

THE HEALTH CARE AIDE ACADEMY TRANSFER CREDIT

If you have completed courses at another accredited post-secondary institution that are similar and relevant to courses in your certificate program at The Health Care Aide Academy, you may request transfer credit.

1. When to request transfer credit: Once you have been admitted, submit your transfer credit request as early as possible, ideally well before you start your program. Transfer credit assessments can take up to 6 weeks.

2. Steps for requesting transfer credit:

2.1 **Be admitted to your program.** Transfer credit can only be reviewed once you have been admitted to the health care aide training program at The Health Care Aide Academy.

2.2 **Research your program's course.** Compare your program's courses to previous courses you have taken. When you submit a transfer credit request, you must indicate a specific course you took previously.

2.3 **Submit your transfer credit request.**

2.3.1 **Complete the Transfer Credit Request Form.**

2.3.2 **Provide official transcripts.** If an official transcript has not already been submitted, you must contact your previous institution and request an official transcript be sent to the Director of the Health Care Aide Academy.

2.3.3 **Provide supporting documents.** You must submit a complete course syllabus/outline from your previous institution from the time you took the course; short calendar course descriptions are not sufficient for assessing course equivalencies. If you do not have a copy of the syllabus or course outline, you must request one from your previous institution. If the syllabus is not in English, you must include a certified English translation.

3. Your eligibility for transfer credit will then be reviewed by Admissions and the Director, and the decision will be communicated to you. If you are granted transfer credit:

3.1 You will receive a grade of "TC" (Transfer Credit) on your Health Care Aide Academy transcript.

4. Important Information Regarding Transfer Credit:

4.1 Courses must be directly equivalent: Transfer credit is evaluated for directly equivalent courses. This means that the course you took previously must have equivalent learning outcomes to The Health Care Aide Academy course for which you are requesting credit.

4.2 Minimum grade requirements: The Health Care Aide Academy reserves the right to determine the minimum grade required for transfer credit approval as per the Health Care Aide Provincial Curriculum requirements.

4.3 Residency requirement: You must meet The Health Care Aide Academy's residency requirement of 50% of the program's credit load. This is the minimum program time you must complete at The Health Care Aide Academy in order to graduate and obtain your credentials.

4.4 Shelf life: All courses are subject to time limitations for awarding transfer credit, as up-to-date knowledge and skills are essential to student success. Five years is the standard shelf life for the health care aide training program. The Health Care Aide Academy reserves the right to determine the shelf life.

*306 Appendix A – HCAA Transfer Credit Request Form

Adopted: May 10, 2021

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