

Alberta
Health Care Aide
Directory

Annual Renewal

Alberta Health Care Aide Directory



Thank You

The Alberta Health Care Aide Directory would like to thank all Health Care Aides(HCAs) who have successfully enrolled in the Directory.



What Is Renewal?

Annual renewal is a time for HCAs to update all their changed information on the Directory, to ensure their profile has the most current information.

We do this to ensure our information about our HCA is accurate and up to date.



What do I need to renew?



Internet Access &
Access to the Directory Portal



New* Personal Information



New* Education Information



New* Employer Information



Supporting Documentation (if applicable)



Step 1: Login

 Login

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

or

[Forgot your password?](#)

Other login issues? Call 780-670-5050




Step 2: Click “Renew”

The screenshot shows a web interface for the Health Care Aide Directory. At the top, there is a navigation bar with a home icon and the text "Home". Below this is a section titled "Directory Status" with a menu icon. The main content area contains a box for the "Health Care Aide Directory" with the following details: Effective 10-Jul-2019 and Expires 30-Jun-2020. To the right of these details is a download icon and a "Confirmation" button. Below this box is a section titled "Complete Your Renewal" with a refresh icon. The main content area contains a box for the "Health Care Aide Directory" with a "Renew" button. A black mouse cursor is pointing at the "Renew" button.

Home

Directory Status

Health Care Aide Directory  Confirmation

Effective 10-Jul-2019 Expires 30-Jun-2020

Complete Your Renewal

Health Care Aide Directory Renew



Section 1:

Personal Information



Personal Information



Profile Update



2020/2021 - Renewal

INSTRUCTIONS

This is your HCA profile. Below you will see a series of sections you can update and modify to change any information required to keep your profile up-to-date with the Directory.

Click on the (?) by any label to display some additional information about the field.

If there are additional fields you wish to update that are not on the supplied form, please contact the Directory.

PERSONAL

It is the HCAs responsibility to ensure the Directory has current and up-to-date contact and employment information. We are committed to protecting the security of your personal information.

If you have no information to change/update, please move onto the next section of the form.



Common Name

PERSONAL

It is the HCAs responsibility to ensure the Directory has current and up-to-date contact and employment information. We are committed to protecting the security of your personal information.

If you have no information to change/update, please move onto the next section of the form.

Registration #	Gender	Birth date	Age
38213	Unspecified	1998-05-20	21

Current Name

First name	Middle name(s)	Last name
Aladdin	-	Babar

Do you have a common name that is different from your first name?

Yes No

* Common name

Ali



Legal Name

Do you have a common name that is different from your first name?

Yes No

* Common name

Ali

Add Click to request a change to your legal name

Name change



* First name

Middle name(s)

* Last name

* Supporting documentation



Click here to upload a supporting document from your computer



Update Other Information

Current Address

Apartment / Box No. / Address or Street No.

111-333 St NW

-

-

City

Edmonton, Alberta, Canada

Postal/Zip code

T8L 3K3



Click to request an address change

Contact Information

Mobile phone #

587-555-0055

Home phone #

Example: 604-555-5555

* Email

aladdin@mailinator.com

Spoken/Written Language (Other Than English)

No language records exist.



Click to add additional languages to your profile

* Other language

German

* Spoken

Yes No

* Written

Yes No



Section 2:

Education Information



Current Education

EDUCATION

Your Health Care Aide credential and other education is listed below. If you have a new education record to add, please click the [ADD] button below.

If you have no new information to add, please move onto the next section of the form.

Credential	Institute	Program name	Granted year
Health Care Aide	Robertson College(Edmonton)	-	2020-02-17


Add

Click here to add Health Care Aide education



ADD* New Education

Add Click here to add Health Care Aide education

New education 

* Credential

Certificate ▼

Institute

* Date received

yyyy-mm-dd


* Program name

If your institute is not available in the list above please enter the name, location and phone # here.



Credential: Health Care Aide

Add Click here to add Health Care Aide education

New education 

* Credential Institute * Date received

If your institute is not available in the list above please enter the name, location and phone # here.



Section 3:

Employment Information



EMPLOYMENT

EMPLOYMENT

If you have no employment to add or update, please move onto the next section of the form.

* Current employment status

Am Employed as a HCA ▼

Current employers

Site name

[MAIN] Carewest - Beddington

Main area of responsibility

Other Direct Patient Care

Status

Full time

Usual hours/week

44

Start date

-

End date

-

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

Yes No



Changes to Current Employer

Current employers

Site name	Status		
[MAIN] Carewest - Beddington	Full time		
Main area of responsibility	Usual hours/week	Start date	End date
Other Direct Patient Care	44	-	-

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

Yes No

Changes

* Status

- ▼

* Main area of responsibility

- ▼

* Usual hours/week

End date

yyyy-mm-dd



New Employer

Add Click here to add additional employer(s)

New employer



Employer (site name)

Swan Evergreen Village by Origin 

2635 Eversyde Ave SW
Calgary, Alberta T2Y 4Z2
Canada

* Status

Full time 

* Main area of responsibility

Geriatrics 

* Usual hours/week

37


Start date

2020-03-01

End date

yyyy-mm-dd

If your employer is not available in the list above please enter the name, location and phone # here



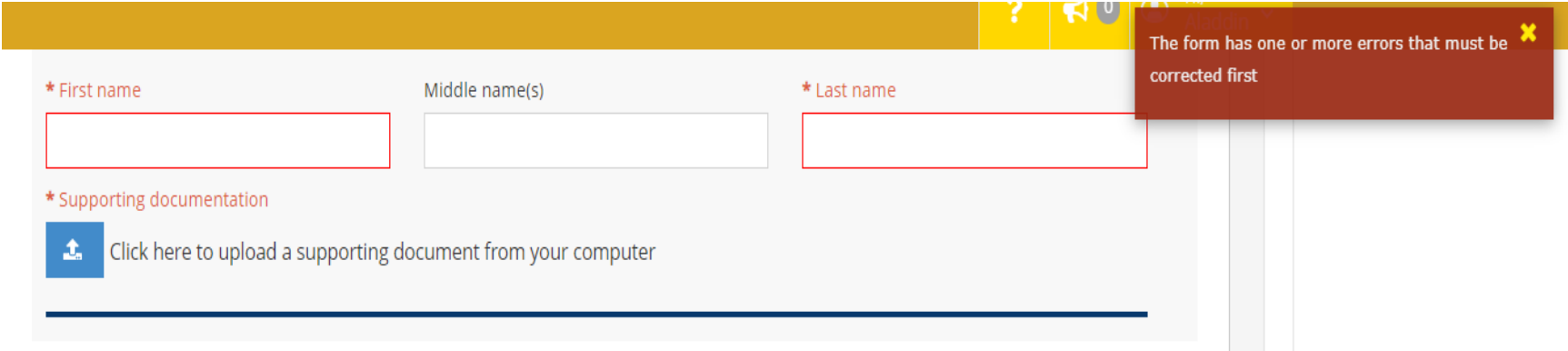
Need to Delete Information?

Add Click here to add additional employer(s)

New employer




Error notification

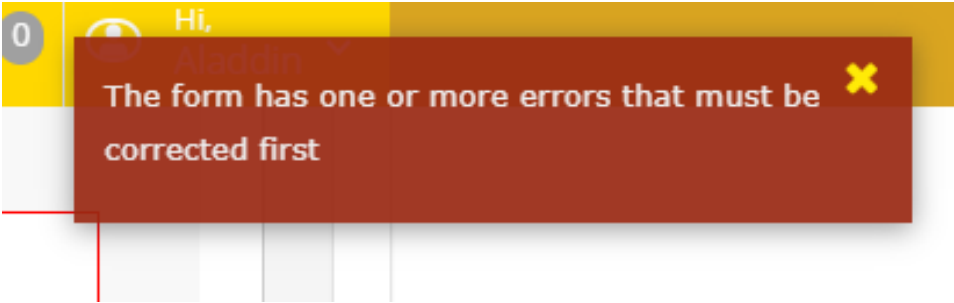


A screenshot of a web form with a yellow header bar. The form contains three input fields: "First name", "Middle name(s)", and "Last name". Below these is a "Supporting documentation" section with an upload button and a text link. A dark red error notification box is overlaid on the right side of the form, containing the text "The form has one or more errors that must be corrected first" and a yellow 'x' icon. The notification box is partially overlapping the "Last name" field and the "Supporting documentation" section.

* First name Middle name(s) * Last name

* Supporting documentation
 [Click here to upload a supporting document from your computer](#)

The form has one or more errors that must be corrected first



A screenshot of a web form with a yellow header bar. The form contains a greeting "Hi, Aladdin" and a dropdown menu. A dark red error notification box is overlaid on the right side of the form, containing the text "The form has one or more errors that must be corrected first" and a yellow 'x' icon. The notification box is partially overlapping the dropdown menu.

Hi, Aladdin

The form has one or more errors that must be corrected first



Declarations & Consents

DECLARATIONS & CONSENTS

By checking the box below, I agree that the information on the profile update form above is filled out accurately and to the best of my knowledge.

I understand that I am consenting to the Alberta HCA Directory collecting and that my Personal Information will be included in the HCA Directory.

* I acknowledge and accept the above declaration

Next

Save for later

Withdraw



Submit

DECLARATIONS & CONSENTS

DIRECTORY DECLARATIONS & CONSENTS

I declare that all of the information on this form is current, correct and complete.

I understand that omission, inaccuracy, and falsification of information on this application may result in my name being removed from the Alberta HCA Directory.

I understand the Alberta Health Care Aide Directory may use my Personal Information to conduct educational and workforce planning, and that some of my personal information will be disclosed to my current employer. I am consenting to the disclosure of my full name, directory number, directory (active or inactive) status, competency status, effective date, expiry date, future renewal dates and employment information to my current employer(s) only. I understand that current HCA employers are able to access reduced information. I am consenting to the disclosure of my full name, unique directory identifier, effective date, expiry date, and directory (active or inactive) status only. I understand that on behalf of the Alberta Health Care Aide Directory, the CLPNA may disclose information in aggregate form to the Government of Alberta, educational institutions, or organizations or institutions employing health care personnel for the purposes of workforce and educational seat planning.

I understand that I may revoke this consent at any time by notifying the Alberta Health Care Aide Directory.

By placing a check mark in the box below, I declare that I have read and understand the above.

* I acknowledge and accept the above declaration and consents

WARNING: ENSURE ALL INFORMATION IN THIS AND PREVIOUS SECTIONS OF THIS RENEWAL IS CORRECT BEFORE SUBMISSION. YOU WILL NOT BE ABLE TO MAKE CHANGES ONCE THE RENEWAL IS SUBMITTED.

Submit

Save for later

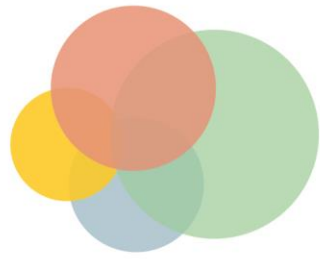
Withdraw



FAQs

- **When will renewal occur?**
 - Renewal will open April 1, 2020, and close June 30, 2020.
- **What if I don't need to change any information?**
 - Renewal is mandatory for all HCAs. All HCAs will be required to log in to their Directory account, click on "Renew" and review their information. If you do not have any information to change please proceed to the next section of the form and click "Next" to submit on Page 2.
- **What happens if an HCA does not renew?**
 - A HCA that does not renew will become 'inactive' on the Directory. All approved HCAs are required to renew during this period to ensure an **active** status on the Directory; it is a condition of employment to remain active on the Directory and a requirement to be employed in Alberta.
- **How long does renewal take?**
 - It's quick, it's easy and it's Free! Renewal takes 5 - 10 minutes or less!
- **What does "active" status mean on the Directory?**
 - Active status means that a Health Care Aide participates in renewal and ensures their continued enrolment on the Directory.





Alberta

Health Care Aide

Directory

Thank you!