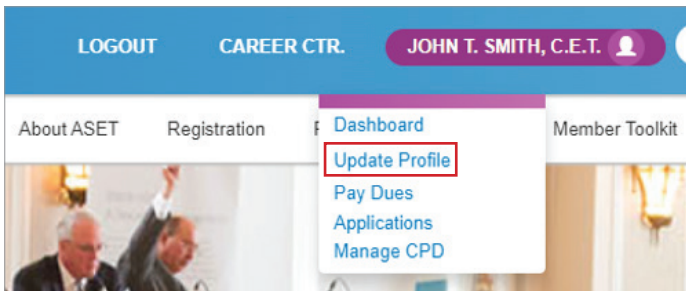
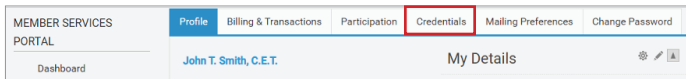


In May 2022, ASET launched an online specialized certificate/credential recognition process. Members can now add special certificates or credentials that they would like to highlight on the ASET online member roster. If you have any questions, please contact ASET Registration staff at registration@aset.ab.ca.

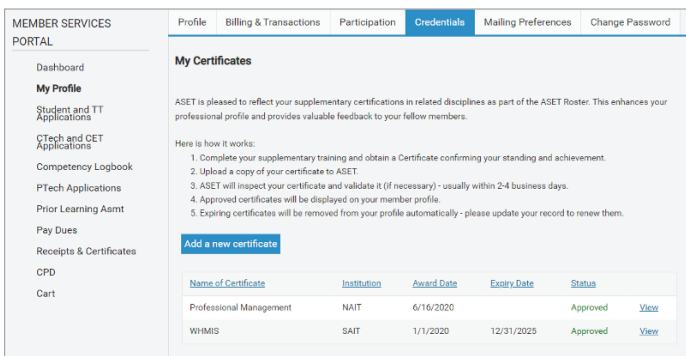
- 1 Go to <http://www.aset.ab.ca> and log in to your ASET account. From the log in dropdown select **“Update Profile”**



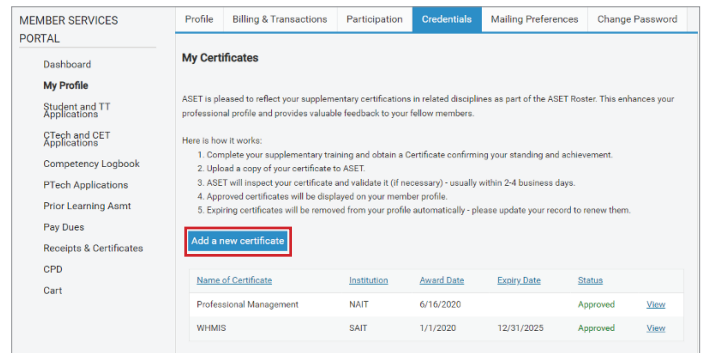
- 2 In your ASET profile, click the **“Credentials”** tab on the top menu.



- 3 The **“Credentials”** tab is where specialized certificates can be managed and added to the member profile. Instructions and a summary of credentials approved or in process will be found on this page.



- 4 To add a new certificate/credential click the **“Add a new certificate”** button.



Fill out the information as requested, note that the fields with a red asterisk are required to submit. When the fields are filled, click the **“Continue to file upload”** button.

Certification

- * Name of Certificate
- * Institution
- * Completed
- Expiry Date
- Notes

Return to Profile
Continue to file upload

Upload the certificate by selecting the file from your device then clicking the **“upload”** button.

Certification

• Please upload a copy of your completion certificate from you institution below:

No documents found

No file chosen

After clicking the upload button, there will be a saved message then click **“Submit Certificate”** to complete the submission process.

• Please upload a copy of your completion certificate from you institution below:

Document has been saved.

Permit Certificate.doc 2022-05-03 ✖

No file chosen

5 If an expiry date has been entered, the certificate will show as **“Expired”** when that date has passed. To renew the certificate, click **“Edit”** and resubmit the updated documentation with updated expiry date if necessary.

My Certificates

ASET is pleased to reflect your supplementary certifications in related disciplines as part of the ASET Roster. This enhances your professional profile and provides valuable feedback to your fellow members.

Here is how it works:

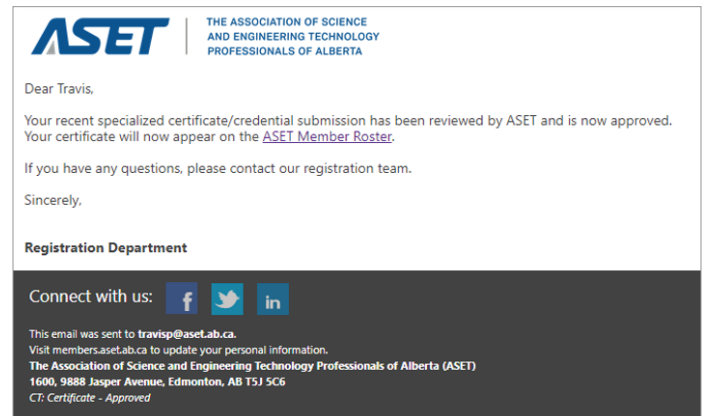
1. Complete your supplementary training and obtain a Certificate confirming your standing and achievement.
2. Upload a copy of your certificate to ASET.
3. ASET will inspect your certificate and validate it (if necessary) - usually within 2-4 business days.
4. Approved certificates will be displayed on your member profile.
5. Expiring certificates will be removed from your profile automatically - please update your record to renew them.

Add a new certificate

Name of Certificate	Institution	Award Date	Expiry Date	Status	
Certificate of Update	Tester Inc.	4/25/2022	4/27/2022	Expired	Edit
Document Valet Training	NAIT	4/30/2021			Edit

6 ASET will review submitted certificates within 3–4 business days. Any further inquiries may be sent to registration@aset.ab.ca.

7 You will be notified via email when the submission has been processed.



8 If approved, your certificate will show on the ASET Member Roster.

SMITH, TERRY

Designation: C.E.T.
City: Calgary
Status: Active
Active Through: 2022/12/31
Join Date: 2015/01/31

Show Certificates

Certificate: Certificate of Update
 Awarded: 2022-04-25 (expires 2022-05-27)

If you have any questions, please contact **ASET Registration staff** at registration@aset.ab.ca