



HIM Continuous Enrolment Program Application Guide

Thank you for your interest in applying to CHA Learning's Health Information Management Program. We are proud to be the largest HIM program in Canada with 70 years of history providing distance learning to the healthcare system across Canada.

This year, we are excited to be launching a new delivery model for this program. While the curriculum remains the same, the way the program is structured is changing to provide an even better and more learner-centred experience.

Please consult our [website](#) for more information about how this program runs or contact us at HIMprogram@healthcarecan.ca at any time.

The below step-by-step guide is intended to help applicants with our new application process. Please follow the steps carefully.

1. Familiarize yourself with all application requirements *prior* to beginning your application. You can review these requirements on our [website](#) in the Application Requirements drop-down.
2. Gather required application documents, as specified.
3. Start your application by creating an account in our student portal.
 - ✓ Click Apply Now on our [HIM webpage](#).



Health Information Management (Continuous Enrolment)

Learn completely online, on your schedule.

Delivered in partnership with [Algonquin College](#)



APPLY NOW

If you have any questions about the program or the application process, please email HIMprogram@healthcarecan.ca

NEW: This Program now accepts applications all year round! Start anytime.

- Description
- Requirements
- Application Process
- Alberta Applicants
- Grading
- Cost
- Curriculum
- Practicums
- Enrolment & Term Dates
- Program Policies

Description

ACCREDITED PROGRAM

Canadian College of Health Information Management
Collège canadien des gestionnaires de l'information de santé

4. Review application information and select 'Apply Now' to start your application.

- ✓ Read the information on the application page.
- ✓ Click the Apply Now button.

Health Information Management Program Application

Application Fee : \$95.00

CHA Learning's Health Information Management Program is the largest in Canada and has been providing HIM education at a distance for nearly 70 years.

Health Information Management is a growing profession, positively impacting the availability of high quality health data and information to support the effectiveness of the Canadian health system.

Accredited by the [Canadian College of Health Information Management \(CCHIM\)](#) and recognized by the [Canadian Health Information Management Association \(CHIMA\)](#), the **Health Information Management (HIM) program** prepares students for roles in health information collection, clinical coding, analysis and reporting, release of information, privacy, electronic records development and management, among others.

Graduates of the program are eligible to write the CHIMA national certification examination to become fully certified professionals.

NEW: This program has a flexible online learning model, and no longer runs on an academic schedule. Courses are available three times per year and enrolment into the program is available anytime.

Students do not need to be online on specific dates and times.

Please review application requirements on our website if you have not done so already. If you have any questions, please contact us at HIMprogram@healthcarecan.ca

Please take note: **DO NOT** upload:

- Photographs of documents - please use a scanner
- Multiple pages of the same document as separate files. Please combine pages into one file per document. For example, if you have a transcript that is 3 pages long, please upload it as a single document.

Notes:

- **Application fees are charged at the time of submission and are non-refundable**
- **Incomplete applications not submitted within 1 year will be automatically closed and a new application will need to be started**
- **If you are applying for course exemptions, you will need to include PLAR documents as specified on our website. An additional \$100 fee will apply.**

[Back](#) → [Apply Now](#)

5. Create your account in the student portal.

- ✓ Use the 'I am a new user' section.
- ✓ Enter the email you wish to use for communications with us (this will also become your username).
- ✓ Click Start Application.

Checkout

[Log In](#) / [My Profile](#) / [Receipt](#)

Log In or Create an Account

Please select one of the following options

I have an account already

Log in using your existing account information.

[Forgot User Name](#)

[Forgot Password](#)

[Start Application](#)

I am a new user

A user name and password will be emailed to you after you complete this registration process. Please enter the email you prefer to use for all contact from this system.

[Start Application](#)

- ✓ Follow the prompts to enter your student information and complete the account set up process, then click Continue Checkout.
- ✓ You will receive an email confirming your account with a link to create a password. **This link will expire after 24 hours.**
- ✓ Create your password, then log in to your account and return to the 'My Applications' section of the portal to continue.

6. The first page of the application is your application home page.

- ✓ You will be able to return to this page to continue your application at any time or to review the status of your submitted application.
- ✓ This page can be accessed at any time by clicking the 'My Applications' link on the left-hand menu.

The screenshot shows the 'Health Information Management Program Application' page. On the left, a navigation menu includes links for Student Home, My Profile, My Enrolment History, My Applications (highlighted with a red arrow), My Certificates and Designations, My Account History, My Saved Items, My Files, Forms and Policies, Access, and Brightspace. The main content area features a status bar with icons for 'Need to do', 'saved but incomplete', 'Incomplete', 'Complete', and 'status to be updated by Destiny'. Below this, it shows 'Application For' (Program of courses) and 'Application Fee' (HIM Application Fee (\$95.00)). The 'Status: In Progress' section lists 'Not Started', 'Not Submitted', and 'Decision Pending'. The 'Pages: To Do' section lists seven incomplete pages: 1. Applicant Personal Information - Incomplete, 2. Program Information - Incomplete, 3. Transcripts - Incomplete, 4. Resume - Incomplete, 5. Letter of Intent - Incomplete, 6. Recommendation Letters - Incomplete, and 7. Prior Learning Assessment & Recognition - Incomplete. A red arrow points down to the 'Start' button in the bottom right corner. A 'Back To My Applications' button is located at the bottom left of the main content area.

7. Begin the application by clicking on the first page (Applicant Personal Information) or by clicking the Start button.

- ✓ Click the Start button.

8. Fill out all required fields.

- ✓ Mandatory fields are marked with a *.
- ✓ As pages are completed, the status will change in the 'Pages: To Do' section.
- ✓ You may save your progress and return at any time.
- ✓ Your saved, in-progress application can be found in the 'My Applications' section.
- ✓ Press Next Page to continue.

Student Home

My Profile

My Enrolment History

My Applications

My Certificates and Designations

My Account History

My Saved Items

My Files

Forms and Policies

Access

Brightspace

Health Information Management Program Application

Pages: To Do

- ✓ 1. Applicant Personal Information - Complete
- ➔ 2. Program Information - Incomplete
- ➔ 3. Transcripts - Incomplete
- ➔ 4. Resume - Incomplete
- ➔ 5. Letter of Intent - Incomplete
- ➔ 6. Recommendation Letters - Incomplete
- ➔ 7. Prior Learning Assessment & Recognition - Incomplete

Program Information

Practicum Site Details

Have you confirmed a practicum site? (It is not mandatory to have confirmed a practicum site in advance.)*

Yes

No

Will you be doing practicums at any of the following sites? *

In what Province/Territory will your practicums will take place. *

Save This Page Previous Page

Save and Finish Later

Next Page

9. Complete all required pages.

- ✓ Some pages have additional information included to help guide you.

10. Practicum Site Details.

- ✓ You are not required to have confirmed a practicum site in advance.
- ✓ If you do not intend to do practicums at any of the sites listed, please select 'None of these areas/unsure' – this information is collected to comply with specific site requirements.
- ✓ If you are an Alberta resident, you will be asked for specific information on the next page.

11. Pages requiring attachments.

- ✓ Some pages will require you to upload files – generally in .docx or .pdf format.
- ✓ Click the 'Choose File' button to select a file saved on your computer.
- ✓ Click the Upload button to add it to your application.
- ✓ Please do not take photographs of documents for upload.
- ✓ Please do not save single pages of multi-page documents as separate files and please do not combine multiple documents into one file – each attachment should be 1 document.

The screenshot displays the 'Health Information Management Program Application' interface. On the left is a navigation menu with options like 'Student Home', 'My Profile', 'My Enrolment History', 'My Applications', 'My Certificates and Designations', 'My Account History', 'My Saved Items', 'My Files', 'Forms and Policies', and 'Access Brightspace'. The main content area is titled 'Pages: To Do' and lists seven steps: 1. Applicant Personal Information - Complete, 2. Program Information - Complete, 3. Transcripts - Complete, 4. Resume - Complete, 5. Letter of Intent - Incomplete, 6. Recommendation Letters - Incomplete, and 7. Prior Learning Assessment & Recognition - Incomplete. Below this is the 'Letter of Intent' section, which contains the instruction: 'Letter of Intent - Please upload a copy of your entrance letter. *'. A file upload interface is shown with a 'File Name' field, a 'Choose File' button, and an 'Upload' button. Two red arrows point to the 'Choose File' and 'Upload' buttons respectively. Below the upload area, there are instructions: 'The maximum allowed file size for uploads is 10240 KB.', 'The file extensions allowed for uploads are: doc, docx, pdf.', and 'File uploads may not be supported on mobile devices. Use a supported device to complete a file upload.' At the bottom of the page, there are buttons for 'Save This Page', 'Previous Page', 'Next Page', and 'Save and Finish Later'.

12. Prior Learning Assessment and Recognition (applying for exemptions) – OPTIONAL.

- ✓ If you wish to apply for course exemptions based on previous academic or work experience, you must include information in the PLAR section of the application. If you do not want to apply for exemptions, simply answer the question 'no' and move onto step 13.
- ✓ Please ensure you include all required documents.
- ✓ An additional \$100 fee applies – please follow the instructions to add the fee to your cart. Failure to do so will result in your PLAR application not being reviewed.

Forms and Policies
Access Brightspace

Prior Learning Assessment & Recognition

Additional Information

Do you wish to apply for course exemptions? (an additional \$100 fee will apply)*

Yes
 No

Prior Learning Assessment & Recognition
PLAR Information

Applicants may apply for exemptions from courses or practicums previously completed. In order for your PLAR request to be completed, you **MUST** add the \$100 PLAR fee to your cart and pay for it with your application fee (payment will be made at the time of final submission). Please add the following to your cart (the link will open in a new tab) and then return to this page to continue your application. [PLAR Fee](#)

Course Exemptions

Courses that have covered the same learning objectives and material at the same level of depth will be considered for exemptions. Transcripts and relevant course materials must be included to have courses assessed. Note: Course exemptions may not reduce overall tuition costs.

Practicum Exemptions

Practicum Exemptions: In rare cases, students may be considered for exemptions from practicums. Applicants who have been enrolled in **other HIM Programs may submit practicum details for consideration.**

Work Experience


Applicants with prior work experience in the HIM field *may* be considered for practicum exemptions. **A detailed description of duties and an employer letter corroborating experience are required for consideration.**

- ✓ When you click the PLAR Fee link, a new internet tab will open automatically.

- ✓ DO NOT click the checkout button. Click 'Keep Shopping' and then return to your application in the other internet tab. You may close the cart tab.

Cart (1 Item)

Keep Shopping Checkout

Item	Options	Quantity	Subtotal
 Other Fee HIM PLAR Application Fee HIM PLAR Application Fee - SR0003 Fee: \$100.00 Remove Save for Later	Fee: \$100.00	1 Change	\$100.00
Subtotal			\$100.00
Total			\$100.00

Keep Shopping Checkout

[Registration Policies](#)

13. Submit your application.

- Select the 'Submit Application' button.

Student Home
My Profile
My Enrolment History
My Applications
My Certificates and Designations
My Account History
My Saved Items
My Files
Forms and Policies
Access Brightspace

Health Information Management Program Application

Pages: To Do

- 1. Applicant Personal Information - Complete
- 2. Program Information - Complete
- 3. Transcripts - Complete
- 4. Resume - Complete
- 5. Letter of Intent - Complete
- 6. Recommendation Letters - Complete
- 7. Prior Learning Assessment & Recognition - Incomplete

Prior Learning Assessment & Recognition

Additional Information

Do you wish to apply for course exemptions? (an additional \$100 fee will apply)*

Yes

No

Save This Page Previous Page

Save and Finish Later

Submit Application

Required fields are indicated by *.

14. Pay the application fee(s).

- ✓ Your application will not be submitted and reviewed until the application fee is paid.
- ✓ Click the link to Checkout, which will take you to your cart.

Student Home
My Profile
My Enrolment History
My Applications
My Certificates and Designations
My Account History
My Saved Items
My Files
Forms and Policies
Access Brightspace

Health Information Management Program Application

Notice

This application will be submitted after you provide payment details for the required application fee(s). The application fee(s) have been added to your shopping cart. [Click here to checkout.](#)

Need to do saved but incomplete Incomplete Complete status to be updated by Destiny

Application For Program of courses

Application Fee HIM Application Fee (\$95.00) (Processing)

Status: In Progress
Started Aug 5, 2021
Not Submitted
Decision Pending

Pages: Completed
1. Applicant Personal Information - Complete
2. Program Information - Complete
3. Transcripts - Complete
4. Resume - Complete
5. Letter of Intent - Complete
6. Recommendation Letters - Complete
7. Prior Learning Assessment & Recognition - Complete

Back To My Applications Continue Submit Application

Cart (1 Item)

Keep Shopping Checkout

Item	Options	Quantity	Subtotal
HA Other Fee HIM Application Fee HIM Application Fee - SR0002 Fee: \$95.00 Remove Save for Later	Fee: \$95.00	1 Change	\$95.00

Subtotal \$95.00
Total \$95.00

Keep Shopping Checkout

Registration Policies

- ✓ Click the Checkout button on the cart page.
- ✓ You will be required to log in again prior to entering payment information for security reasons.

Checkout

[Log In](#) / [My Profile](#) / [Payment](#) / [Receipt](#)

Log In or Create an Account

Please select one of the following options

I have an account already

Log in using your existing account information.

[Why am I being asked to login again?](#)

[Forgot User Name](#)


[Forgot Password](#)

I am a new user

A user name and password will be emailed to you after you complete this registration process. Please enter the email you prefer to use for all contact from this system.

- ✓ Review the CHA Learning Terms and Conditions, check the confirmation box, and continue checkout.

Cart

Item	Selected Options	Quantity	Subtotal
	<small>Other Fee</small> HIM Test Application Fee HIM Test Application Fee - SR0004	Fee: \$95.00	1 \$95.00
Subtotal			\$95.00
Total			\$95.00

Payment Method: Credit Card

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation

CHA Learning Terms and Conditions

I confirm that I have reviewed and understand all CHA Learning [policies](#), including those related to enrolment, withdrawals, refunds/credits and postponements. *

[Print Registration Policies](#)

[Keep Shopping](#) [Continue Checkout](#)

Required fields are indicated by *.

- ✓ Enter payment information in the payment screen, then click Process Transaction. We accept Visa, Mastercard, Visa Debit and MC Debit. If you cannot pay with these methods, please contact us.

Mandatory fields marked by *

Customer Details

Note:

Billing Address

First Name:

Last Name:

Company:

Address:

City:

Prov/State:


Country:

Postal Code:

Phone:

Fax:

Payment Details

Transaction Amount: \$ 95.00 (CAD) 


Order ID: 20210805041602-1058440

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.


Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Card Security Code*: 

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.




- ✓ Once the payment is submitted, you will be taken to a Receipt screen. A copy of the receipt will also be emailed to you.
- ✓ This means your application has been successfully submitted.
- ✓ You can go back to the application screen by selecting My Applications in the CHA Learning Student Portal menu at the top of the screen.

The screenshot shows the CHA Learning Student Portal interface. At the top, there is a navigation bar with links: CHA LEARNING STUDENT PORTAL, PROGRAMS AND COURSES, WEBINARS, ENROLMENT INFORMATION, CALENDAR, and CURRENT STUDENTS. A dropdown menu is open, listing various options: STUDENT HOME, MY PROFILE, MY ENROLMENT HISTORY, MY APPLICATIONS (highlighted), MY CERTIFICATES AND DESIGNATIONS, MY ACCOUNT HISTORY, MY SAVED ITEMS, MY FILES, FORMS AND POLICIES, and ACCESS LMS. Two red arrows point to the 'MY APPLICATIONS' menu item and the 'CHA LEARNING STUDENT PORTAL' link.

Below the menu, the page displays a receipt for a transaction. The receipt includes the following information:

- Student Number: X000055
- Transaction Date: Aug 5, 2021
- Transaction Description: The transaction was successfully completed. Please print this page for your records.

The receipt is titled "Purchased" and contains the following table:

Item	Selected Options	Quantity	Subtotal
 Other Fee HIM Test Application Fee HIM Test Application Fee - SR0004	Fee: \$95.00	1	\$95.00
Subtotal			\$95.00
Total			\$95.00

15. Await application review and decision.

- ✓ You will receive an email when your application has been reviewed and a decision has been made. We will also email you if we have any questions for you.

16. Check application status as desired.

- ✓ You can check the status of your application by logging into the student portal and navigating to the My Applications page.

Student Home

My Profile

My Enrolment History

My Applications

My Certificates and Designations

My Account History

My Saved Items

My Files

Forms and Policies

Access LMS

My Applications

Here are the applications that you have started or submitted. Click the buttons to finish in progress applications or review your application status.

➔ Need to do 🕒 saved but incomplete 🚫 Incomplete ✅ Complete 🕒 status to be updated by Destiny

AP0002 – Health Information Management Program View

Status: Submitted

- ✅ Started Jul 12, 2021
- ✅ Submitted Jul 12, 2021
- 🕒 Decision Pending

Thank you for applying to the HIM program. Please contact us with any questions or needs at HIMprogram@healthcarecan.ca or 1-855-236-0213 ext. 270.