



Application Checklist & FAQ

Use this checklist as a guide to make sure you have provided all application requirements.

Frequently Asked Questions (FAQ) are included to provide more information about next steps to expect.

Please note that all documents must be submitted through the online application.

Regular Application

PLAR details can be found in a separate table on the following page.

Application Fee: \$95.00 (paid at time of submission)

✓	Required Submission	Description
<input type="checkbox"/>	1. Transcripts	<p>Transcripts must show completion of:</p> <ol style="list-style-type: none"> 1. Canadian Secondary School Diploma, equivalent, or above 2. A Canadian English course at the minimum grade 12 level, or equivalent <p>Submit transcripts from all institutions attended that show evidence of admissions requirements. If Canadian post-secondary transcripts show all academic requirements, secondary school transcripts are not required.</p> <p>If you completed your education outside of Canada you must verify and validate the education through services such as the World Education Services (https://www.wes.org/ca/).</p> <p>Please see our website for accepted English assessments and/or courses.</p>
<input type="checkbox"/>	2. Letter of Intent	<p>A letter describing your interest in the field of FSNM and this program, why you are a good fit for the field, why and how you will be successful in this program (e.g. how you plan to complete the program while balancing other commitments), and anything else that makes you a strong candidate.</p> <p>The letter should be approximately 500 words and written in an appropriate, professional style.</p>
<input type="checkbox"/>	3. Resume	<p>A current version of your professional resume demonstrating experience in the healthcare environment and/or relevant food services, including dates of employment.</p> <p>Food Service experience in healthcare is preferred, however, other professional experience will be considered if sufficient experience is deemed to be transferrable.</p>
<input type="checkbox"/>	4. Recommendation Letters (2)	<p>Two (2) professional or academic letters of recommendation written by someone who has supervised or evaluated you. Personal references will not be accepted.</p> <p>The letters must speak to your ability to succeed in this program and the field of FSNM. Letters should be dated within 6 months of your application, on organizational letterhead and contain appropriate contact information.</p>



PLAR Application (Optional)

PLAR Application Fee: \$100.00 (in addition to the \$95.00 fee, paid at time of submission)

✓	Required Submission	Description
<input type="checkbox"/>	1. Transcripts	<p>A copy of the transcript(s) that shows successful completion of the relevant courses, including final grades.</p> <p>These transcripts should relate specifically to the courses you are seeking exemptions from and are provided in addition to the original transcripts submitted in the full application.</p>
<input type="checkbox"/>	2. Course Description, Outline or Syllabus	<p>Information about:</p> <ol style="list-style-type: none"> 1. The school and program in which the courses were taken 2. Detailed topics of study 3. Course evaluation format (exams, assignments, projects, etc.) 4. The number of course hours, if applicable <p>These documents should be provided for each course you are requesting PLAR for. Note that failure to provide course descriptions may impact your eligibility for PLAR.</p>
<input type="checkbox"/>	3. Detailed Outline of Work Experience (if applicable)	<p>Information about:</p> <ol style="list-style-type: none"> 1. Relevant roles you have held 2. Detailed descriptions of tasks and activities completed in those roles that meet the required competencies <p>Outlines should be provided for each course you are seeking exemption from. Descriptions must include how long you have been doing these tasks and how often you do (have done) them. Include specific examples of the activities.</p>
<input type="checkbox"/>	4. PLAR Application Form	<p>Complete the PLAR Application form - found under the 'Prior Learning Assessment and Recognition (optional)' dropdown on our website as well as in the application itself - and upload it with your application.</p> <p>Be sure to select all courses you would like considered. As noted in the form, a maximum of six courses can be granted for PLAR and only certain courses are eligible for exemption.</p>



Applications: Frequently Asked Questions (FAQ)

How long is the application review process?

CHA Learning will review your application within 1 week for all regular applications and 2-3 weeks for PLAR applications. Please note you must submit all documents before your application will be reviewed.

How much time is given to work on the application?

Applications are active for 6 months from the date they are added to your student portal. We will check in with you after one month and just before the 6-month mark to see if you need any assistance with your application. If we don't hear back from you, your application will be closed at 6 months, but a new application can be started at any time.

How will I receive notice of my acceptance?

An email will be sent to you confirming the admission decision and rationale. In cases where requirements are not met, the application may be returned to you for revision and re-submission. Applications that require re-submission will not be charged any additional fees.

Am I required to have my placement site organized upon application?

No – field placements can be arranged following your acceptance to the program. As a reminder, students are responsible for arranging their own placement site.

Successful applicants will be required to submit immunization records and a police record check through a reputable and verified external agency, Placement Pass. These documents are a requirement for all students' field placements. More information on how to submit these documents will be provided upon acceptance. Please do not acquire records and/or updated immunizations before acceptance and instructions from CHA Learning. There will be fees associated with this service (approximately \$50 plus any costs associated with gathering documentation).

More application details and FAQs can be found on our [website](#). If you have any additional questions about the application process, please reach out to fsnmprogram@healthcarecan.ca or 1-855-236-0213 ext. 245.