



PLAR Application Form

Complete this application form if the following applies:

- 1) If you have previous academic or work experience that matches courses or practicums in the Health Information Associate Program curriculum. It is at the discretion of CHA Learning to grant exemptions based on the information provided by the student.

Please note: There is a \$46 PLAR application fee, in addition to the \$49 Standard Application Fee (total \$95). PLAR applications will be reviewed within 2 weeks of submission.

Student Name _____

Student Email _____

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



Course Exemptions Checklist:

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

- | | |
|--|--|
| <input type="checkbox"/> Medical Terminology | <input type="checkbox"/> Healthcare Technology |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Healthcare System in Canada |
| <input type="checkbox"/> Professionalism in Healthcare | <input type="checkbox"/> Keyboarding 1 |
| <input type="checkbox"/> Healthcare Information Management | <input type="checkbox"/> Practicum |

The following information must be submitted *in addition to* the general application documents required for the HIA 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 course or 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 course or practicums

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.