



Required Application Document Checklist

Please use this checklist to ensure that you have a complete application. CHA Learning will not review incomplete applications and they will be returned for completion.

CHA Learning does not accept paper applications, or applications sent through email. All documents must be submitted through the website.

| ✓ | Required Submission | Description | Supporting Information |
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| <input data-bbox="224 1262 297 1335" type="checkbox"/> | Transcripts | Transcripts must show completion of: <ol style="list-style-type: none"> 1. Canadian Secondary School Diploma or equivalent 2. An English course at the minimum grade 12 level¹ (Canadian or equivalent) | <p>Submit a copy of transcripts from all secondary and post-secondary institutions attended. If post-secondary transcripts show all required academic prerequisites, the secondary transcript is not required.</p> <p>Only education completed within Canada, or its equivalent, will be considered. If you completed your education outside of Canada, you must verify and validate the education through services such as the World Education Services.</p> <p>¹Applicants who do not have a minimum of Canadian grade 12 English must show proof of English proficiency. Please review the Language Requirements drop-down on the website for a list of accepted English proficiency tests/scores.</p> |



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| <input type="checkbox"/> | <p>Keyboarding Assessment</p> | <p>Complete the free, online keyboarding assessment, save and upload the certificate upon completion, showing keyboarding ability at or above the following levels:</p> <ul style="list-style-type: none"> • 80% accuracy • 40 words per minute | <p>If the assessment does not meet our standards for keyboarding, students will be required to take Algonquin College's Keyboarding 1</p> |
| <input type="checkbox"/> | <p>Letter of Intent</p> | <p>Including the following:</p> <ul style="list-style-type: none"> • Your interest in the field of HIA and this program, • Why you are a good fit for the field, • Why you will be successful in our program and, • Anything else we should know that makes you a strong candidate. | <p>Length: Approximately 500 words and written in an appropriate, professional style.</p> |
| <input type="checkbox"/> | <p>Reference Letter</p> | <p>One (1) professional or academic letter of recommendation which attest to your ability to succeed:</p> <ul style="list-style-type: none"> • In a healthcare profession • In an online, academic program | <p>Proof of employment does not satisfy this component. These letters must be written by someone who has supervised or evaluated you in a professional or academic setting (i.e. employer, teacher, volunteer supervisor, principal, etc.). Personal references will not be accepted.</p> |



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| <input type="checkbox"/> | PLAR: Optional | Applicants with previous academic or work experience that matches courses or practicums in the HIA curriculum may apply for exemptions. | More information can be found in the Prior Learning Assessment and Recognition drop-down on the website . |
| <input type="checkbox"/> | Application Fee: \$45.00 for standard application, OR \$95.00 for PLAR application | The application fees will be charged at the end of the application, prior to submission. | Please ensure you are paying the correct application fee based on the type of application you are submitting (i.e. standard vs. PLAR) |



Alberta Residents Only

For Alberta residents, there is a centralized practicum request process that is conducted by CHA Learning, directly with Alberta Health Services and Covenant Health. Please note that CHA Learning cannot guarantee practicums for Alberta students. Students are asked not to seek their own placements in Alberta.

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| <input type="checkbox"/> | Complete Information for Alberta Applicants | <p>Indicate if you are a current employee of AHS or Covenant Health and if so, provide your work email for reference only.</p> <p>Indicate your primary and secondary choices using the map of Alberta Zones. (Note that you can also select that you could travel to any zone).</p> | Additional information about preferred sites and dates will be collected by CHA Learning three times per year. |
| <input type="checkbox"/> | Signed HSPnet Consent Form | <p>HSPnet is the system that CHA Learning will use to request your practicum placements. This form authorizes CHA Learning to use this system on your behalf. Please sign, scan and upload this form as a part of your application.</p> <ul style="list-style-type: none"> • HSPnet Consent Form | This document will be submitted within the Program Information section of the application when you select 'Alberta' from the Province/Territory your practicums will take place in drop-down. |