I’m ready to renew!

Alberta HCA Directory Website: albertahcadirectory.com

1. Getting Started: What you need
- Internet Access
- Supporting Documentation (if applicable)
- Gather all required personal, education & employer information

2. Login to Directory Portal
- Login
- Select Renew to complete profile update
- Complete the Profile Update and Declarations & Consents

3. Review and complete the Profile Update section
- Review personal information
- Request change to legal name
- Updated current address, contact information and language
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4 Review and complete Education section
- Review personal information
- ADD new education

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

5 Review and complete Employment section
- Review current employer information
- Edit current employer information
- ADD additional employer

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

6 Declarations & Consents
- Reviewing & acknowledging Declarations
- Reviewing and acknowledging Declarations and Consents

7 Submit Renewal
- Acknowledge the declarations and consents & select Submit

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.