



2020 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 **April 1, 2020**.

	Required Submission	Description
1.	Application Fee – Deadline to purchase online application fee – March 25, 2020	
<input type="checkbox"/>	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 <u>Alberta</u> application, it will be clearly named on the website.
2.	Submit Application Documents – Deadline – April 1, 2020	
<input type="checkbox"/>	A. Transcripts	Transcripts must show completion of: <ol style="list-style-type: none"> 1. An English course at the minimum grade 12 level¹ 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.

		<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 Requirements tab on the website for a list of accepted English proficiency tests/scores required.</p>
<input type="checkbox"/>	B. 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"/>	C. Resume	<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.</p>
<input type="checkbox"/>	D. 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 setting. Personal references will not be accepted. The letters must speak to your ability to succeed in this program and field.</p>
<input type="checkbox"/>	E. A 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 and scan this form as a part of your application.</p> <ul style="list-style-type: none"> • HSPnet Consent Form

<input type="checkbox"/>	F. Determine your Alberta Zone	Please review the map of Alberta Zones . <ul style="list-style-type: none"> 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.
<input type="checkbox"/>	E. PLAR Requirements <i>(Optional)</i>	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 Please see the PLAR section of the website for more information.

Step 2 – Await Admission Decision

- CHA Learning will provide letters of *Acceptance – Pending placement* to all students who have met the application requirements by the end of April 2020.
- CHA Learning will request placements on your behalf to Alberta Health Services/Covenant Health.

Step 3 – 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 practicum results in **July 2020**.
- Practicum eligibility does not impact program acceptance

Step 4 – Final Enrollment Steps

<input type="checkbox"/>	Pay Tuition	Final deadline July 22, 2020
<input type="checkbox"/>	Purchase Textbooks	Deadline August 5, 2020 * Textbook orders open on July 6, 2020

Step 5 – Await practicum dates and details from Alberta Health Services/Covenant Health (August/September)

Step 6 – Begin program – September 1, 2020

Important: 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 do not 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.