	Time Allotted
Fundamentals of Real Estate Prep Exam	FRE-PE	\$65 CAD	90 mins
Fundamentals of Real Estate Pre-licensing Exam	FRE-PL	\$235 CAD	180 mins
Practice of Residential Real Estate Prep Exam	PRRE-PE	\$65 CAD	90 mins
Practice of Residential Real Estate Pre-licensing Exam	PRRE-PL	\$235 CAD	180 mins
Practice of Commercial Real Estate Prep Exam	PCRE-PE	\$65 CAD	90 mins
Practice of Commercial Real Estate Pre-licensing Exam	PCRE-PL	\$235 CAD	180 mins
Practice of Rural Real Estate Prep Exam	PRE-PE	\$65 CAD	90 mins
Practice of Rural Real Estate Pre-licensing Exam	PRE-PL	\$235 CAD	180 mins
Practice of Property Management Prep Exam	PPM-PE	\$65 CAD	90 mins
Practice of Property Management Pre-licensing Exam	PPM-PL	\$235 CAD	180 mins
Real Estate Broker Program Prep Exam	REBP-PE	\$65 CAD	90 mins
Real Estate Broker Program Pre-licensing Exam	REBP-PL	\$235 CAD	180 mins
Fundamentals of Condominium Management Prep Exam	FCM-PE	\$65 CAD	90 mins
Fundamentals of Condominium Management Pre-licensing Exam	FCM-PL	\$235 CAD	180 mins
Practice of Condominium Management Prep Exam	PCM-PE	\$65 CAD	90 mins
Practice of Condominium Management Pre-licensing Exam	PCM-PL	\$235 CAD	180 mins
Condominium Management Broker Program Prep Exam	CMBP-PE	\$65 CAD	90 mins
Condominium Management Broker Program Pre-licensing Exam	CMBP-PL	\$235 CAD	180 mins
Fundamentals of Mortgage Brokerage Prep Exam	FMB-PE	\$65 CAD	90 mins
Fundamentals of Mortgage Brokerage Pre-licensing Exam	FMB-PL	\$235 CAD	180 mins



Exam Type	Exam Series Code	Exam Fee	Time Allotted
Practice of Mortgage Brokerage Prep Exam	PMB-PE	\$65 CAD	90 mins
Practice of Mortgage Brokerage Pre-licensing Exam	PMB-PL	\$235 CAD	180 mins
Mortgage Broker Program Prep Exam	MBP-PE	\$65 CAD	90 mins
Mortgage Broker Program Pre-licensing Exam	MBP-PL	\$235 CAD	180 mins

Exam fees must be paid at the time of the reservation by credit card or debit card. **Fees will not be accepted at the test centre.** Examination fees are non-refundable and non-transferable, except as detailed in the **Change/cancel policy**.

## Change/cancel policy

Candidates wishing to cancel or reschedule their examination without penalty must do so at least **forty-eight (48) hours** before the examination.

Visit <https://www.pearsonvue.com/us/en/reca.html> to cancel online or call Pearson VUE at (888)-568-8602 to cancel by phone. Candidates who wish to change or cancel a reservation and have provided proper notice may transfer the fees to a new reservation or request a refund. Refunds for credit or debit card payments are processed immediately while refunds for payments made with vouchers are processed within 2–3 weeks. **Candidates who change or cancel their reservations without proper notice are responsible for the examination fee.**

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

## Absence/lateness policy

Candidates who are absent from or late to an exam may call Pearson VUE within fourteen (14) days of the exam date to request an excused absence for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in the candidate's immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

A case number will be assigned and instructions will be provided for the candidate to email supporting documentation. **Candidates absent from or late to an exam who have not changed or canceled the reservation according to the Change/Cancel Policy will not be admitted to the exam and will forfeit the exam fee.**

## Weather delays and cancellations

If severe weather or a natural disaster makes the Pearson VUE test centre inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

## Pearson VUE holiday schedule

Test center hours may be impacted by Canadian holidays, and OnVUE exams may be impacted by both US and Canadian holidays.

## Accommodations

Pearson VUE complies with the provisions of the Canada Disability Act as amended. The purpose of accommodations is to provide candidates with full access to an exam. Accommodations are not a guarantee of improved performance or exam completion.

Pearson VUE provides reasonable and appropriate accommodations to individuals who demonstrate a need for accommodations. Test accommodations may include things such as:

- Separate testing room
- Extra testing time
- Reader or recorder (for individuals with mobility or vision impairments who cannot read or write on their own)

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- Description of past accommodations that the candidate has received

The steps to follow when requesting test accommodations vary, depending on the test program sponsor. To begin, visit <https://www.pearsonvue.com/us/en/test-takers/accommodations.html> and select the test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA coordinator at [accommodationspearsonvue@pearson.com](mailto:accommodationspearsonvue@pearson.com).

**All registrations with accommodations must be rescheduled and/or canceled through the Pearson VUE call centre at (800) 466-0450, option 3.**

# Preparing for the exam

## Helpful hints

### Pearson VUE testing centre

- Double check the physical address of the testing centre to ensure that you can arrive thirty (30) minutes prior to your exam time
- Ensure that you have the proper identification for exam admission

### OnVUE testing

- Review the materials and tutorial videos at <https://www.pearsonvue.com/us/en/test-takers/onvue-online-proctoring.html> before you begin your online exam
- Familiarize yourself with the disciplines expected of a candidate testing online  
This includes remaining in screen view of the proctor during the entire testing session, preparing your workspace prior to the exam, placing cell phones out of reach, and following general candidate behavior expectations.
- Be prepared to commit your full time and attention during the entire testing session to avoid the exam being revoked—there are no unscheduled breaks during the exam

## Timed examination

Following a tutorial, candidates begin the timed examination. Candidates should read all on-screen instructions carefully before beginning the exam. The exam time starts as soon as the candidates look at the first question, and a digital clock on the screen indicates the time remaining on the exam. When the maximum allowed time is reached, the exam will terminate automatically.

One examination question is presented at a time, and answer choices to the question are identified as A, B, C, or D. Candidates type a letter on the keyboard or use the computer mouse to select the chosen response. Candidates can navigate forward and backward through the exam, question by question, and may change answers as many times as desired during the exam time limit.

A question may be left unanswered and can be returned to later within the session if needed. If not all questions have been answered, it is recommended that candidates use any time remaining to answer those questions. There is no penalty for guessing, so candidates should be sure to answer all questions before ending the exam.

## Answering exam questions

A candidate's exam score is based on the number of questions answered correctly, and there is no penalty for guessing. Since it is to the candidate's advantage to respond to each question, it is recommended to answer questions that are known first and then, if time permits, return to any more difficult questions that may have been left unanswered initially.

## Pretest questions

In addition to the scored questions, many exams also include non-scored, pretest questions. Candidates are asked to answer these questions, but they are not included in the scored examination result. Pretest questions are dispersed throughout the exam and are not identified separately from scored questions. This ensures that candidates answer pretest questions in the same manner as scored questions and allows the pretest questions to be validated as accurate and appropriate before they are included in future exams.

The number of pretest questions is listed in the content outline heading of each examination for which they are available. If a number is not present, there are no pretest questions for that examination.

## Calculator Policy

All examinations will have a standard calculator available within the examination module. The Practice of Commercial Real Estate and The Practice of Mortgage Brokerage exams require the **appropriate physical calculator and must be taken at a Pearson VUE test centre.**

- The Practice of Commercial Real Estate – HP 10bII+ Financial Calculator
- The Practice of Mortgage Brokerage – Qualifier Plus 4x-Canadian Model 3423 Calculator

**Mobile calculator apps are not allowed.**

# Exam day

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

## What to bring

All candidates are required to bring identification that is deemed acceptable to the test centre on the day of the examination.

### Acceptable forms of identification

Candidates must present **two (2) forms of current signature identification**. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English and exactly match the name used to register for the exam.

**If the name on the exam registration does not exactly match the name on the IDs presented, the candidate will not be allowed to test and the exam fees will be forfeited.**

#### Primary ID (including photograph and signature, not expired)

- Government-issued driver's license
- National/province/country identification card
- Passport
- Passport card
- Military ID
- Military ID for spouses and dependents
- Permanent Resident Card

#### Secondary ID (signature, not expired)

- Social Insurance Number
- Debit (ATM) card or credit card
- Any form of ID on the primary list

If the ID presented has an embedded signature that is difficult or impossible to read or is not visible (microchip), the candidate must present another form of identification from the primary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the province allows a 30-day grace period for renewing the ID, the ID is considered to be expired and will not be accepted for testing. Newly renewed licenses which result in a temporary paper license will be accepted as long as the expired plastic license is also provided.

# Exam procedures

## Test centre locations

Candidates should report to the test centre thirty (30) minutes before the examination and check in with the test centre administrator. The candidate's identification and other documentation will be reviewed, and they will be photographed for the score report. Candidates are required to review and sign a Candidate Rules Agreement form. If the Candidate Rules Agreement is not followed and/or cheating or tampering with the examination is suspected, it will be reported as such, and the appropriate action will be taken. The examination fee will not be refunded, and the exam may be determined invalid, prohibiting candidates from rewriting the examination and/or denying a license.

Candidates will have an opportunity to take a tutorial on the computer on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The test administrators will answer questions, but candidates should be aware that administrators are not familiar with the content of the examinations or with the provincial licensing requirements. Test administrators have been instructed not to advise candidates on the requirements for licensure.

Candidates may begin the examination once they are familiar with the computer. The examination begins as soon as the candidate looks at the first examination question. The examination will end automatically after the examination time has expired, and candidates will leave the test centre with their official scores in hand.

## OnVUE online testing

Candidates testing online and not in a physical Pearson VUE test centre should first review the materials and tutorial videos at <https://www.pearsonvue.com/us/en/test-takers/onvue-online-proctoring.html> before beginning a online exam.

# Pearson VUE testing policies

## Test centre locations

The following policies are observed at each test centre. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test centre, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books and/or notes, pens, and pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test centre is not responsible for lost, stolen, or misplaced personal items.**
- Studying is **not** allowed in the test centre.
- Visitors, children, family, or friends **are not** allowed in the test centre.

- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test centre. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate must raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, **candidates are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. However, **a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are not allowed to access other items, including but not limited to cellular phones, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to RECA.

Decisions regarding disciplinary measures are the responsibility of RECA.

## OnVUE online testing

There are a few simple requirements for candidates to write an OnVUE online proctored exam:

- Quiet, private location
- Reliable device with a webcam
- Strong internet connection

For more information, visit <https://www.pearsonvue.com/us/en/test-takers/onvue-online-proctoring.html>.

## **Exam security**

Pearson VUE maintains examination administration and examination security standards designed to ensure that all candidates are given the same opportunity to demonstrate their abilities and to prevent any candidates from gaining an unfair advantage because of testing irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to have been earned under unusual or non-standard circumstances.

Pearson VUE maintains the right to question any examination score whose validity is in doubt because the score may have been obtained unfairly. Pearson VUE first undertakes a confidential review of the circumstances contributing to the questions about score validity, and if there is sufficient cause to question the score, Pearson VUE will refer the matter to RECA, which makes the final decision on whether or not to cancel the score.

For security reasons, examination materials are not available to candidates for review.

## **Copyrighted examination questions**

All examination questions, each form of the examination, and any other examination materials are copyrighted and are the property of Pearson VUE and/or RECA. Consequently, any distribution of the examination content or materials through any form of reproduction or oral or written communication is strictly prohibited and punishable by law.

## **Score reporting**

When candidates complete the examination, they receive a score report marked “pass” or “fail.” If testing at a Pearson VUE testing centre, the score report will be provided at the test centre. If testing online, candidates will need to log into their Pearson VUE account to obtain their score reports.

Candidates who pass the examination will receive a score report with information on how to complete the licensure process with their province licensing council. Candidates who fail an examination will receive a score report that includes diagnostic information for the exam as well information about re-examination.

Exam results are valid for one (1) year from the date of passing the first practice level exam to complete the licensure process with RECA.

## **Scaled score**

There are multiple versions of each of the licensing examinations. These versions are known as forms.

Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as equating is used to correct for differences in form difficulty.



With equating, scores are reported on a scale common to all forms of the examination (scaled score). The raw score (the number of questions answered correctly) is converted to a scaled score that ranges from 0 to 100. On this converted scale, the passing score of an examination is set by RECA.

To avoid misuse of score information, the score report shown on a failed exam will only show scores broken down by competency. The scaled score that is reported to candidates who passed the exam is neither the number of questions answered correctly nor the percentage of questions answered correctly.

### **Duplicate score reports**

Candidates may log in to their Pearson VUE account to obtain a duplicate score report.

## **Rewrite/authorization requirements**

Two attempts at passing the examination you applied for are granted per 90-day period. If you do not pass your intended examination in those 90 days, you must re-enrol. For more information, please see: <https://www.reca.ca/licensees-learners/educational-material/pre-licensing-education>.

## **Questions or comments about the exam**

Candidates who have questions, comments, or concerns related to the exams, score, or score reports, or those who wish to verify any data held in Pearson VUE files, should direct written inquiries to Pearson VUE at the address provided at the beginning of this handbook. Candidates may also email their questions directly to Pearson VUE Customer Service at [pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com).

In all correspondence, candidates should provide their name and address information. If questions or comments concern an examination already taken, candidates should also include:

- the name of the examination
- the date the examination was taken
- the location of the test centre

# Competency exam blueprints

To view the competency exam blueprints, please visit here:

<https://www.reca.ca/licensees-learners/educational-material/pre-licensing-education>