



PLAR Application Checklist

Prospective HIM students may apply for a Prior Learning Assessment and Recognition (PLAR). This review allows an assessor to determine whether previous academic and work experience matches courses or practicums in the HIM curriculum. Prospective students may apply for recognition and exemption from any course or practicum offered within the HIM program. It is at the discretion of CHA Learning to grant exemptions based on the information submitted by the student.

Applicants seeking work-related practicum exemptions will need to provide both detailed work descriptions and a letter of attestation from their employer. It is at the discretion of CHA Learning to grant exemptions based on the information provided by the student.

Course Exemptions Checklist:

PLAR applications must include all the components listed in the HIM Application Checklist, and the PLAR Application Checklist. CHA Learning does not accept incomplete applications. PLAR applications take up to 2 weeks to review.

✓	Required Submissions	Description	Supporting Information
<input type="checkbox"/>	PLAR Application Form	Complete the required form and upload it with your application. Select the courses from which you would wish to apply for exemptions.	
<input type="checkbox"/>	Transcripts	A copy of all transcript(s) that show successful completion of the course(s) and final grade(s) from which you are seeking exemptions. Transcript(s) must be submitted in the PLAR section of the application, even if submitted in the standard application section.	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 Service.
<input type="checkbox"/>	Course Description and Syllabus	Information submitted, pertaining to: 1. The school and program in which the course(s) were taken 2. Detailed topics/units of study 3. Course evaluation format (exams, assignments, projects, etc.) 4. The number of course hours, if applicable	
<input type="checkbox"/>	\$195.00 PLAR Fee	This fee will be charged at the end of the application, just prior to submission. The PLAR fee is in addition to the \$95 standard application fee. This fee is non-refundable, even if no exemptions are granted.	This fee only needs to be purchased once if applying for both course exemptions and the healthcare experience exemption.

Healthcare Experience Exemption Checklist:

PLAR applications must include all the components listed in the HIM Application Checklist, and the PLAR Application Checklist. CHA Learning does not accept incomplete applications.

✓	Required Submissions	Description	Supporting Information
<input type="checkbox"/>	PLAR Application Form	Complete the required form and upload it with your application. Select the courses from which you would wish to apply for exemptions.	
<input type="checkbox"/>	Transcripts	A copy of all transcript(s) that shows successful completion of the course(s) and final grade(s) from which you are seeking exemptions. Transcript(s) must be submitted in the PLAR section of the application, even if submitted in the standard application section.	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 Service.
<input type="checkbox"/>	Professional Resume	A current version of your resume clearly indicating the professional work experience that you would like to be considered. Include detailed description of experience and tasks completed as part of relevant role(s).	In order to further evaluate your professional experience, CHA Learning may request a telephone interview with you, or your references.
<input type="checkbox"/>	Letter of attestation from employer	A letter of attestation from your employer(s) indicating the experience you have and their belief that you should be exempt from identified practicums.	In order to further evaluate your professional experience, CHA Learning may request a telephone interview with you, or your references.
<input type="checkbox"/>	\$195.00 PLAR Fee	This fee will be charged at the end of the application, just prior to submission. The PLAR fee includes the basic application fee. This fee is non-refundable, even if no exemptions are granted.	This fee only needs to be purchased once if applying for both course exemptions and the healthcare experience exemption