

## Registries

### ACCREDITATION/CERTIFICATION EXAMINATION PROCESS

Individuals requiring access to the Alberta Personal Property Registration Electronic System (APPRES), Corporate Registry (CORES), and Alberta Health Care Insurance Plan (AHCIP) Registration Services are required to complete an exam delivered online through a network of exam centres approved by Service Alberta and located throughout the province.

Successful completion of an accreditation or certification exam alone does not guarantee access to Government of Alberta Registries' systems. There must also be an agreement between the place of business and Service Alberta to obtain access to the CORES or APPRES systems.

For more information on the eligibility requirements to access Corporate Registry or Personal Property Information systems, please visit <http://servicealberta.ca/Registries-online-subscriber.cfm>.

Candidates can register for an accreditation or certification exam online by choosing the date, location and time that best suits their needs (business hours only). Please be advised that a fee plus GST will be charged for the exam to cover the cost of administration, the exam centre and proctor services. There are no fees collected or charged on behalf of the Government of Alberta. The proctoring fees for the exams are payable with a credit card at the time of registration and may vary depending on the exam selected.

### Exam Details

All exams are open-book and consist of 50 multiple choice questions. Candidates are allowed to take printed notes and manuals into the exam. All other belongings must be left with the proctor or in the exam center's designated location.

All candidates must provide a valid government issued photo identification (e.g. driver's licence, passport, identification card) to the proctor before the exam. Without valid identification, the candidate will not be allowed to write the exam.

The pass grade for all exams is 80 per cent. Please refer to the [Exam Failure Policy](#) to learn more about the options available to address a failing grade.

### Training

Independent training is available from The Association of Alberta Registry Agents (AARA) and MacEwan University. Please refer to the following websites for applicable dates and fees:

- eLearning for CORES, APPRES and AHCIP is provided through [The Association of Alberta Registry Agents \(AARA\)](#)
- Classroom training for [CORES](#) and [APPRES](#) is provided by MacEwan University

## Accreditation/Certification Exam Feedback

Once submitted, all online exams are graded electronically and feedback is provided immediately. Candidates are able to view pass/fail status, the grade achieved, and a summary of exam question categories.

This exam review screen cannot be saved or printed; however, the information will be sent automatically to the email address the candidate provided upon registration. Neither Service Alberta nor Yardstick Software INC. (Yardstick) retains a copy of this information. It is each candidate's responsibility to save the email.

## Registration

***Examination booking requests must be submitted a minimum of 10 business days prior to the desired examination date.***

To purchase and book an exam for a **new candidate**:

1. Go to <http://servicealberta.yardstickmeasure.com/>.
2. Click **Create an Account**.
3. Type your information in the required fields (Record your username and password. Use the same username to sign in to all exams).
4. Click **Save**.
5. Select your exam by clicking on it (Refer to the exam description to ensure that you have made the correct selection).
6. Click **Buy**.
7. Enter/confirm Billing Address.
8. Click **Continue**.
9. Complete the billing details.
10. Click **Pay**.
11. Click **Print Receipt** (a PDF will display for printing).
12. Click **Book Exam** (please book your exam at time of purchase).
13. Click on the flashing **Book** icon beside the exam just purchased.
14. Select a venue from the [Exam Center locations](#).
15. Select the preferred date from calendar and select **AM** or **PM**.
16. Click **Confirm Booking Request**.
17. Click **My Exams** to display your booked exams and to access the "How to use the System". This will explain how to use the exam interface and how to access your resources.

When your exam booking is confirmed, you will receive an email notice with details on accessing user guides and resources that can be used for self-study and during the exam.

## Cancellations and Changes

For exam cancellations or changes, please contact Yardstick Software INC. (Yardstick):

- Edmonton Office Main Number: 780-409-5606 (available 6:30 a.m. to 5 p.m. MDT)
- Edmonton Toll Free Number: 1-866-793-4820 (available 6:30 a.m. to 5 p.m. MDT)
- Testing Department Support Email: [testingsupport@getyardstick.com](mailto:testingsupport@getyardstick.com)

All exam cancellations or changes requested within 48 hours of the scheduled exam date are subject to a cancellation fee comprising half of the exam's cost. This fee is charged at the time of the re-booking and a credit card number is required. The fee covers costs associated with the exam centre. To avoid this cancellation fee, please ensure that any cancellations or changes to your scheduled exam date are made with more than 48 hours of notice.

Please note that there are no Alberta government fees associated with examinations, booking cancellations, or exam changes.

## Support

Please refer to the [Help-Frequently Asked Questions](#) page for additional information.

If you have any problems or questions with the website or require assistance registering, updating, or accessing a user account, please contact Yardstick Software INC. (Yardstick) at:

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- Edmonton Toll Free Number: 1-866-793-4820 (available 6:30 a.m. to 5 p.m. MDT)
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For any questions regarding the exam process, please contact Training & Accreditation at 1-866-301-6207 or [registries.training@gov.ab.ca](mailto:registries.training@gov.ab.ca).

Service Alberta, Motor Vehicles & Registries Administration  
Training & Accreditation