

REGISTRIES' ACCREDITATION/CERTIFICATION EXAMINATION PROCESS

All examinations for Alberta Personal Property Registration Electronic System (APPRES) and Corporate Registry (CORES) are delivered on-line through a Service Alberta approved network of [proctoring sites](#), located throughout the province. Students will register for an accreditation exam; choosing the date, location and time of exam that best suits their needs (business hours only). There is no Government of Alberta cost for taking any exam but a [proctor fee](#) and GST will apply. The proctoring fees for the examinations will be payable at the time of registration, via a credit card payment, and vary based on the examination selected.

All examinations are open book. Students will be allowed to take printed notes and manuals into the exam. All other belongings will not be allowed in the exam room and must be left with the proctor or in a proctor designated location.

All students must provide government issued picture identification (e.g. driver's licence, passport, identification card) to the proctor before the exam. This identification must be valid. **If identification is not provided, the student will not be allowed to write the exam.** Please refer to the [Frequently Asked Questions](#) (FAQ) page for additional information.

The examinations consist of 50 multiple choice questions and the pass mark for all examinations is 80%. Please refer to the [Examination Failure Policy](#) for details on next steps if an examination is failed.

Independent training is available through [Association of Alberta Registry Agents](#) (AARA) for eLearning and [MacEwan University](#) for classroom based lessons. Please refer to the websites for fees that apply.

To apply for an examination go to <http://servicealberta.yardstickmeasure.com>

Students are required to register, creating a user name and password, using a unique (personal) email address. Please keep note of your user name and password. The user ID will be used to sign in to your examination and is the same ID you will use if registering for additional examinations at a later date.

To register:

1. Go to <http://servicealberta.yardstickmeasure.com>
2. Click **Sign Up and Schedule your exam now!**
3. Select your exam by clicking on it
Note: Refer to the exam description to ensure that you have made the correct selection
4. Click **Buy**
5. Click **Create Profile**

6. Fill out all of the fields, then click **Sign up**
7. Complete the billing details and purchase the exam
8. Click **Continue to Exams and Courses**
9. Click **Book Exam** next to the exam you purchased
10. **Select** venue
11. Enter preferred date and select **AM** or **PM**
12. Click **Save**

Access to user guides and resources required to complete the examination is granted upon registration approval should you choose the self-study option to prepare for the examination.

For technical support on the webpage please contact Yardstick Testing and Training Experts (Yardstick)

- Email: support@getyardstick.com

If you have any questions regarding the examination process please contact the Training and Accreditation Unit at 1-866-301-6207 or registries.training@gov.ab.ca

Please note: Accreditation does not guarantee access to Government of Alberta systems. Your place of business must be an [*authorized user*](#) of the system.