

CCA REGISTRY- HOW TO:

How to Sign Up for the CCA Registry

The CCA Registry has gone through a significant upgrade. Registration, renewals, and profile updates are now completed online. Please find below instructions on signing up for the CCA Registry.

***Note** – this document is for any CCA who is **not already a member** of the CCA Registry. If you are already a member of the Registry, please review our other "How To" documents located on the CCA website <u>www.novascotiacca.ca.</u>

Before you begin the registration process, please read the CCA Registry Guide, also located on the CCA website.

For a more detailed, step by step guide on the application process, please view our Instructional Video located on the CCA website (coming soon).

1. The CCA registry website can be located at <u>www.novascotiacca.ca</u>

under the **CCA Registry** tab and scroll to the bottom of the page for **Membership Login**.

CONTINUING CARE ASSISTANT	Search for a CCA ▲ Search The Site Q CCA Career ▼ CCA Registry ▼ ▼
Until the Act takes legal effect the CCA Registry	remains voluntary. More information will be issued in early 2022.
Membership Login Search for a CCA	
Replacement CCA Certification Certificate	



2. This will take you to the CCA Registry login portal: click the "**Sign Up**" button.

🖴 Login		
	0	
Don't have an account	t? Please Sign up	6
Other login issues? Cal	11 1-866-265-9900	

- 3. Enter and confirm your email, click "**Next**".
- 4. You will now receive a confirmation email (check your spam/junk mail it can take several minutes for emails to come through). Click "**Complete Registration**".

CONTINUING CARE ASSISTANT
Hi Thank you for signing up to the CCA Registry! We have a couple more things we need to know about you before you can log in. Please click the link below to complete your registration:
Complete registration
Alternatively, you can cut and paste the following URL:
http://ccapv6.alinityapp.com/account/userconfirmation/65E6DF9B-757F-EC11-8137-000C29389129
If you have any questions about this process, please contact CCA Administration at 1-866-265-9900 or ccaregistry@healthassociation.ns.ca

5. Create a password (remember this for future reference, as you will have to use this password to renew or update your profile in the future).

Continuing Care Assistant Program		
	Complete your profile Email address First name	Last name
	* Password	* Confirm password
		Save Cancel



6. Next, you will be prompted to Log In using your Email and Password you just created.



7. Now you will complete your Registry information – click "Apply".

	🔝 Continuing Care Assistan	t Program
	A Home	Home
	Download registration	✿ Apply for a Membership
	Wy groups	
	My profile	Active Appry
	Back to main site	Active member for the current registration year
	Powered by Alinity	

- 8. Instructions will appear on the next screen. Please read carefully and click "Next".
- 9. Be sure to complete all required fields and upload any required documentation when prompted.
- 10. Once finished, click "I acknowledge, accept and consent to the above declarations", then click "Submit" or "Save for Later" if you are not finished your application.

* I acknowledge, accept and consent to the above declarations			
Please note that by not checking the box your registration (or renewal) cannot be processed or disclosure of personal information provided as part of your registration under the <i>Contin</i> our office at ccaregistry@healthassociation.ns.ca or 1-866-265-9900.	d. If you have any questions about the collection, uses nuing Care Assistants Registry Act (2021), please contact		
	Submit Save for later Withdraw		



11. Your application is now submitted for Review by CCA Registry Administration. You can now log out.

😭 Home	Home				notified by email when your application has been reviewed by the Registrar.
Ł Download registration	🗘 Open Application			Announcements (0)	
My documents				No ai	nnouncements
Ky groups	Active (2020/2022) Status	Last updated	View		
My profile	Submitted	21-Jan-2022			
Back to main site					
Powered by Alinity					

12. If updates are needed before approval, you will receive an email from the CCA Registry (check your junk/spam folder – this email may take a few minutes to arrive).



13. Log back into your CCA Registry account to view feedback and update your application for approval. Click "Submit" at the bottom when updates are complete.

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A Home	Home			submit your application.	
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My documents			No a	nnouncements	
Hy groups	Active (2020/2022) Status Last up	Last updated			
My profile	Returned For updates	21-Jan-2022			
Back to main site					
Powered by Alinity					



14. Once your application has been approved, you will receive a confirmation email from the Registry (check your junk/spam folder – this email may take a few minutes to arrive):

	CONTINUING CARE ASSISTANT
Hi Your application for er	nrollment in the CCA Registry has been approved. Please click the following link to download the confirmation log into the
h a test att	
ccapv6.alinityapp.com	1/client/
Ccapv6.alinityapp.com Thank you for taking t please contact the CC	n/client/ he time to be a member of the CCA Registry. We value your input. Should you require assistance or for more information A Registry administration at 1-866-265-9900 or <u>ccaregistry@healthassociation.ns.ca</u>
Ccapv6.alinityapp.com Thank you for taking t please contact the CC Kind regards,	n <u>cleient/</u> he time to be a member of the CCA Registry. We value your input. Should you require assistance or for more information A Registry administration at 1-866-265-9900 or <u>ccaregistry@healthassociation.ns.ca</u>

15. You can log in to view your Certificate of Registration:

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Home	Home					
Lownload registration	🚍 Active Registratio	n				
My documents						
Ky groups	Effective	Expires				
My profile	24-Jan-2022	30-Jan-2022				
Back to main site						

	2020/2022 Certificate of Registration	Terms and Conditions
		Courses
Printed: January 24, 202	2 7:43:30 AM	
Printed: January 24, 202	2 7:43:30 AM Type: Active	



16. You can view and edit your profile by clicking the options on the left-hand side of the screen. See the "How Update Your Profile" document located on the CCA Website for more information on updating your profile such as name or address changes.

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	😤 My groups	Effective	Expires	Registration
	Search My profile	24-Jan-2022	30-Jan-2022	
-	Back to main site			
	Powered by Alinity			

You are now an active member of the CCA Registry!

Thank you for your participation!

Please contact CCA Registry Administration should you have any questions or concerns regarding the CCA Registry.

T: (902) 832-8500 x 282 · TF: 1-866-265-9900 · F: (902) 832-8505 E: <u>ccaregistry@healthassociation.ns.ca</u> · W: <u>www.novascotiacca.ca</u>