


## Contents

Quick Tips.....	1
Navigating to Exam Application in Member Portal .....	2
Exam Application: Overview .....	3
Identification.....	4
Personal Information .....	4
Education .....	5
Examinations.....	6
Declarations .....	6
Save Progress, Submit, or Withdraw .....	7

## Quick Tips

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- 1. For best functionality:** It is recommended that you use the Google Chrome browser to access the member portal for best functionality.
  - 2. Don't lose your work! Session expiration:** Your login expires after 40 minutes and the system does not provide a warning. Be sure to periodically click the "Save for Later" button before your session expires or you may lose your work.
  - 3. Don't lose your work! Navigating pages:** Do not use the "back" button or arrow on your browser. Make sure to click on "Save for Later" before navigating to a new page or you may lose your work.

### Navigating to Exam Application in Member Portal



1 Navigate to the College of Acupuncturists of Alberta's website (acupuncturealberta.ca).

2 Click on Registrants Portal.



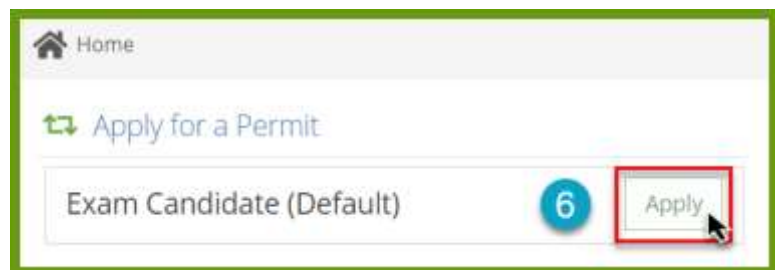
3 Type in your username.

4 Type in your password.

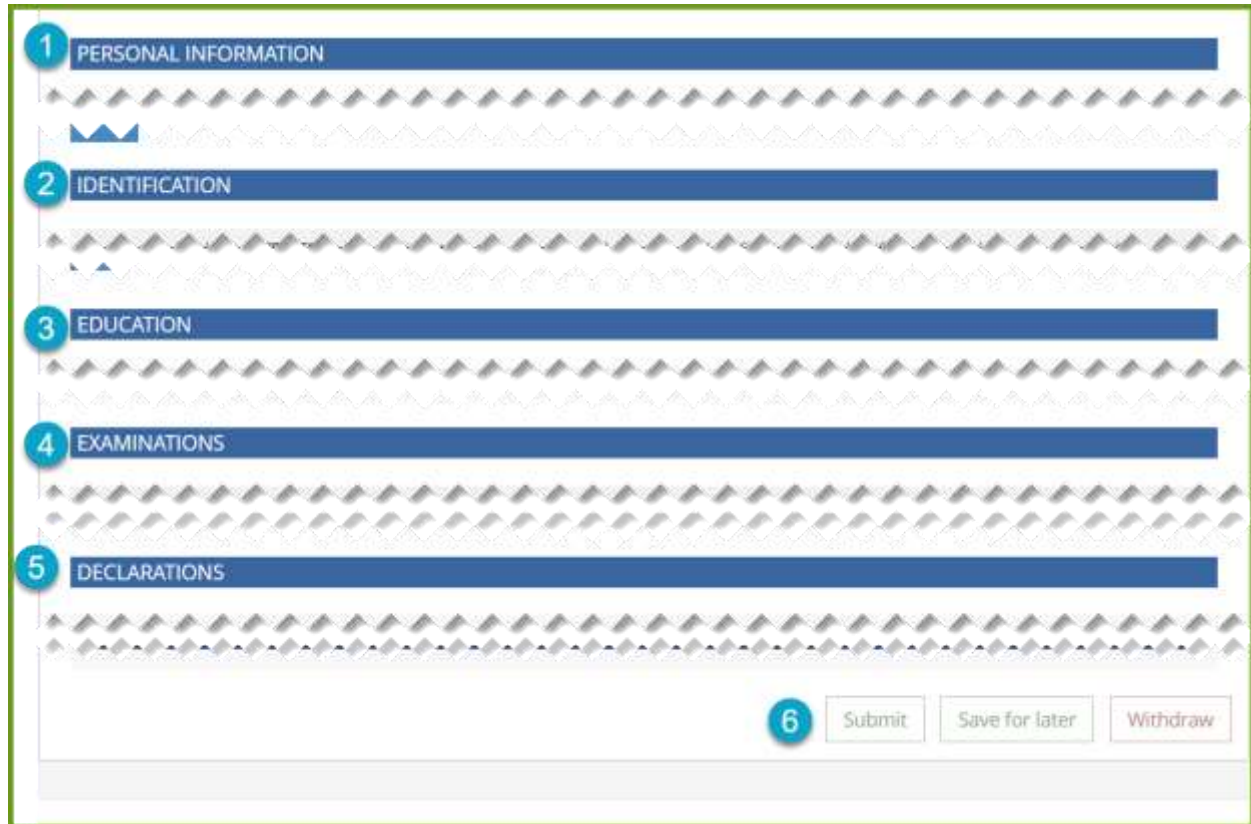
5 Click the login button.

Note: If you have not yet created an account, instructions on how to do so are available on the member portal support page on our website.

6 On the Home page, locate "Exam Candidate" under "Apply for Permit". Click on "Apply".



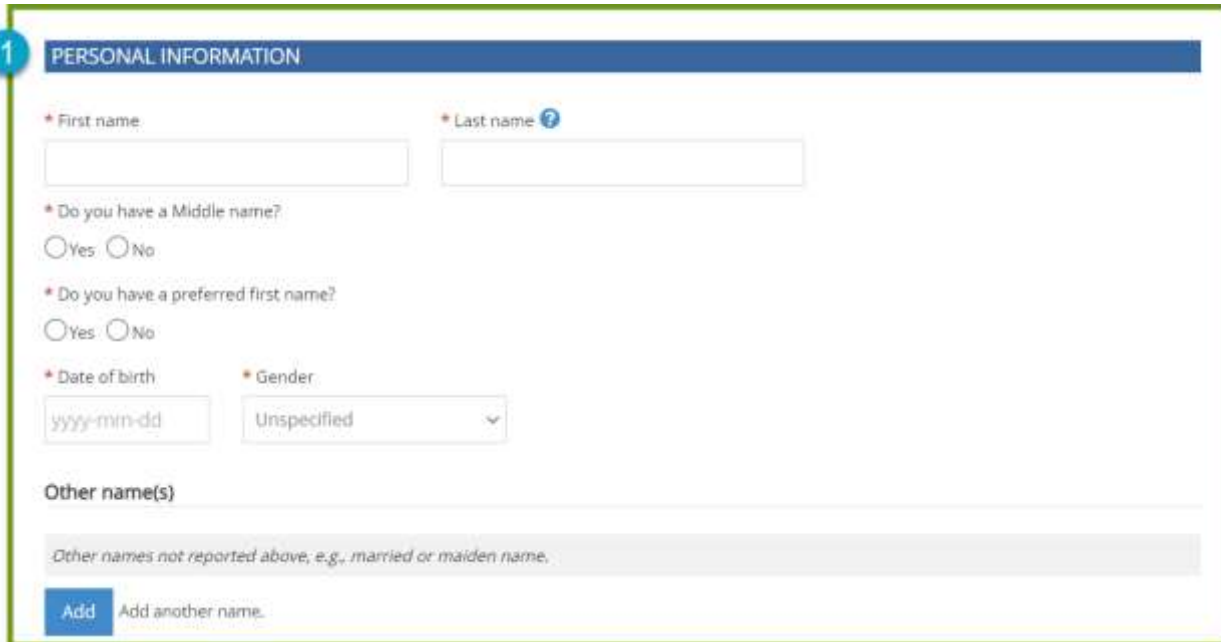
### Exam Application: Overview



This will bring you to your Examination Application form in your member portal, which includes the following elements:

- 1 PERSONAL INFORMATION:**  
This is where you will input information on who you are.
- 2 IDENTIFICATION:**  
This is where you will upload to different types of identification.
- 3 EDUCATION:**  
This is where you will submit your education qualifications.
- 4 EXAMINATIONS:**  
This is where you will choose which examinations you would like to write.
- 5 DECLARATIONS:**  
There are three declarations to acknowledge and accept.
- 6 SUBMIT, SAVE FOR LATER, or WITHDRAW:**  
You can submit your application, save your progress for later, or withdraw from the exam(s). This is explained in further detail in the following pages.

## Personal Information

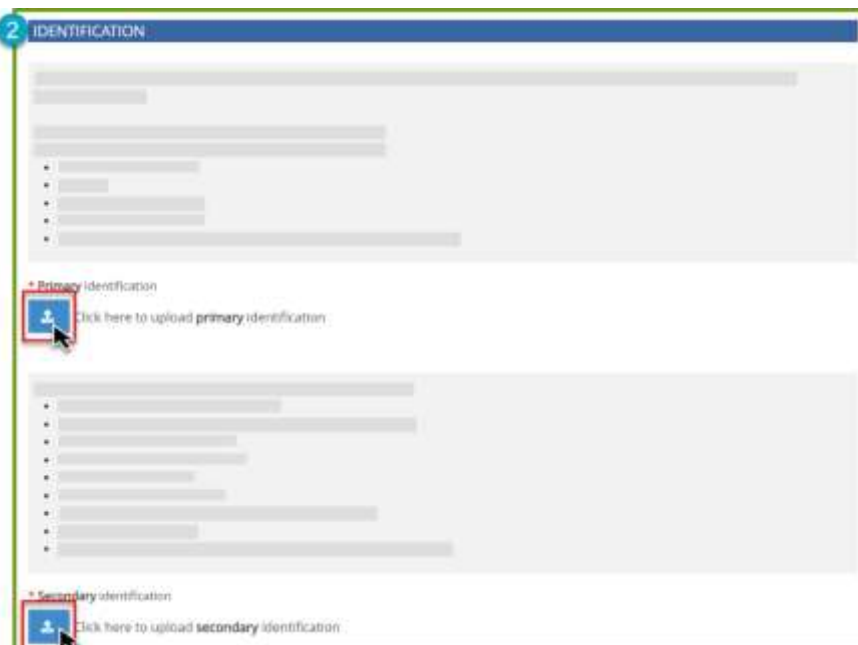


The screenshot shows a form titled "PERSONAL INFORMATION" with a blue header and a "1" in a circle. The form contains the following fields and options:

- \* First name: Text input field
- \* Last name: Text input field with a question mark icon
- \* Do you have a Middle name?: Radio buttons for Yes and No
- \* Do you have a preferred first name?: Radio buttons for Yes and No
- \* Date of birth: Text input field with placeholder "yyyy-mm-dd"
- \* Gender: Dropdown menu with "Unspecified" selected
- Other name(s): Text input field with placeholder text: "Other names not reported above, e.g., married or maiden name."
- Buttons: "Add" and "Add another name."

- 1 Fill in your personal information. You may also add another name if applicable.

## Identification



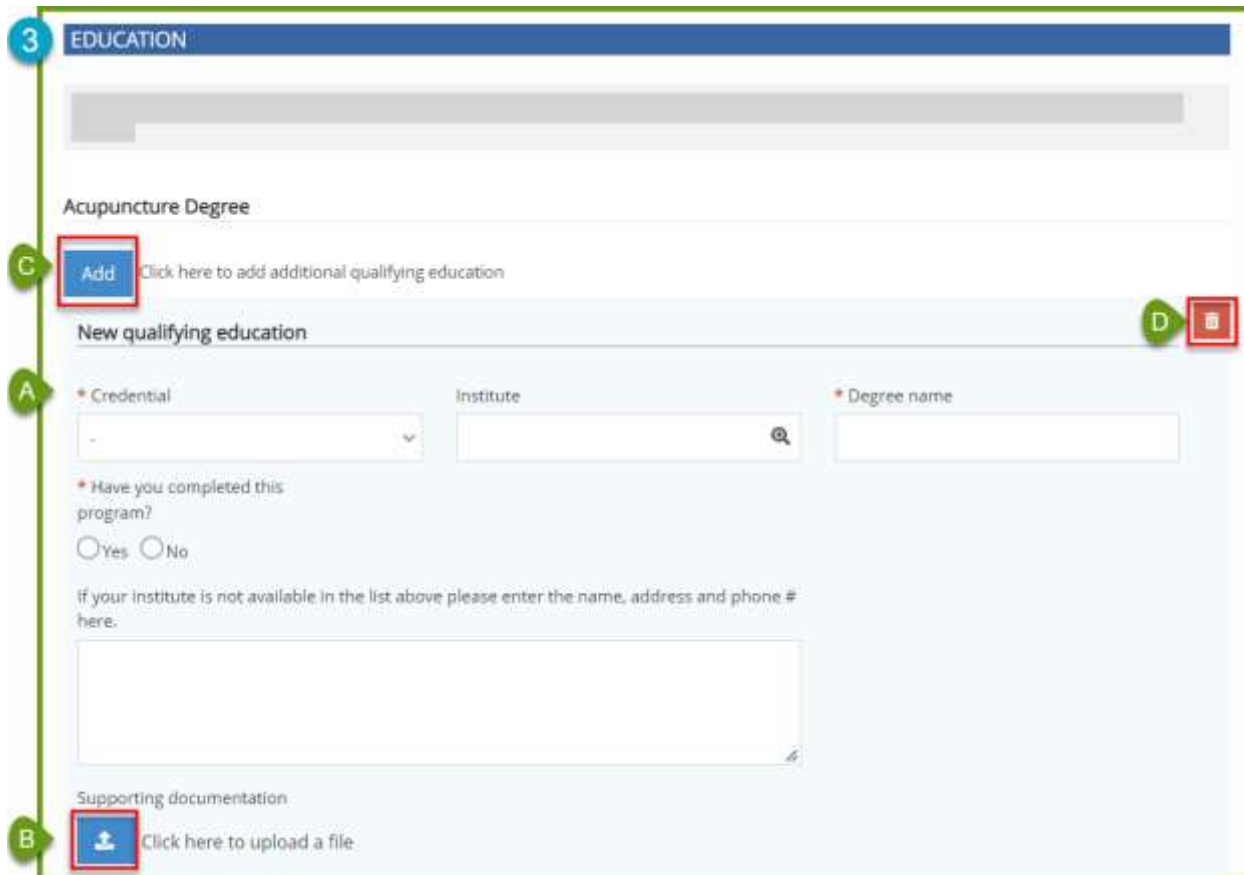
The screenshot shows a form titled "IDENTIFICATION" with a blue header and a "2" in a circle. The form contains the following sections:

- Primary identification: Section with a list of items and a red box around an upload button labeled "Click here to upload primary identification".
- Secondary identification: Section with a list of items and a red box around an upload button labeled "Click here to upload secondary identification".

2

Use the two upload buttons to upload to different forms of identification. Acceptable forms of identification are listed in this section on your member portal.


## Education



**3 EDUCATION**

Acupuncture Degree


**C** **Add** Click here to add additional qualifying education

**New qualifying education** **D** 

**A** \* Credential Institute \* Degree name

\* Have you completed this program?  
 Yes  No

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

Supporting documentation:  
**B**  Click here to upload a file.

- A** Fill in your information regarding your education.
- B** Upload supporting documentation here. This can include a transcript or diploma.
- C** If you would like to add another qualifying education, you can click the "Add" button.
- D** You can remove a section by clicking on the trash can icon at the top of the section you would like to remove.

## Examinations



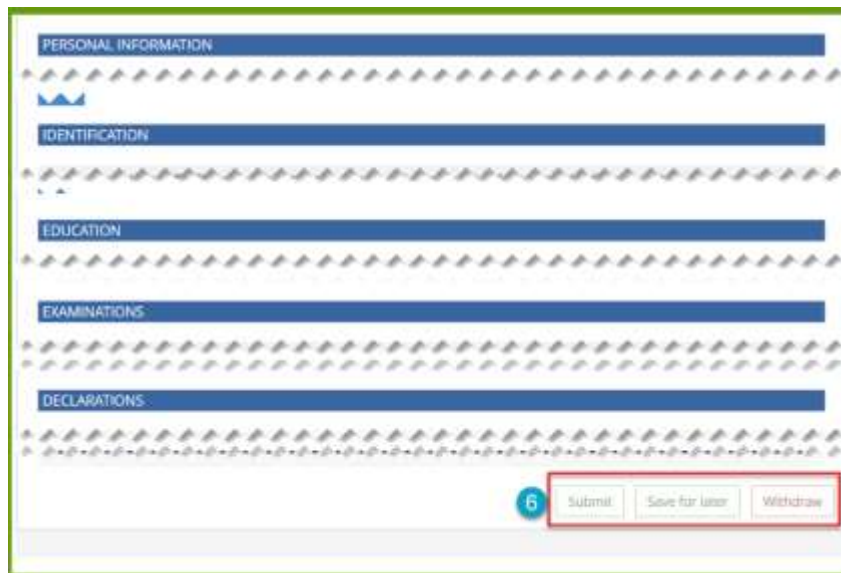
4 Choose which examinations you would like to write.

## Declarations



5 There are 3 declarations that need to be acknowledged and accepted in order to submit your examination application. Check off the square under each one prior to your submission.

### Save Progress, Submit, or Withdraw



#### SUBMIT, SAVE FOR LATER, OR WITHDRAW:

Click **Save for Later** to save your progress. You can save your progress at any time.

6

Click **Submit** once you have completed all elements of your Exam Application form.

- All mandatory fields will need to be completed for your form to be submitted.

Click **Withdraw** to withdraw from Exams you have applied to write.