



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

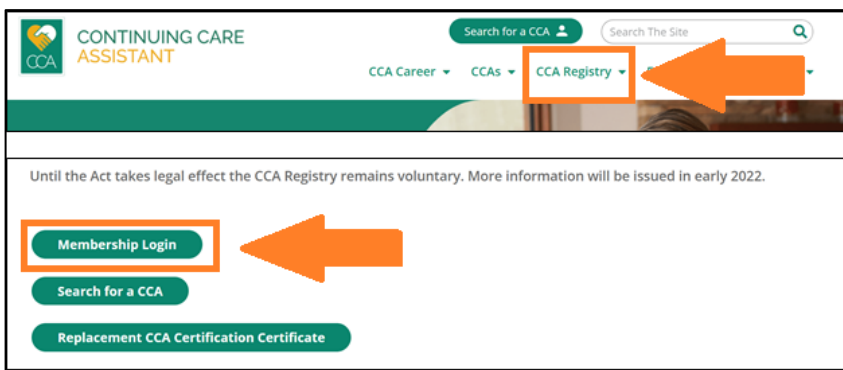
CCA REGISTRY- HOW TO:

How to Update Your Profile

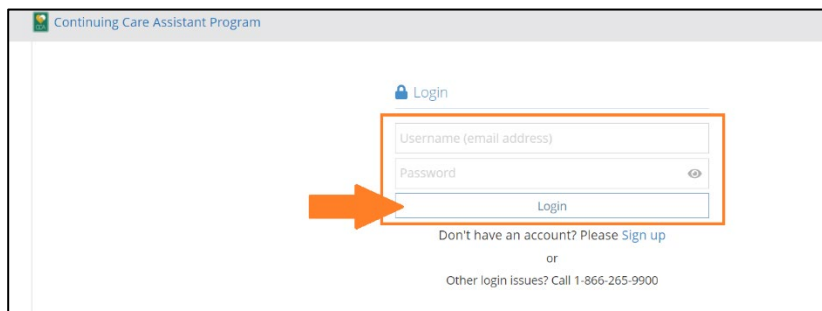
The CCA Registry has gone through a significant upgrade. Registration, renewals, and profile updates are now completed online. Please find below instructions on updating your CCA Registry Profile.

***Note** – this document is for any CCA who is **currently a member** of the CCA Registry, and is looking to update any personal information on their profile, such as a name change, change of address, change in employment etc.

1. The CCA registry website can be located on the CCA website www.novascotiacca.ca under the **CCA Registry** tab and scroll to the bottom of the page for **Membership Login**.



2. This will take you to the CCA Registry login portal: type in your email address and password that you created when you signed up for the CCA Registry. Click **“Login”**.





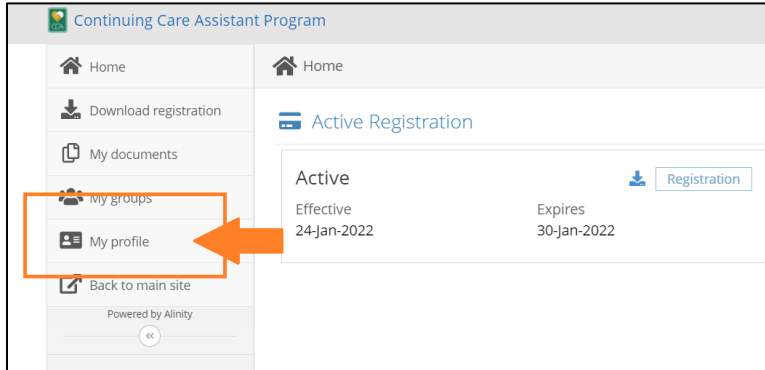
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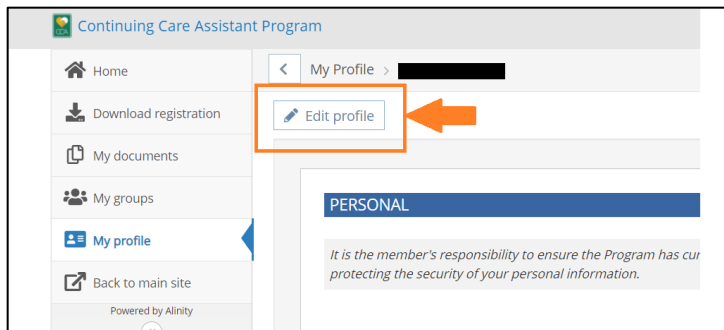
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3. Next, click **“My Profile”** on the lefthand side of the screen.



4. Here, you can view your profile information. To edit information, click **“Edit Profile”** at the top of the screen.



5. To Request a **Name Change**, click **“Add”** next to **“Click to request a change to your legal name”**

Current Name			
First name	Preferred first name	Middle name(s)	Last name
██████	-	-	██████
Suffix	-		
Do you have a preferred name that is different from your first name?			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Add	Click to request a change to your legal name		



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6. Complete the fields with new name change information, and upload supporting documentation of name change (Government Issued ID with new name, marriage license, change of name authorization document etc.).

Add Click to request a change to your legal name

Name change

* First name Middle name(s) * Last name

Jane Marie Doe

Suffix

-

* Supporting documentation

Click here to upload a supporting document from your computer

7. Complete similar steps from above for changing information such as an address change, change in employment, adding additional education or training etc.
8. Ensure all fields are complete. For example, under “**Current Employment**” you will be asked “**Do you need to make changes to the above employer?**”. Check “**Yes**” or “**No**”.

Current Employment

Contact phone	Status	Category	Primary Duty
-	Full-Time	Permanent	Direct Care Provider

Secondary Duty(s)

-

* Do you need to make changes to the above employer?

Yes No

9. Once all fields are complete, scroll to the bottom and click “**Submit**” for changes to be approved by CCA Registry.

Submit Withdraw



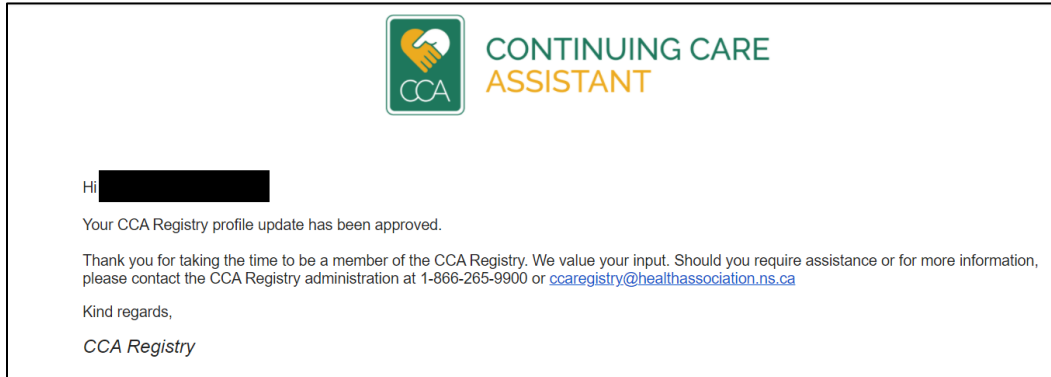
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10. Once approved, you will receive a confirmation email:



You have now updated your profile information on 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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