



PLAR Application Form

Complete this application form if one or both of the following apply:

- 1) If you have previous academic or work experience that matches courses or practicums in the Health Information Management curriculum. It is at the discretion of CHA Learning to grant exemptions based on the information provided by the student.
- 2) If you do not meet the healthcare experience requirement, you may request to have your post-secondary education and other professional work experience considered. It is at the discretion of CHA Learning to grant exemptions based on the information provided by the student.

Please note: There is a \$100 PLAR application fee, in addition to the \$95 Standard application fee (total \$195). PLAR applications will be reviewed within 2 weeks of submission.

Student Name _____

Student Email _____

Course Exemptions Checklist:

Please select the course(s) you for which you wish to apply for exemptions:

Biomedical Science Courses:

- Anatomy & Physiology
- Medical Terminology
- Pathophysiology

100-Level Courses:

- Microsoft Excel (intermediate)
- Introduction to Health Information Management 104
- Health Care in Canada 105
- Practicum 150 – Introduction to HIM (35 Hours)

200-Level Courses

- Records and Data Management 204
- Health Law 207
- Coding 210
- Practicum 250 – Records Management (35 Hours)
- Practicum 252 – Privacy & Confidentiality (35 Hours)
- Practicum 255 - Coding (70 Hours)

300-Level Courses

- Introduction to Data Analysis 304
- Epidemiology 308
- Quality Management 309
- Coding 310
- Research Methods and Design 311
- Health Care Statistics 312
- Practicum 350 - Coding (35 Hours)

400-Level Courses

- Advanced Data Analysis Advanced 404
- Coding 410
- Health Informatics 413
- Healthcare Management & Leadership 414
- Principles of Health Service Management 415
- Practicum 450 – Major Project Part 1 (35 Hours)
- Practicum 452 – Major Project Part 2 (35 Hours)
- Practicum 455 – Coding (70 Hours)

The following information must be submitted *in addition to* the general application documents required for the HIM program:

Transcript(s) clearly indicating successful completion of the course(s) and the final grade from which you are seeking exemptions. Transcript(s) must be submitted in both the standard and PLAR section of the application, if necessary.

Course description and syllabus that include information pertaining to:

- The school and program in which the courses were taken
- Detailed topics/units of study
- Course evaluation format (exams, assignments, projects, activities, etc.)
- The number of course hours, if applicable

If you are applying for work-related practicum exemptions, you must provide:

- A resume with description of experience and tasks completed as part of relevant roles
- A letter of attestation from your employer indicating the experience you have and their belief you should be exempt from identified practicums

Exception for Non-Healthcare Experience

In order to have your non-healthcare professional work experience and post-secondary education considered for entry into the HIM program, please submit the following information *in addition to* the general application documents required for the HIM program:

- A current version of your resume clearly indicating the professional work experience that you would like to be considered
- Transcripts from all post-secondary institutions attended

Important:

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.

In order to further evaluate your professional experience, CHA Learning may request a telephone interview with you, or your references.

Questions?

If you have questions, contact us at:

- Email: himprogram@healthcarecan.ca
- Telephone: (613) 241-8005, option 1
- Telephone Toll-Free (Canada): (855) 236-0213, option 1