



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

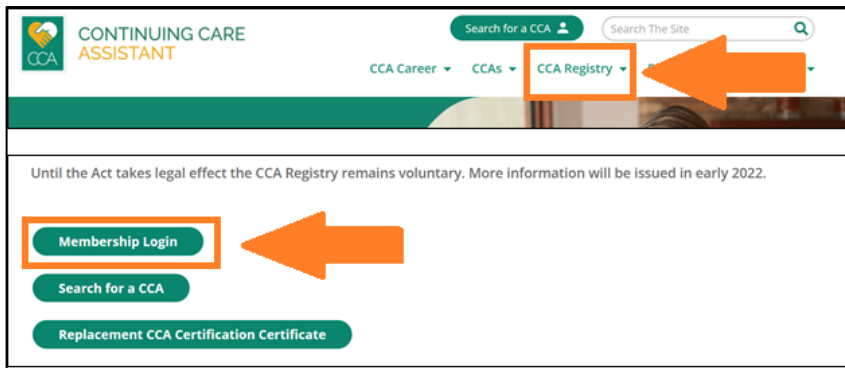
CCA REGISTRY- HOW TO:

How to Reinstate or Renew Your Membership

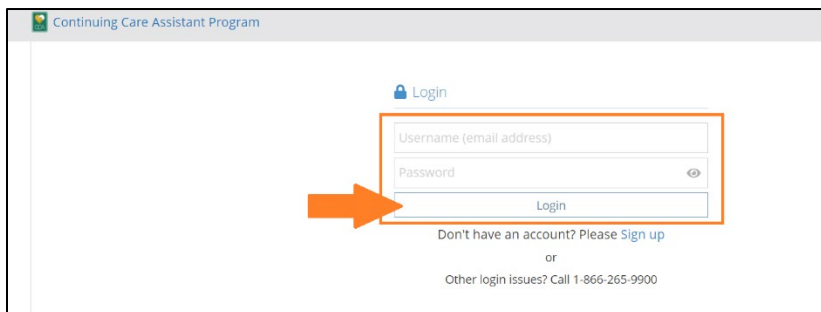
The CCA Registry has gone through a significant upgrade. Registration, reinstatements, renewals, and profile updates are now completed online. Please find below instructions on reinstating or renewing your CCA Registry.

***Note** – this document is for any CCA who is **currently a member** of the CCA Registry, and is **looking to renew their membership**.

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”**.





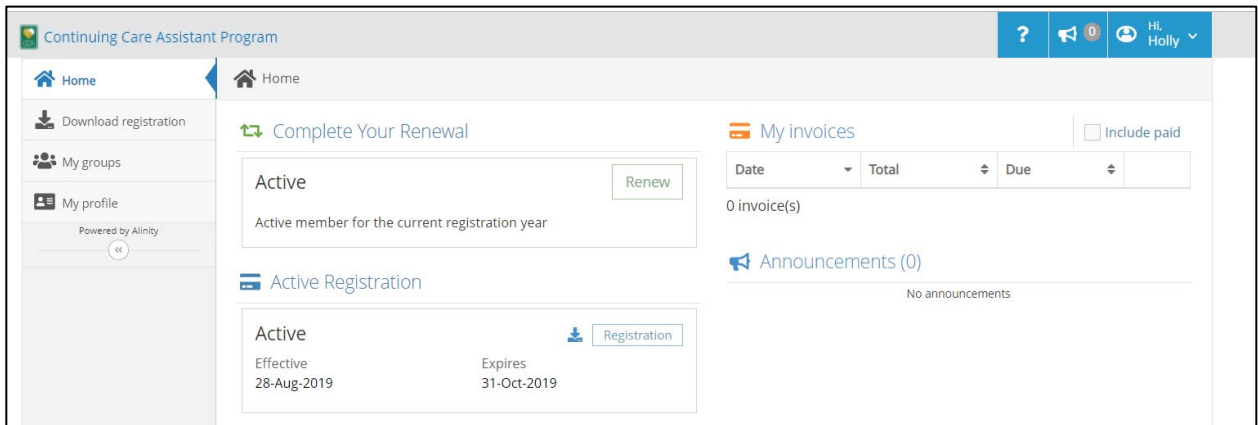
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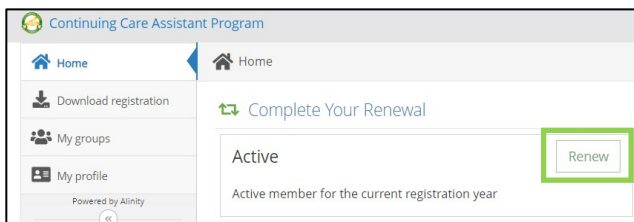
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- Once you have logged onto the CCA Registry website you will see the home page.

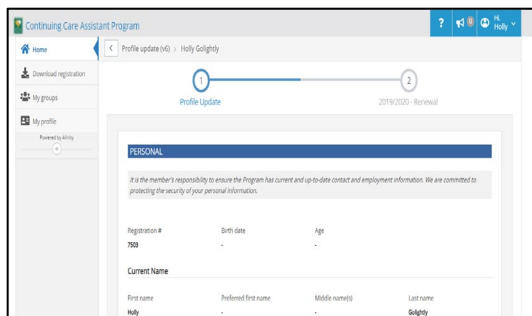


- Under the complete your renewal section you will see the link to renew, click Renew next to active.

****Note – if your account says “EXPIRED”, you will see “Reinstate” instead of Renew. You will click this option to reinstate your membership.**



- This will begin the renewal/reinstatement process; the first step is to update your profile information:





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6. There are 8 sections on the Profile Update form.
 - a. Personal (name, address, contact information)
 - b. Credentials
 - c. Year End Employment Status
 - d. Employment
 - e. Courses
 - f. Potential Employers Consent
 - g. Email Consent
 - h. Other Information

7. **In each section carefully review the information to make sure it is correct and up to date.**

To make changes to any sections of the form click the Add Button at the bottom of the section.

E.g. Changing your address

Current Address


Apartment / Box No. / Address or Street No.
1234 Batcave

City Postal/Zip code
Dean, Nova Scotia, Canada


Add Click to request an address change

Make the required changes: (If you want to exit adding something new click the trash icon in the top right corner)

Add Click to request an address change

Address change 

* Apartment / Box No. / Address or Street No.

* City  * Postal/Zip code



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- To make updates to your current employment record click **Yes** under “Do you need to make changes to the above employer?” This will open a drop down where you can make changes to this record.

Note – if you are still currently employed leave the end date blank.

EMPLOYMENT

* Current employment status: Employed: Working as CCA/counterpart

* Estimated year of retirement: 2031

Current Employment

The Admiral Long Term Care Centre

Contact phone	Status	Primary Duty	Secondary Duty(s)
-	Casual	Other	-

* Do you need to make changes to the above employer?
 Yes No

- Some fields are mandatory and must be filled in before moving on to the next step, if you forget to fill in one of these field you will be prompted with an error to go back and complete that section.

- If you are having any issues or problems entering information please contact us at ccaregistry@healthassociation.ns.ca or 1-866-265-9900

- Once you have reviewed the form and checked to make sure all information is complete and has been updated correctly click Next. This will take you to step 2, the renewal.

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Home > Renewal > Renew > Gollightly, Holly (7503) - Active - In Progress (2019/2020)

Profile Update (1) | 2019/2020 - Renewal (2)

INSTRUCTIONS

The CCA Registry is a list of all Certified CCAs and their counterparts in Nova Scotia. The Registry will collect, use, and disclose information about you for the following purposes:

- Provide a means to connect with CCAs for the purpose of disseminating information
- Be a depository of CCA demographics of:
 - information provided to the Department of Health and Wellness (DHW) for provincial Human Resource (HR) planning
 - information provided to the District Health Authorities and provider organizations for HR planning
 - data used to identify formal and informal education preparation
 - non-identifying information, which does not connect to your name and does not allow for individual identification



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12. Review the Declarations section and check both acknowledgement boxes and click Submit to complete the renewal process

DECLARATIONS

By placing a checkmark in the box below, I DECLARE: I have read and understand the information regarding collection, use, and disclosure of personal information, and I hereby give consent to have the CCA Registry collect and use my personal information for the purposes stated above.

I understand by not checking the box my registration cannot be processed. If you have any questions about the collection, uses, or disclosure of personal information, please contact our office at ccaregistry@healthassociation.ns.ca or 1-866-265-9900.

* I acknowledge and accept the above declaration

By placing a checkmark in the box below, I DECLARE: Information contained on this form is true and correct to the best of my knowledge and make this declaration for the purpose of inducing the CCA Registry to issue communications pertaining to my Registry membership and allow me access to any services provided by the CCA Registry.

I am of good character and fit to practice, consistent with the Department of Health and Wellness Education Entry to Practice Policy including the responsibilities, ethics, and standards expected of a Certified CCA/Counterpart.

I understand that falsification of information provided on this form is considered unprofessional conduct. I understand that I may be asked to provide proof of the information I have provided.

* I acknowledge and accept the above declaration

WARNING: Please make sure that all information entered is accurate before your final submission.

13. You will now get a notification that your reinstatement/renewal is complete. **Please note that the CCA Registry is completely free**, while there are references to invoices on the website you are never required to pay for the CCA Registry.

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

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