

At **area learn**, our mission is to provide courses that prepare competent and ethical REALTORS® who uphold the highest standards in the real estate profession. As part of our commitment to this mission, we have established a policy for learners who are unsuccessful in passing their RECA exam after four attempts (two authorizations). This policy is designed to ensure that learners are provided with the necessary resources and support to be successful.

## 1. Definitions

- 1. Exam Authorization Request:** A request that is submitted to RECA by an authorized **area learn** team member. The request is made upon verification of completed course requirements.
- 2. Exam Authorization:** The official permission granted by RECA to a learner to write the RECA exam.
- 3. Tutor:** An experienced real estate industry professional who provides personalized instruction to learners to help them understand course materials and prepare for exams.
- 4. area learn Approved Tutor:** A tutor who has been vetted and approved by **area learn** to provide support to learners under this policy.
- 5. area learn Tutoring Assistance Form:** A form that will be provided to the learner who is seeking to be re-enrolled in an area learn licensing course after four exam attempts.

## 2. Policy

### A. Mandatory Tutoring After Second Exam Authorization Failure

1. Learners who are unsuccessful after their second exam authorization (i.e., after failing the exam four times) will be expected to hire a tutor for a minimum of two hours. The tutor will assist with evaluating their exam results and further preparing to re-write the RECA exam.
2. The tutor must be approved by **area learn**.
3. The tutoring hours must be completed prior to the learner requesting exam authorization.

### B. Tutor Approval and List

1. A list of **area learn** approved tutors will be provided to learners who are unsuccessful after their second exam authorization.
2. Tutors not already on the approved list must be approved by the Director of Learning. The application process ensures that all tutors meet the high standards of **area learn** which include:
  - a. A minimum of 8 years of active experience as a licensed real estate agent.

- b. A current Alberta real estate license in the specific practice area in which they will tutor the learner.
- c. Demonstrated competence in the field, and commitment to ethical standards.

## C. Re-enrolment Requirements

1. Learners who are unsuccessful after their second exam authorization and wish to re-enrol in our course will be issued an, [“area learn Tutoring Assistance Form”](#) by an area learn team member.
2. The learner will engage an approved tutor and complete a minimum of two hours tutoring.
3. Once the requirement is met, the learner will submit the form to [pd@albertarealtor.ca](mailto:pd@albertarealtor.ca) prior to a third request for exam authorization.
4. Tutor costs will be at the expense of the learner.

Please click the link **below** to access and submit the Tutoring Assistance Form

[“area learn Tutoring Assistance Form”](#)

## D. Exam Authorization Process

1. Once the learner has completed the minimum tutoring requirements and has submitted a Tutoring Assistance Form, they will need to complete the **exam authorization module** in their area learn account. area learn staff will verify with the tutor that the hours have been completed before approving examination request. This process will be completed within five business days.

## 3. Rationale

area learn seeks to uphold the highest standards in preparing competent and ethical REALTORS®. As such, it is imperative that learners who repeatedly fail their exams receive the additional support needed to succeed. This policy ensures that these learners are provided with the resources necessary to improve their understanding of the course material and are better prepared for future exam attempts. By requiring tutoring from an area learn approved tutor, we maintain the integrity of our educational offerings and support our learners in achieving their professional goals.

## 4. Privacy and Confidentiality

All records related to the tutoring requirement, including the Re -enrolment Form, will be kept confidential. Records are strictly prohibited from being disclosed to anyone except to the extent required by law or as necessary for the administration of this policy.

## 5. No Reprisal

Learners will not face any reprisals for being subject to this policy. The requirement to undergo tutoring is solely for the purpose of supporting the learner's success in passing the RECA exam and becoming a competent REALTOR®.

## 6. Policy Administration and Review

This policy will be reviewed by **area learn** management every three years to ensure its effectiveness and relevance. Any necessary updates will be made to continue providing the best possible support to our learners. *(Next revision date is September 30, 2027)*

If you have failed the exam four times and have requested re-enrolment, please click the link **below** to access and submit the Tutoring Assistance Form

[“area learn Tutoring Assistance Form”](#)