



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. Canadian Secondary School Diploma or equivalent 2. An English course at the minimum grade 12 level ¹ 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

			<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 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.</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> <p>HIM experience is preferred but not necessary.</p>

<input type="checkbox"/>	<p>5. Recommendation Letters (2)</p>	<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 the field of HIM.</p>
<input type="checkbox"/>	<p>6. Practicum Site Confirmation</p>	<p>Documentation is no longer required for admission, but it is strongly recommended that students secure an on-site practicum. Internal projects will be available for those unable to secure a site (fees and restrictions apply).</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>None required.</p> <p>If you live in Nova Scotia or on Vancouver Island 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>

Important: All 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. Instructions will be sent from CHA Learning. There may be a charge for criminal record checks, and this is the responsibility of the student.

	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 .
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