Exam Purchase & Booking Requests

Alberta Registries System Access Eligibility

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1. How do I purchase an exam?

For existing users please update profile. If there is no change please continue to purchase your exam.

For first time users you must register:

Successful completion of an accreditations exam does not guarantee access to Government of Alberta Registries systems. Your place of business must have an agreement with Service Alberta for access to the Corporate Registry or Personal Property Information systems. Click here Alberta Registries System Access Eligibility to view additional information regarding eligibility to Corporate Registry and Personal Property Information Systems.

How to register:
1. Go to http://servicealberta.yardstickmeasure.com
2. Click create a new account on main page.
3. Fill out all of the fields, and then click create profile.
   Please use your personal email address, as your mark will be sent to that address.
   If you have a business name/address, this is the preferred contact.

How to purchase your exam:
Examination booking requests must be submitted a minimum of 10 business days prior to your desired examination date. Refer to the exam description to ensure that you have made the correct selection.
1. Select your exam by clicking on purchase exams, and then select your desired exam.

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2. Click continue.
3. Click buy.
4. Complete the billing details and purchase the exam.
5. Click continue to book exams.
6. Click book exam next to the exam you purchased.
7. Select venue.
8. Enter preferred date and select AM or PM.
9. Click save.

Service Alberta must approve your exam. Once approved, the exam time will be booked and you will receive an email with exam and exam center information.

2. How much does an exam cost?
   The cost of the exam will vary based on the exam selected. A complete list of exams and their fees is available on our purchase page.

3. What happens after I book my exam?
   Your information will be forwarded to Service Alberta, Registries, Training and Accreditation Unit for approval. Your request will be reviewed to determine if you are eligible to write the exam.

   Once the exam request has been approved, your exam time will be booked. You will receive an email indicating the date, time and location of your exam.

   If your exam request has been denied (e.g. registered in wrong exam, re-registered too soon between attempts at same exam), you will receive a phone call from Service Alberta, Registries, Training and Accreditation Unit.

   If you notice that you have registered in the wrong exam, contact Service Alberta, Training and Accreditation Unit for assistance 1-800-301-6207.

4. How far in advance do I need to submit an examination booking request?
   Examination booking requests must be submitted a minimum of 10 business days prior to your desired examination date.

5. Can I register for more than one exam at the same time?
   No. You will need to repeat the exam registration and purchase process for each exam.

6. How do I find out if I am registered in the exam system?
   When you log in to Yardstick, the exam you selected will be visible under Available Exams and Courses. You will also receive an email confirmation when your exam is booked.

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7. Can I reschedule the exam?

For exam cancellations or changes, please see the Booking Cancellations or Changes page or contact Yardstick Testing and Training Experts (Yardstick):

- In Edmonton: (587) 881-1530
- Toll Free: 1-866-793-4820

Email: testingsupport@getyardstick.com

8. What if I come late or I do not show up for my exam?

A maximum of 30 minutes is allowed if you arrive late for your exam. You will not receive any additional time at the end of your exam booking to make up for any time lost.

If you do not attend your booked exam time you will not receive a refund. You must repurchase and rebook your desired exam.

9. Can I change the location of my exam?

You may contact Yardstick Testing and Training Experts (Yardstick) to arrange for a change of location for your exam. There will be no charge to reschedule an exam if 48 hours’ notice is given. All exam changes requested within 48 hours of the scheduled examination date are subject to a cancellation fee of 50% of the price of the examination.

- In Edmonton: (587) 881-1530
- Toll Free: 1-866-793-4820
- Email: testingsupport@getyardstick.com

10. Can I write my exam in my workplace?

No. All exams must be written at an approved exam center. A list of approved locations is available at our exam center locations.

11. What should I bring with me to the exam?

You must provide government-issued photo ID such as a driver's licence, passport, citizenship card, or identification card. The proctor will confirm that your name appears on the exam schedule and your photo will be used to verify your identity.

You may bring printed resource materials such as user guides, manuals, printed eLearning documents, and handwritten notes. No pens, pencils or writing devices of any kind are allowed.

No personal items can be brought into the exam. Personal items include, but are not limited to, cell phones, purses and laptops. At each exam center, you can place your personal belongings in a specified supervised location.

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12. What is acceptable ID?

Acceptable ID must contain your name and photograph, must be issued by a government agency, and must be valid. Acceptable ID includes a driver's licence, identification card issued by the province of Alberta, or passport.

The temporary license issued when you complete your driver's test or when you renew your licence is not an acceptable ID as it does not contain your photograph.

If you have already booked an exam, please reschedule.