RECO Registration and Renewal

Every agent and broker in Ontario must be registered with the Real Estate Council of Ontario (RECO) to legally trade in real estate. This section outlines the complete process for both initial registration and bi-annual renewal, ensuring that agents remain compliant under TRESA.

- RECO Registration – New & Renewing Agents
- RECO Registration Renewal Process

RECO Registration – New & Renewing Agents

Applies To: New Sales Representatives, Brokers, and All Renewing Registrants

Purpose: To ensure timely, accurate, and compliant registration or renewal with the **Real Estate Council of Ontario (RECO)** under the guidelines of **TRESA** and Century 21 Heritage Group Ltd.

Step 1: Initial Eligibility

Before applying, the applicant must:

- Be 18 years of age or older
- Have a valid Canadian address
- Have completed **RECO's required education program** through Humber College (Pre-Registration Phase for new agents)
- Be legally entitled to work in Canada
- Be associated with **Century 21 Heritage Group Ltd.**, who will sponsor the registration

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Step 2: New Registration Process

1. Set up a MyRECO account:

Go to myRECO Certificate Portal and create an account.

2. Submit Application:

Complete the **Application for Registration** form online.

You will need:

- Certificate of Completion from Humber College
- Government-issued ID
- Completed criminal record check (must be recent)
- Signed **Sponsorship Form** from Century 21 Heritage Group Ltd.
- Payment for RECO registration fee

3. Wait for RECO Approval:

Once approved, RECO will issue your registration certificate and license number.

4. Notify your Office Manager:

Submit a copy of your RECO Certificate to compliance@century21.ca and ensure your marketing materials (email, signage, business cards) are updated only after RECO approval.

Step 3: Renewal of RECO Registration (Every 2 Years)

RECO will notify you 60 days prior to expiry.

Steps to Renew:

1. Log into your **MyRECO account**
2. Complete the **Mandatory Continuing Education (MCE)** modules (available online)
3. Review and update your personal and brokerage information
4. Pay the renewal fee online
5. Download and save your new RECO Certificate

Important: You must not trade in real estate if your registration has lapsed.

Step 4: Status Change (Transfer, Terminate, Reinstate)

To transfer to or from Century 21 Heritage Group Ltd.:

- Notify your **Office Manager** and submit necessary RECO forms
- Wait for RECO confirmation before practicing under the new brokerage

To terminate your registration:

- Notify RECO and your brokerage in writing
- Return all branding, marketing materials, and client files as directed

To reinstate a lapsed license:

- Contact RECO within 2 years of expiry
- Complete any required courses or fees before returning to active status

Step 5: Brokerage Responsibility

Century 21 Heritage Group Ltd. will:

- Submit sponsorship confirmation to RECO
- Track upcoming renewals and notify agents of deadlines
- Maintain up-to-date records for compliance purposes

Important Reminders:

- Keep your **contact information** updated in RECO’s portal
- Always **renew before the expiry date**
- Without an active RECO registration, **you cannot trade, advertise, or represent clients**

RECO Registration Renewal Process

Applies To: All Sales Representatives and Brokers with active RECO registration

Purpose: To ensure all agents renew their RECO registration on time to avoid suspension, fines, or termination from their real estate board (TRREB or otherwise).

Step 1: Know Your Expiry Date

- RECO registration must be **renewed every 2 years**
- Your **expiry date** is listed on your RECO certificate and visible in your MyRECO Certificate Portal

Century 21 Heritage Group Ltd. recommends that you renew at least 7 days before your expiry date.

RECO has been known to delay processing late or last-minute submissions.

Step 2: Watch for the Reminder

- RECO sends a renewal reminder **60 days prior to expiry**

- An internal reminder from the brokerage will also be sent

Step 3: Complete Mandatory Continuing Education (MCE)

Before you can renew, you must complete your **MCE program**, available through your MyRECO account.

- If you don’t complete the required MCE modules, you cannot submit your renewal.

Step 4: Submit Your Renewal

Login to myRECO and:

1. Confirm/update your contact info
2. Upload any required documents
3. Complete your MCE if not already done
4. Pay the renewal fee by credit card

RENEW AT LEAST 7 DAYS IN ADVANCE.

Do **not** wait until the day before expiry — RECO may not process it in time, even if submitted.

Step 5: Notify the Office

Once renewed, email your new RECO Certificate to your front desk.

Your file will be updated and your board status confirmed.

If You Miss the Deadline

If your RECO registration expires:

1. **You must IMMEDIATELY cease all trading activities.**
    - This includes marketing, showings, negotiations, or representing clients in any form.
2. **You MUST terminate from your real estate board (e.g., TRREB) within 24 hours** of expiry.
    - If this is not done, the board will issue **fines** for unauthorized membership.
3. You will also be removed from:
    - Brokerage email and internal platforms
    - Board MLS® access
    - Office signage and marketing materials
4. You may request reinstatement only **after RECO confirms renewal**, and you have rejoined your board.

Reinstatement (After Expiry)

If you miss the renewal window, RECO may allow reinstatement:

- You have **up to 2 years** to reinstate without redoing your education, but must pay applicable late fees
- The brokerage may require additional retraining or compliance sign-off before reactivation