



Continuing Care Assistant Program

CCA Registry

T: (902) 832-8500 x 282 · TF: 1-866-265-9900 · F: (902) 832-8505

E: ccaregistry@healthassociation.ns.ca · W: www.novascotiacca.ca

CCA REGISTRY- HOW TO:

How to Sign Up for the CCA Registry

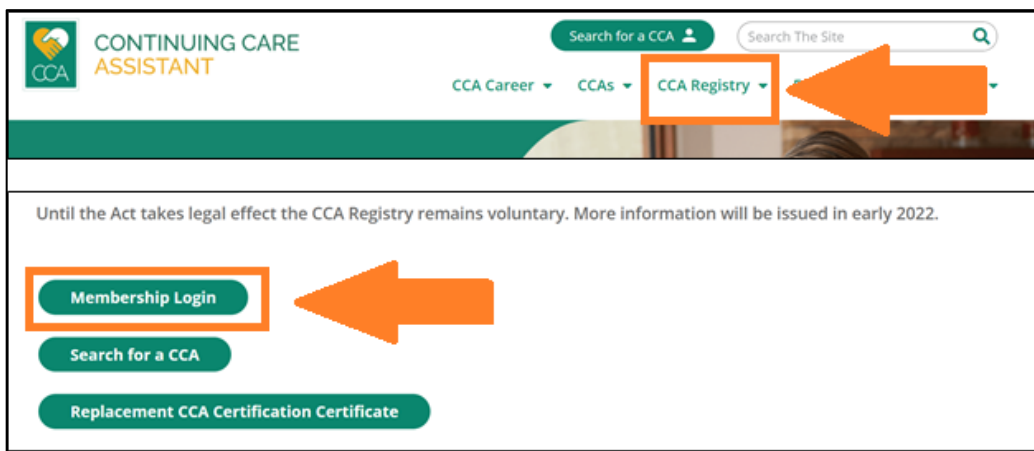
The CCA Registry has gone through a significant upgrade. Registration, renewals, and profile updates are now completed online. Please find below instructions on signing up for the CCA Registry.

***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 www.novascotiacca.ca.

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





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- This will take you to the CCA Registry login portal: click the **“Sign Up”** button.

- Enter and confirm your email, click **“Next”**.
- 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”**.

- 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).



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

Login

Username (email address)

Password

Login

Don't have an account? Please [Sign up](#)

or

Other login issues? Call 1-866-265-9900

- Now you will complete your Registry information – click **“Apply”**.

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Home

Download registration

My groups

My profile

Back to main site

Powered by Alinity

Home

Apply for a Membership

Active

Active member for the current registration year

Apply

- Instructions will appear on the next screen. Please read carefully and click **“Next”**.

- Be sure to complete all required fields and upload any required documentation when prompted.

- 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. If you have any questions about the collection, uses or disclosure of personal information provided as part of your registration under the *Continuing Care Assistants Registry Act (2021)*, please contact our office at ccaregistry@healthassociation.ns.ca or 1-866-265-9900.

Submit Save for later Withdraw



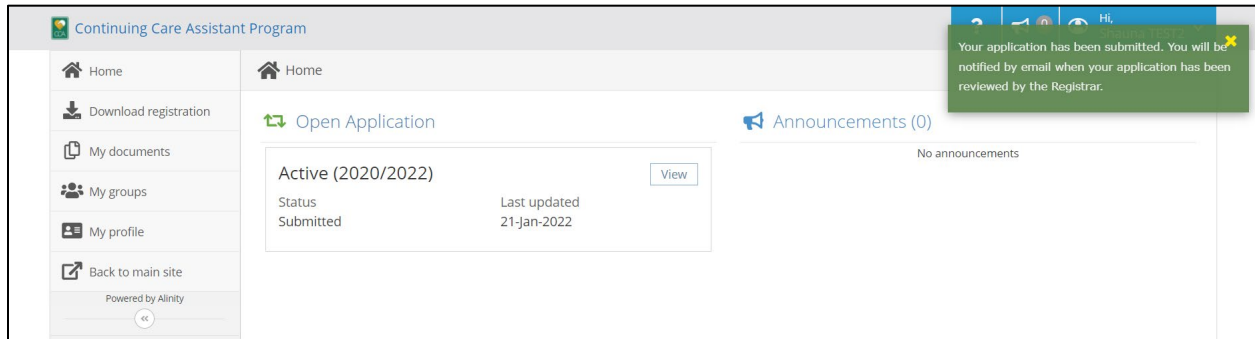
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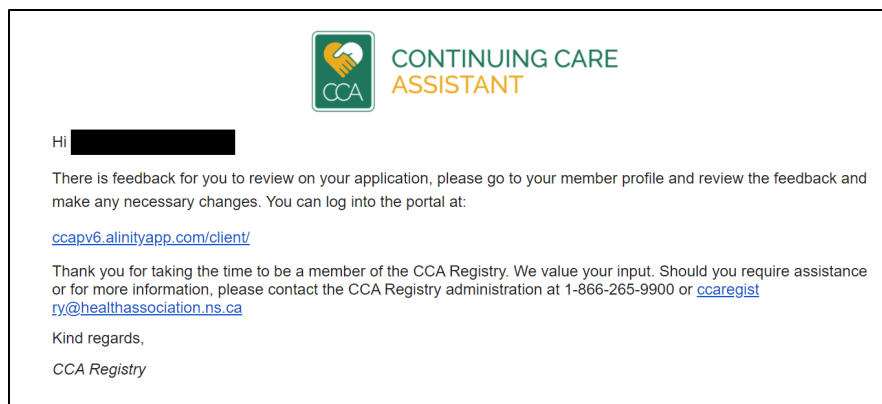
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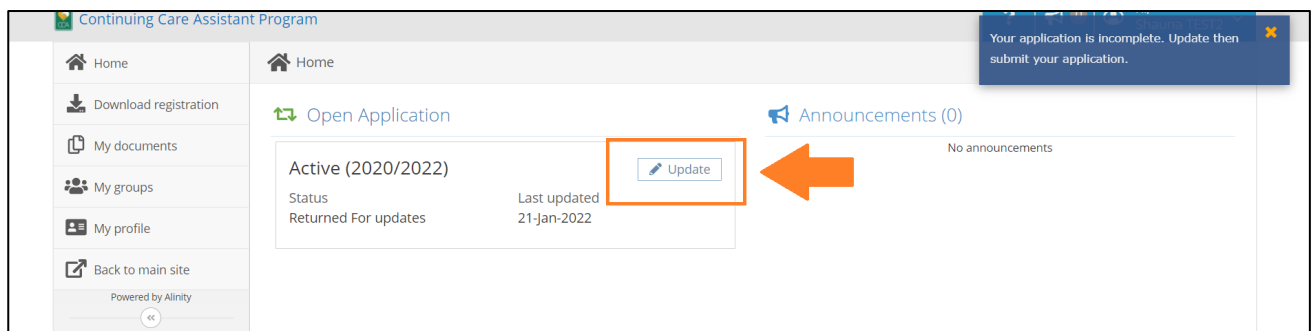
11. Your application is now submitted for Review by CCA Registry Administration. You can now log out.



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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CCA Registry

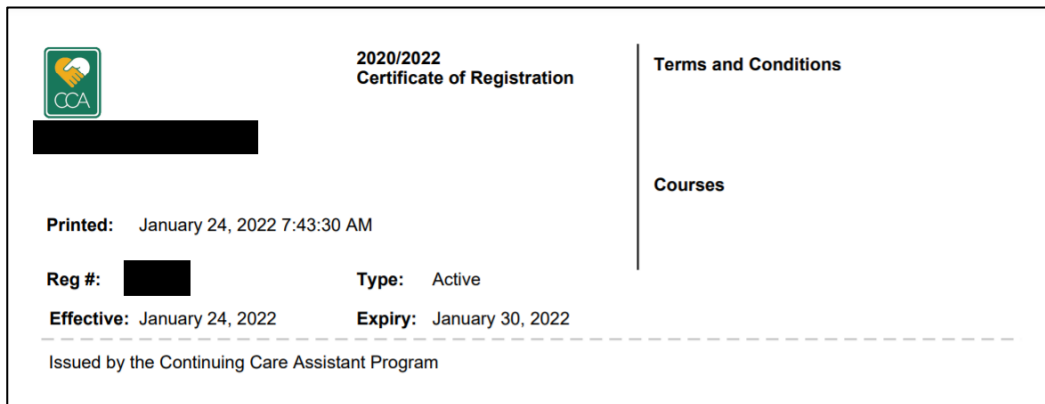
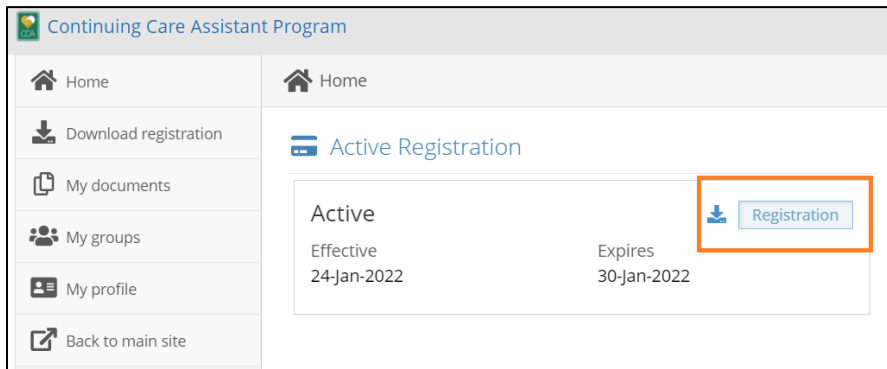
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14. Once your application has been approved, you will receive a confirmation email from the Registry (check your junk/spam folder – this email may take a few minutes to arrive):



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





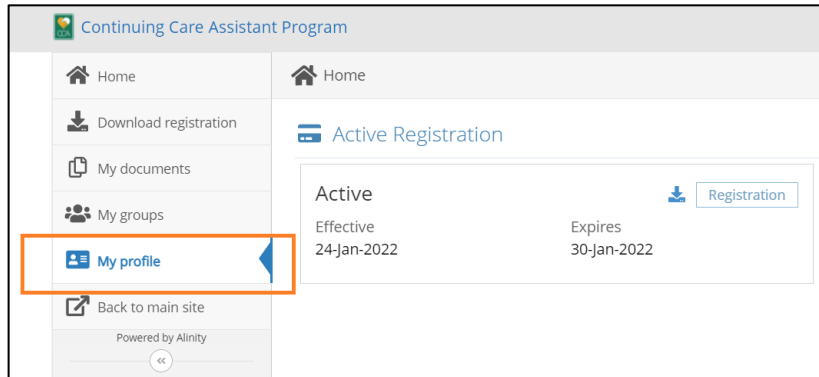
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16. You can view and edit your profile by clicking the options on the left-hand side of the screen. See the “How Update Your Profile” document located on the CCA Website for more information on updating your profile such as name or address changes.



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.

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