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

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Revision #2
Created 2 June 2025 12:58:58 by Eryn Richardson
Updated 2 June 2025 13:18:39 by Eryn Richardson