



10 Tips for Registration

Applying for professional registration with the CHTA can be an exciting and career changing move. It can also feel like a daunting process at times. Here are 10 tips to help make the process go smoother.

1. Before you apply, spend some time reflecting upon these two questions:
 - Why am I applying for this?
 - What do I plan to do with my professional registration after achieving it?
2. Ensure you are eligible to apply at this time. You must be a member in good standing with the CHTA for at least 1 year prior to submitting your application.
3. Read the Guidelines for Professional Registration Application thoroughly from beginning to end. Pay close attention to the process for submitting your application. Make notes as to where you think you have the required points and where you may need more. Notice that there are some categories that require a minimum number of points.
4. Read the HT Core Skills and Knowledge thoroughly from beginning to end. Identify the skills and areas of knowledge you are already strong in, and note examples of when you demonstrated them. You may use these as the foundations for your written summaries in the Practical section.
5. Plan a timeline to get things done, but allow for flexibility. Take it step by step. Things happen in life that may delay your timetable for submitting, and that's ok! The CHTA is here to help make the journey smoother for you and assist along the way.
6. Organize your required documentation according to the subcategories you plan to claim points under. Keep hard copies of documentation according to their subcategory. This makes it easier to keep track of them and then later, to assemble the whole application in the appropriate order.

7. Once you've been a CHTA member for more than one year, and you've drafted an initial strategy to collect the required HTT/HTR points, connect with the Registration Committee Coordinator to book your first one-to-one advising session. These sessions are vital to helping you understand how your education and practical experience can be applied to the guidelines and point system appropriately, as well as to help you fine-tune your documentation, and provide further guidance as necessary. Multiple advising sessions may be required and you can book as many as needed. To set up an advising session, email registration@chta.ca
8. Put yourself in the reviewer's shoes. Ensure your documentation is organized, concise and thorough. Ask yourself if it's easy to follow and makes sense. Check your calculations carefully. Each section of the guidelines asks you to calculate your points differently. If you are unsure if you are performing your calculations correctly, email registration@chta.ca for clarification.
9. Remember to have patience with yourself, the CHTA, and the entire professional registration process. There are many steps, involving many people along the way.
10. Budget for the expenses associated with applying for professional registration and to maintain your professional membership in good standing. Costs include:
 - \$25 fee to receive a numbered Professional Registration Application Form and Application Worksheet.
 - \$200 Application Review Fee in order to submit your application package.
 - Once a successful applicant attains registered status, an annual CHTA Professional Membership will be required to maintain the status of registration. A summary of current membership fees is posted on the CHTA website.