


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

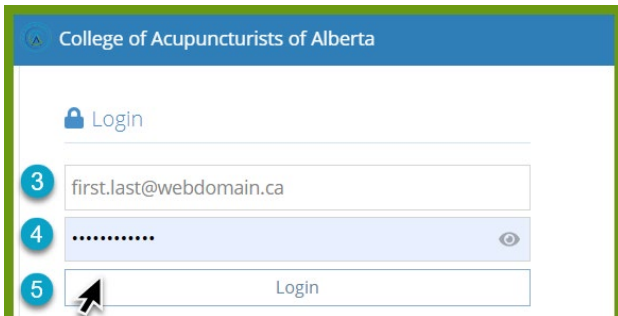
- 
- 1. For best functionality:** It is recommended that you use the Google Chrome browser to access the member portal for best functionality.
 - 2. Don't lose your work! Session expiration:** Your login expires after 40 minutes and the system does not provide a warning. Be sure to periodically click 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 (acupunctrealberta.ca).

2 Click on Registrants Portal.



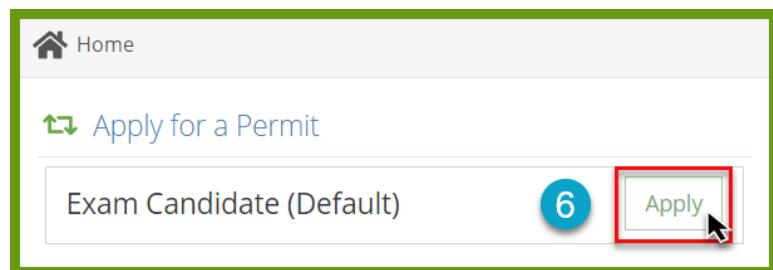
3 Type in your username.

4 Type in your password.

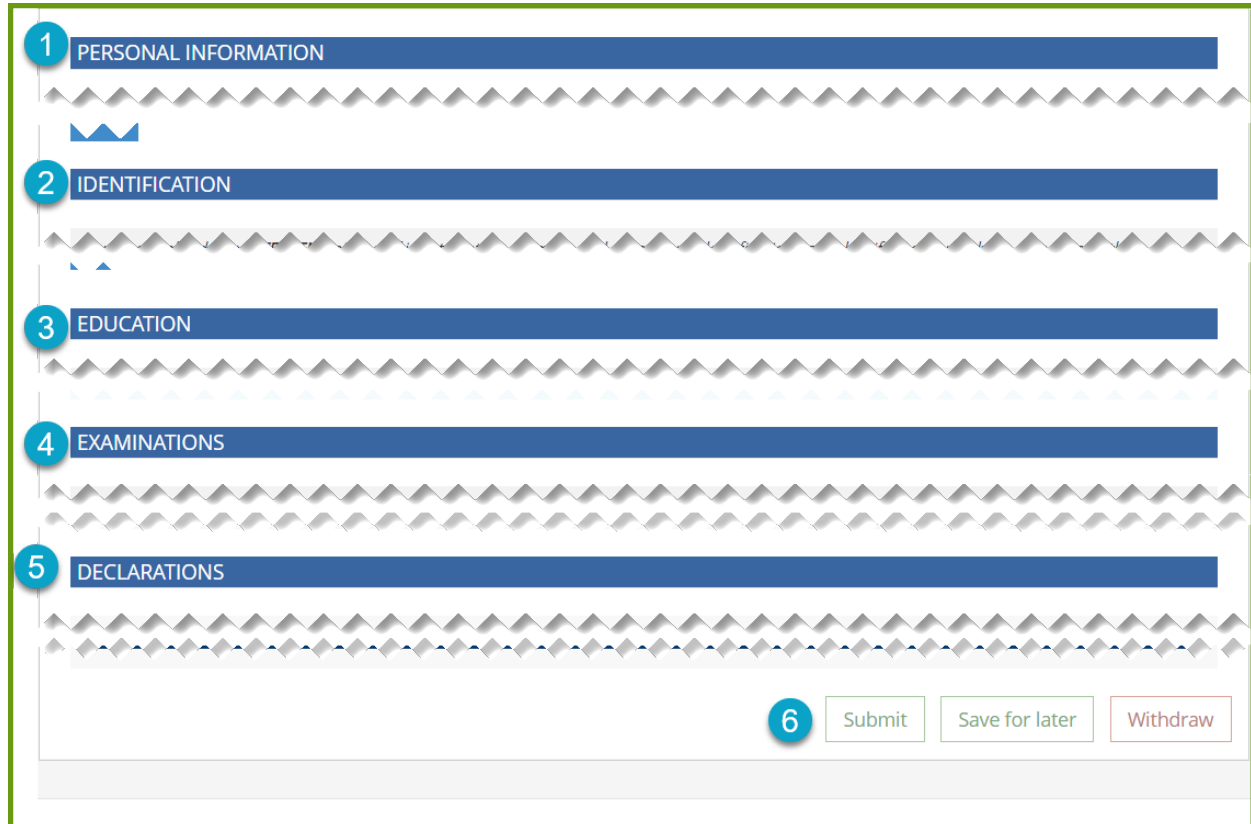
5 Click the login button.

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

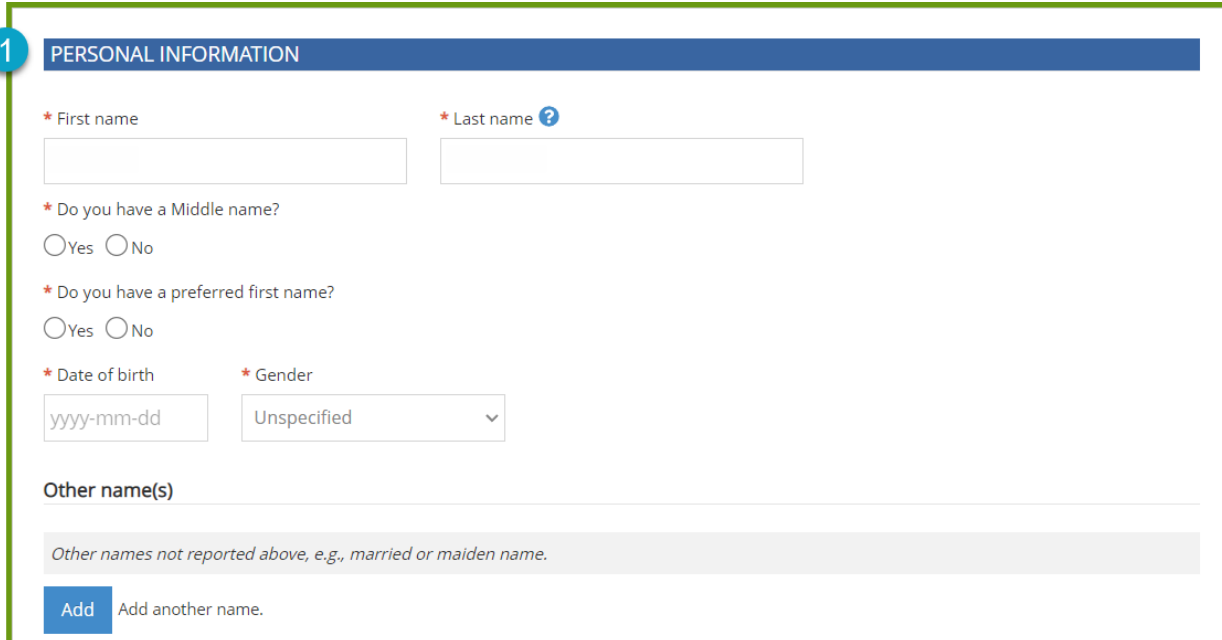


The screenshot shows a vertical list of five numbered steps, each with a blue bar and a white text label: 1 PERSONAL INFORMATION, 2 IDENTIFICATION, 3 EDUCATION, 4 EXAMINATIONS, and 5 DECLARATIONS. Below these steps, there is a section labeled 6 containing three buttons: 'Submit' (green), 'Save for later' (green), and 'Withdraw' (red).

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

- | | |
|---|---|
| <p>1 PERSONAL INFORMATION:
This is where you will input information on who you are.</p> | <p>4 EXAMINATIONS:
This is where you will choose which examinations you would like to write.</p> |
| <p>2 IDENTIFICATION:
This is where you will upload to different types of identification.</p> | <p>5 DECLARATIONS:
There are three declarations to acknowledge and accept.</p> |
| <p>3 EDUCATION:
This is where you will submit your education qualifications.</p> | <p>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.</p> |

Personal Information



1 PERSONAL INFORMATION

* First name

* Last name

* Do you have a Middle name?
 Yes No

* Do you have a preferred first name?
 Yes No

* Date of birth

* Gender

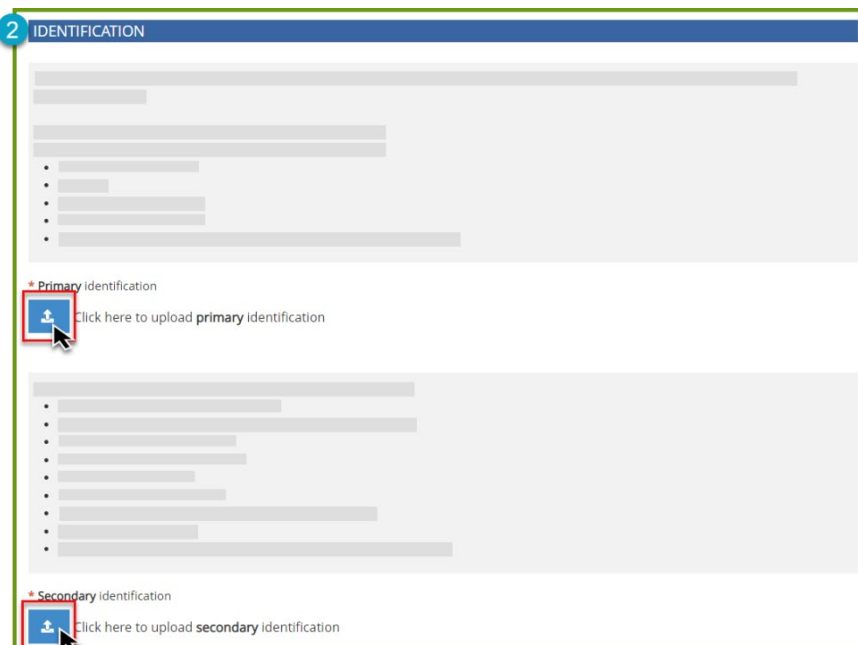
Other name(s)

Add another name.

1

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

Identification



2 IDENTIFICATION

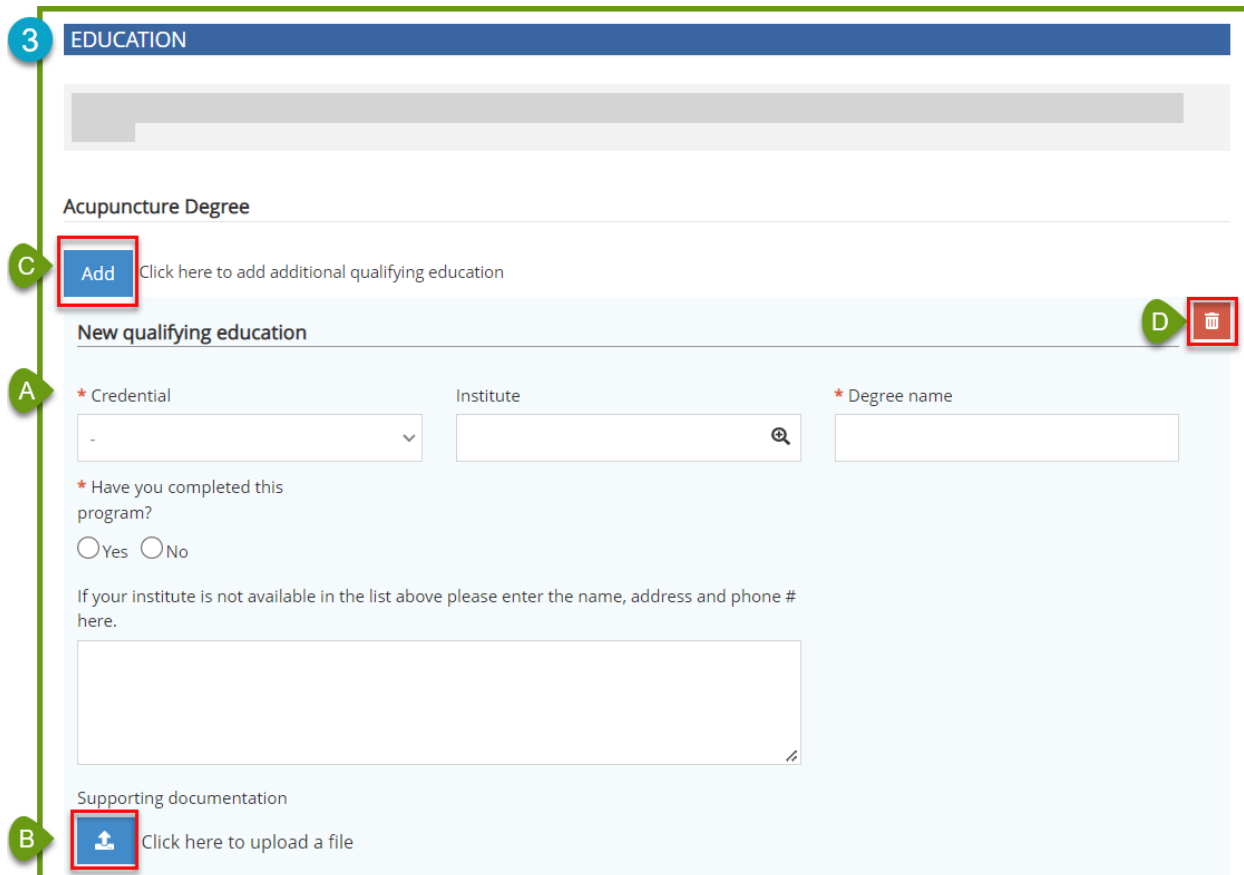
* Primary identification
 Click here to upload primary identification

* Secondary identification
 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

D New qualifying education

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 EXAMINATIONS

Acupuncture Points

Modalities

Pan-Canadian Exams

Safety

4

Choose which examinations you would like to write.

Declarations

5 DECLARATIONS

Exam Application Only

I understand that qualifying for and passing the Alberta Acupuncture Registration Examinations do not guarantee registration with the College of Acupuncturists of Alberta.

I acknowledge and accept the above declaration

Accurate Information - Exam

I declare that all information on this form and any accompanying documents is true, correct and complete. I am aware that CAA may need to verify the information provided, and therefore CAA may need to disclose my information to third parties. I consent to such disclosure. I also consent to third parties disclosing my personal information to CAA, so that CAA can process my application and verify the information I have provided. Any information gathered can also be used in processing any future applications for registration with the CAA.

I acknowledge and accept the above declaration

Policies and Procedures

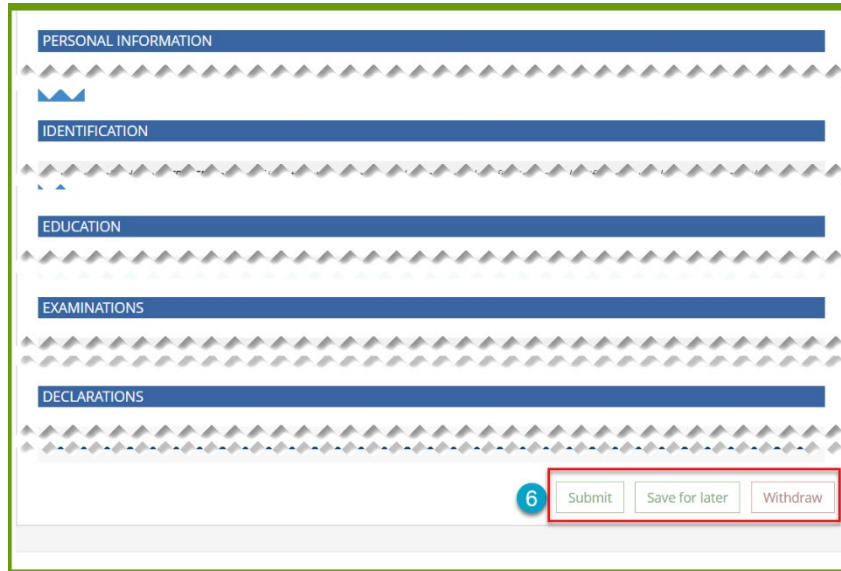
I have read and understood the information in the Exam Policies, Pan-Canadian Exam and Alberta Acupuncture Registration Examinations (AARE) Candidate Handbook including the withdrawal policy, refund process, rescore/appeal policy, exam attempts, and the contents for the AARE.

I acknowledge and accept the above declaration

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.