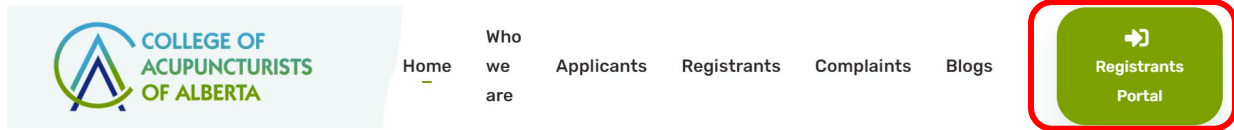




EXAM APPLICATION INSTRUCTION

1. Application Instruction for New Applicants

- 1) From the [College of Acupuncturists of Alberta](#) website, click on Registrants Portal.



- 2) Click on **Sign up** to create an account.

The screenshot shows the "Login" page. It has a title "Login" with a lock icon. Below the title are two input fields: "Username (email address)" and "Password" (with an eye icon for visibility). Below these fields is a "Login" button. At the bottom, there is a link that says "Don't have an account? Please [Sign up](#)". The "Sign up" link is highlighted with a red box.

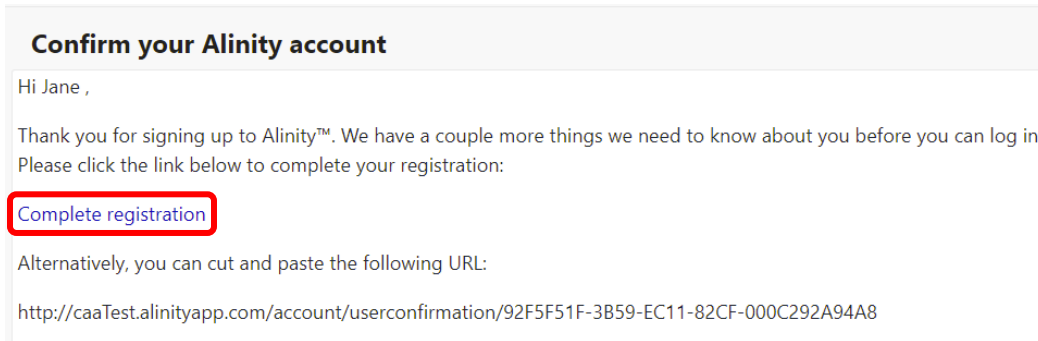
- 3) Type in your email address and then click on **Next**.

The screenshot shows the "Sign up" page. It has a title "Sign up" and a paragraph: "To enroll in this program please sign-up by entering your email address. Once you receive a confirmation email, you will be required to complete an application form." Below this is a label "* Email address" and an input field containing "info@acupuncturealberta.ca". Below the input field is a link "If you already have an account please [Login](#)". At the bottom right is a "Next" button. Both the input field and the "Next" button are highlighted with red boxes.

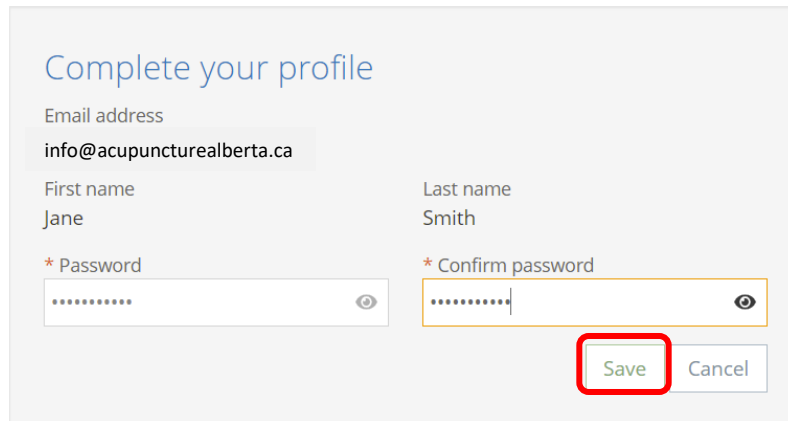
- 4) Type in your **First name**, **Last name** and the **code**. Review the terms of service and check off **I agree to the terms of service**. Click on **Sign up**.

The screenshot shows the "Sign up" page with more fields. It has a title "Sign up" and a label "* Email address" with the value "info@acupuncturealberta.ca". Below are two input fields: "* First name" with the value "Jane" and "* Last name" with the value "Smith". Below these is a label "* Enter the code on the right" and an input field containing "NGAMZA". To the right of the input field is the text "NGAMZA" with a "Click to change" link below it. Below the input field is a label "Please review the terms of service" and a checked checkbox "I agree to the [terms of service](#)". At the bottom are "Back" and "Sign up" buttons. The "First name" field, "Last name" field, "code" input field, the "I agree" checkbox, and the "Sign up" button are all highlighted with red boxes. A red arrow points from the "NGAMZA" text to the "code" input field.

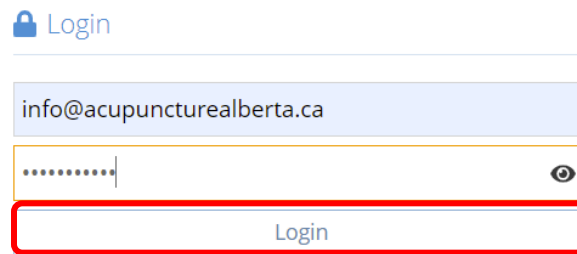
5) You will receive an email to confirm your Alinity account. Click on **Complete registration**.



6) Create your password and click on **Save**.



7) You can now login to your account. Type in your email address and password. Click on **Login**.



8) Click on **Apply** to apply for an exam.




9) Complete your PERSONAL INFORMATION

PERSONAL INFORMATION

* First name

Jane

* Last name 

Smith

* Do you have a Middle name?

Yes No

* Do you have a preferred first name?

Yes No

* Date of birth

yyyy-mm-dd

* Gender

Unspecified 

Other name(s)

Other names not reported above, e.g., married or maiden name.

[Add](#) Add another name.



IDENTIFICATION

You must upload two **DIFFERENT** pieces of identification. Each piece must be **NOTARIZED** and must be uploaded separately. Primary and secondary identifications are classified differently so please read the description for both.

Below is a list of **VALID** primary identifications:

- Driver's Licence or learner's licence (must have your photo)
- Canadian birth certificate
- Passport
- Canadian Citizenship Card
- Permanent Resident Card
- Canadian Record of Landing/Canadian Immigration Identification Record

* Primary identification



Click here to upload **primary** identification



New qualifying education

* Credential

Diploma 

Institute

* Degree name

Acupuncture

You must select an item from the list

* Have you completed this program?

Yes No

* Completion date

2021-06-24

If your institute is not available in the list above please enter the name, address and phone # here.

Reeves College
9910 39 Ave NW Unit 103
Edmonton, AB T6E 5H8
+1 800-269-7095

Supporting documentation



Click here to upload a file

12) Select any or all exam components you wish to attempt.

EXAMINATIONS

Below are a list of examinations that you can select to write. You can select multiple exams but at least one must be selected.

<input checked="" type="checkbox"/>	Acupuncture Points
<input checked="" type="checkbox"/>	Modalities
<input checked="" type="checkbox"/>	Pan-Canadian Exams
<input type="checkbox"/>	Safety

13) You are required to complete the **DECLARATIONS**, review your entire application before submitting your exam application. Click on **Submit**.

Policies and Procedures

I have read and understood the information in the Exam Policies, Pan-Canadian Exam and Alberta Acupuncture Registration Examinations (AARE) Candidate Handbook; including the withdrawal policy, refund process, rescore/appeal policy, exam attempts, and the contents for the AARE.

* I acknowledge and accept the above declaration

[Submit](#) [Save for later](#) [Withdraw](#)

14) An invoice for your Exam Application Fee is automatically generated. Click on **Pay** to proceed to payment page.

Invoice 09-Dec-2021 #1000025
Batch # / Reference: -

From College of Acupuncturists of Alberta
#201, 9612 - 51 Ave NW
Edmonton, AB T6E 5A6

To Smith, Jane (5035)

Description		Total
Exam Application Fee - Non-Refundable		\$300.00
	Subtotal	\$300.00
	GST	\$0.00
	PST	\$0.00
	Total due	\$300.00

If paying by cheque click "Close" and send payment to the College at the address above. Please include your invoice number on your cheque. Your form will not be processed without payment.

[Split](#) [Close](#) [Pay](#)

15) Complete your payment information and click on **Pay**.

Invoice #1000021 For Smith, Jane (5035)

Total charge \$300.00

* First name on card * Last name on card

* Credit card # * Expiry * Security code

* Please note that Alinity does not store your credit card details on their servers

* Home # and street only (for account, no apt #)

* Postal/ZIP code

16) You must pay your Exam Application Fee to trigger the application review process. Check the portal regularly, if your application is not approved, the status of your application will become **Returned For updates**. Click on **Update** to review your application.

Exam Candidate (2021/2022)

Status	Last updated
<input type="text" value="Returned For updates"/>	14-Dec-2021

17) Update your application according to the feedback provided. Picture below is for illustration purposes only.

Thanks for submitting your application! Your form has been reviewed and there are one or more items you need to address.

[General comments](#)

Please provide your diploma or unofficial transcript.
14-Dec-2021 10:55 AM - Frank Yeh

18) Once your application is approved, another invoice will be generated for you to pay your exam fee(s). You will not be notified when your application is approved. You must check back regularly.

[↻ Open Application](#)

Exam Candidate (2021/2022) [View](#)

Status: Approved (not paid) Last updated: 10-Dec-2021

[📢 Announcements \(0\)](#)

No announcements

My Invoices Include paid

Date	Total	Due	
10-Dec-2021	\$1,480.00	\$1,480.00	>

1 invoice(s)



Invoice

10-Dec-2021 #1000029
Batch # / Reference: -

From
College of Acupuncturists of Alberta
#201, 9612 - 51 Ave NW
Edmonton, AB T6E 5A6

To
Smith, Jane (5035)

Description	Total
Acupuncture Points Exam Fee	\$300.00
Modalities Exam Fee	\$300.00
Pan-Canadian Exam Fee	\$880.00
Subtotal	\$1,480.00
GST	\$0.00
PST	\$0.00
Total due	\$1,480.00

If paying by cheque click "Close" and send payment to the College at the address above. Please include your invoice number on your cheque. Your form will not be processed without payment.

[Split](#) [Close](#) [Pay](#)

20) Complete payment similar to step 15.