



PLAR Application Checklist

Prospective HIM students may apply for a Prior Learning Assessment and Recognition (PLAR). This review allows an assessor to determine whether previous academic experience matches courses in the HIM curriculum. Prospective students may apply for recognition and exemption from any course offered within the HIM program. It is at the discretion of CHA Learning to grant exemptions based on the information submitted by the student. A maximum of 50% of the program can be exempted.

Additionally, applicants who do not meet the healthcare professional experience requirement may request to have their post-secondary education and their professional work experience considered. It is at the discretion of CHA Learning to grant exemptions based on the information provided by the student.

Course Exemptions Checklist:

PLAR applications must include all the components listed in the HIM Application Checklist, and the PLAR Application Checklist. CHA Learning does not accept incomplete applications.


✓	Required Submissions	Description	Supporting Information
<input type="checkbox"/>	1. \$195.00 PLAR Fee	Purchase this fee through our website, when processed you will receive an email with instructions to upload the required application documents	This fee only needs to be purchased once if applying for both course exemptions and the healthcare experience exemption <i>Please allow 5-7 business days for processing</i>
<input type="checkbox"/>	2. Transcripts	A copy of the transcript(s) that shows successful completion of the course and final grade	These transcripts relate specifically to the courses from which you are seeking exemptions. Secondary to the original transcripts submitted in the full application.
<input type="checkbox"/>	3. Course Description and Syllabus	Information pertaining to: 1. The school and program in which the courses were taken	

		<p>2. Detailed topics of study</p> <p>3. Course evaluation format (exams, assignments, projects, etc.)</p> <p>4. The number of course hours, if applicable</p>	
<input type="checkbox"/>	4. PLAR Application Form	Complete the required form and upload it with your application. Select the courses from which would you wish to apply for exemptions	

Healthcare Experience Exemption Checklist:

PLAR applications must include all the components listed in the HIM Application Checklist, and the PLAR Application Checklist. CHA Learning does not accept incomplete applications.

✓	Required Submissions	Description	Supporting Information
<input type="checkbox"/>	1. \$195.00 PLAR Fee	Purchase this fee through our website, when processed you will receive an email with instructions to upload the required application documents	<p>This fee only needs to be purchased once if applying for both course exemptions and the healthcare experience exemption</p> <p><i>Please allow 5-7 business days for processing</i></p>
<input type="checkbox"/>	2. Transcripts	Transcripts from all post-secondary institutions attended	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

	3. Resume	A current version of your resume clearly indicating the professional work experience that you would like to be considered	In order to further evaluate your professional experience, CHA Learning may request a telephone interview with you, or your references
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