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**

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