

Application Checklist for Supporting Membership

Name:

Date:

Application Process

Applying for Supporting Membership requires you to complete the online application, pay fees or use a Student Transition Discount code if eligible and submit required documents. Complete this Checklist electronically OR download, complete by hand and scan. You will find this Checklist in Appendix A of this Manual and the Application Section of ATRA's Website.

Email is the only acceptable way to send the required supporting documents to complete your application. Submissions sent by fax, postal mail or courier cannot be accepted.

Include with your checklist

1. Completed Checklist

- Include this completed checklist so the *Membership Review Committee* know which documents will be sent separately.

2. Identification

- If your name on any document submitted with your application is different than the name under which you are applying, you must also include a photocopy of documentation to support the name change. An example of documentation is a government issued marriage certificate or Legal Change of Name Document.

3. Pathway 1. Academic Pathway

- Entry A** applicants only: Final official transcripts from the college(s) or university(s) to confirm your educational course content. Transcripts issued before the graduation date that do not show a diploma-issued date must be accompanied by a written letter / email from the registrar, dean, or program lead to confirm all diploma requirements have been completed to graduate.

Send all documents to email to:

application@alberta-tr.ca

ATRA's Membership Review Committee approves all applications for Professional Membership. The Committee meets **once per month** to review all completed applications. Incomplete applications **will not** be reviewed until **all** of the required information, documents and fees are received. Once membership is approved, it will generally be processed within 7 - 10 business days of the committee meeting. If there are any issues with the membership, the Membership Review Committee will contact the applicant for further information.