2019 Alberta Application Checklist: Full-Time Stream

This application checklist only applies to prospective students seeking admission into the Full-Time HIM Program. Applicants who reside in Alberta but want to pursue the Part-Time program must follow the standard application process outlined in the Requirements tab on the website.

Please review the important dates listed in the Alberta Applicants tab on our website to ensure that you make your payments and submit your documents by the deadlines.

Please use this checklist to ensure that you have a complete application. After your application fee has been processed you will receive an email with instructions on how to upload the following documents to our website.

*Please note that CHA Learning does not review incomplete applications. Incomplete applications will be cancelled and applicants will be asked to submit a new application. CHA Learning does not accept paper applications, or applications sent through email. All documents must be submitted through the website.*

**Step 1: Prepare Your Application** – All Alberta applications must be submitted by March 27, 2019.

<table>
<thead>
<tr>
<th>Required Submission</th>
<th>Description</th>
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<tbody>
<tr>
<td>Application Fee – Deadline to purchase online application fee – March 20, 2019</td>
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- **Application Fee:**
  - $95.00 for the standard application,
  - $195.00 for PLAR

  Purchase the Full-Time Alberta application fee through our website. When the payment is processed (5-7 business days) you will receive an email with instructions to upload the required application documents. Please ensure to purchase the specific Alberta application, it will be clearly named on the website.
### A. Transcripts

Transcripts must show completion of:

1. Canadian Secondary School Diploma or equivalent
2. An English course at the minimum grade 12 level
3. A science course at the minimum grade 12 level
4. A math OR statistics course at the minimum grade 12 level

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.

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.

1Applicants who do not have a minimum of Canadian grade 12 English must show proof of English proficiency. Please note that the language requirements have been updated for 2019. Please review the Requirements tab on the website for a list of accepted English proficiency tests/scores required.

### B. Letter of Intent

A typed letter describing:

- your interest in the field of HIM and this program,
  - Why you are a good fit for the field,
  - Why you will be successful in our program
  - Anything else we should know that makes you a strong candidate.

Length: Approximately 500 words and written in an appropriate, professional style.

*Describe your interest, experience and how you meet our requirements.*

### C. Resume

Evidence of healthcare work experience is required. Other professional experience will be considered only if the applicant has post-secondary training and sufficient experience deemed to be transferrable. In this case, the applicant must use the PLAR application. HIM experience is preferred but not necessary.
### D. Recommendation Letters (2)
Two (2) professional or academic letters of recommendation which attest to your suitability to study in the HIM Program, and evidence that you are a good fit to work in the field of HIM.

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. Personal references will not be accepted. The letters must speak to your ability to succeed in this program and field.

### E. A Signed HSPnet Consent form
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 and scan this form as a part of your application.
- [HSPnet Consent Form](#)

### F. Determine your Alberta Zone
Please review the map of Alberta Zones.
- You will be asked when uploading your application to self-declare your Alberta geographic zone. (Note that you can also select multiple zones).
- There will also be space to provide further information about a preferred site, willingness to travel, etc.

### E. PLAR Requirements [Optional]
If you have paid for the PLAR application option, you will upload all of the above application documents plus:
- The PLAR application form, and additional required documentation

Please see the PLAR section of the website for more information.

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**Step 2 – Await Conditional Acceptance**
- CHA Learning will provide letters of Conditional Acceptance – Pending placement to all students who have met the application requirements in April 2019.
- CHA Learning will request placements on your behalf to Alberta Health Services/Covenant Health.

**Step 4 – Await Practicum Confirmation**
- Based on capacity / demand in each zone, AHS/Covenant Health will approve/deny requested practicums. CHA Learning has no control over this process.
- CHA Learning will inform students of their formal acceptance (with placement) or denial from the program in **July 2019**.
### Step 5 – Final Enrollment Steps

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Pay Tuition</td>
<td>Final deadline <strong>July 24, 2019</strong></td>
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<tr>
<td>Purchase Textbooks</td>
<td>Deadline <strong>August 7, 2019</strong></td>
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<td>* Textbook orders open on July 8, 2019</td>
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### Step 6 – Await practicum dates and details from Alberta Health Services/Covenant Health (August/September)

### Step 7 – Begin program – September 3, 2019

**Important:** Successful applicants will be required to submit vaccination requirements and a police record check upon admission. These documents are a requirement for practicum placements. More information will be provided upon acceptance.

Please do not acquire records and/or updated immunizations prior to acceptance and instructions from CHA Learning. There may be a charge for criminal record checks, and this is the responsibility of the student.