



## Required Application Document Checklist

Please use this checklist to ensure that you have a complete application. CHA Learning will not review incomplete applications.

*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 data-bbox="224 1266 297 1335" type="checkbox"/>	Transcripts	<p>Transcripts must show completion of:</p> <ol style="list-style-type: none"> <li>1. Canadian Secondary School Diploma or equivalent</li> <li>2. An English course at the minimum grade 12 level<sup>1</sup> (Canadian or equivalent)</li> <li>3. A Math OR Statistics course at the minimum grade 12 level (Canadian or equivalent)</li> </ol>	<p>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> <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><sup>1</sup>Applicants who do not have a minimum of Canadian grade 12 English must show proof of English proficiency. Please review the Language Requirements drop-down on the <a href="#">website</a> for a list of accepted English proficiency tests/scores.</p>

<input type="checkbox"/>	<p>Letter of Intent</p>	<p>Including the following:</p> <ul style="list-style-type: none"> <li>• Your interest in the field of HIM and this program,</li> <li>• Why you are a good fit for the field,</li> <li>• Why you will be successful in our program and,</li> <li>• Anything else we should know that makes you a strong candidate.</li> </ul>	<p>Length: Approximately 500 words and written in an appropriate, professional style.</p>
<input type="checkbox"/>	<p>Professional Resume</p>	<p>A current version of your professional resume demonstrating evidence of:</p> <ul style="list-style-type: none"> <li>• Relevant healthcare or HIM experience OR</li> <li>• Post-secondary study at a College, accredited Career College or University AND</li> <li>• Transferrable professional work experience</li> </ul>	<p>Accepted transferrable professional experience includes:</p> <ul style="list-style-type: none"> <li>• Experience that illustrates transferrable skills</li> <li>• A role at a supervisory or management level</li> <li>• A <i>professional</i> role gained through on-the-job training and experience</li> </ul>
<input type="checkbox"/>	<p>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.</p>

<input type="checkbox"/>	<b>Practicum Site Confirmation</b>	<p>Documentation is not required for admission, but it is strongly recommended that students secure an on-site practicum prior to their first term in the core HIM curriculum (after completion of the biomedical sciences).</p> <p>Alternative projects will be available for those unable to secure a site (fees and restrictions apply).</p>	<p>If you live in <b>Alberta</b>, please refer to the two added requirements referred to below.</p> <p>You will be asked to identify if you intend to complete practicums from a list of jurisdictions or health organizations as they have specific requirements to be completed prior to practicums. If applicable, more information will be provided or requested of you at a later date.</p>
<p><b>Important:</b> 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.</p>			
<input type="checkbox"/>	<b>PLAR: Optional</b>	<p>Applicants with previous academic or work experience that matches courses or practicums in the HIM curriculum may apply for exemptions.</p>	<p>More information can be found in the Prior Learning Assessment drop-down on the <a href="#">website</a>.</p>
<input type="checkbox"/>	<b>Application Fee:</b> \$95.00 for the standard application, \$195.00 for PLAR	<p>The application fees will be charged at the end of the application, prior to submission.</p>	

**Alberta Residents Only**

For Alberta residents, there is a centralized practicum request process that is conducted by CHA Learning, directly with Alberta Health Services and Covenant Health. Please note that CHA Learning cannot guarantee practicums for Alberta students. Students are asked not to seek their own placements in Alberta.

<input type="checkbox"/>	Complete Information for Alberta Applicants	<p>Indicate if you are a current employee of AHS or Covenant Health and if so, provide your work email for reference only.</p> <p>Indicate your primary and secondary choices using the map of <a href="#">Alberta Zones</a>. (Note that you can also select that you could travel to any zone).</p>	Additional information about preferred sites and dates will be collected by CHA Learning three times per year.
<input type="checkbox"/>	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, scan and upload this form as a part of your application.</p> <ul style="list-style-type: none"> <li>• <a href="#">HSPnet Consent Form</a></li> </ul>	<p>This document will be submitted within the Program Information section of the application when you select 'Alberta' from the Province/Territory your practicums will take place in drop-down. Your student number can be found in the top right corner when logged into the Student Portal (starts with an 'X').</p>