



Required Application Document Checklist

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. CHA Learning will not review incomplete applications. Incomplete applications will be cancelled and applicants notified that a new application is required.


Please review the Important Dates tab on our website to ensure that you make your payments and submit your documents by the deadlines.


If you reside in Alberta, you must follow the **Alberta Application Process**. Application documents for Alberta Students can be found on our [website](#).

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
<input type="checkbox"/>	1. Application Fee: \$95.00 for the standard application, \$195.00 for PLAR	Purchase this fee through our website, when processed you will receive an email with instructions to upload the required application documents.	<i>Please allow 5 to 7 business days for processing.</i>
<input type="checkbox"/>	2. Transcripts	Transcripts must show completion of: 1. An English course at the minimum grade 12 level ¹ 2. A Science course at the minimum grade 12 level 3. 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

			<p>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 Requirements tab on the website for a list of accepted English proficiency tests/scores.</p>
<input type="checkbox"/>	3. Letter of Intent	<p>A typed letter describing: your interest in the field of HIM and this program,</p> <ul style="list-style-type: none"> • 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. 	<p>Length: Approximately 500 words and written in an appropriate, professional style.</p> <p><i>Describe your interest, experience and how you meet our requirements.</i></p>
<input type="checkbox"/>	4. Resume	<p>A current version of your professional resume</p>	<p>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 (see Requirements tab on the website).</p>
<input type="checkbox"/>	5. Recommendation Letters (2)	<p>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.</p>	<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</p>

			setting. Personal references will not be accepted. The letters must speak to your ability to succeed in this program and the field of HIM.
	<p>6. Student Support Agreement</p> <p><i>This is only required in the application for Full-Time students. Part-time applicants do not begin practicums until Year Two of the program.</i></p>	<p>Proof that you have arranged a practicum site with the support of an HIM certified supervisor, who is willing to act as your supervisor and support you through your learning for the duration of your studies.</p> <p>Please ensure that you have read the Practicum Information for Prospective Health Information Management Students document, and that you have provided your supervisor with the Practicum Information for Health Information Management Supervisors document. Both of these documents can be found under the Practicum tab on the website.</p>	<p>The Student Support Agreement is located under the Practicum tab on the website.</p> <p>Letters of support are not accepted. You must submit the completed and signed Student Support Agreement.</p> <p>If you live in Nova Scotia or British Columbia and plan to do your practicums within the local health authority, please contact CHA Learning. These jurisdictions have special requirements for practicum requests and additional necessary documentation.</p>
<p>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. Beginning with the September 2020 HIM program intake, students will be required to submit their vaccine and criminal record documentation through a reputable and verified external agency that also works with Algonquin College. CHA Learning will no longer collect these documents directly from students. Please <u>do not</u> acquire these documents until we ask you. Please note that there will be fees associated with this service (approximately \$50 plus any costs associated with gathering documentation). CHA Learning will provide information to students accepted into the program about how to proceed with this step at the appropriate time.</p>			

	7. PLAR: Optional	If you have paid for the PLAR application option, you will upload all of the above application documents plus; <ul style="list-style-type: none">• The PLAR application form, and additional required documentation	More information can be found in the PLAR section under the Requirements tab on the website .
---	--------------------------	---	---