



Required Application Document Checklist

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.

CHA Learning does not accept paper applications, or applications sent through email or fax. All documents must be submitted through the CHA Learning 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 . Once your payment has been processed you will receive an email with instructions to upload the required application documents.	Please allow 5 to 7 business days for processing.
<input type="checkbox"/>	2. Transcripts	Transcripts must show completion of: 1. Canadian Secondary School Diploma or equivalent 2. An English course at the minimum grade 12 level ¹	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 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. ¹ Applicants who do not have a minimum of Canadian grade 12 English must show proof of English proficiency
<input type="checkbox"/>	3. Letter of Intent	A letter describing: • Your interest in the field of FSNM and this program,	Length: Approximately 500 words and written in an appropriate, professional style.



		<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 that makes you a strong candidate. 	
<input type="checkbox"/>	4. Resume	A current version of your professional resume	Demonstrating current or previous experience in the healthcare environment or relevant food services
<input type="checkbox"/>	5. Recommendation Letters (2)	Two (2) professional or academic letters of recommendation which attest to your suitability to study in the FSNM Program, and evidence that you are a good fit to work in the field of FSNM.	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 the field of FSNM.
<input type="checkbox"/>	6. Student Support Agreement	Proof that you have arranged a placement site with the support of an FSNM certified supervisor , who is willing to act as your supervisor and support you through your learning for the duration of your studies.	Letters of support are not accepted. You must submit the completed and signed Student Support Agreement .
<input type="checkbox"/>	7. PLAR: Optional	<p>If you have paid for the PLAR application option, you will upload all of the above application documents plus;</p> <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 .

Field Placement Clearance

Successful applicants will be required to submit immunization records and a police record check through a reputable and verified external agency that also works with Algonquin College. These documents are a requirement for all student's field placements. More information on how to submit these documents will be provided upon acceptance. Please do not acquire records and/or updated immunizations prior to acceptance and instructions from CHA Learning. There will be fees associated with this service (approximately \$50 plus any costs associated with gathering documentation).