

THE ROLE OF THE SUPERVISOR AND/OR MANAGER ON THE DIRECTORY

To review an HCA's application, the supervisor has to log in to their HCA directory account:
<https://abhca.alinityapp.com/Account/Login>

On the home page it should read: **Applications to verify**

Click on **“Verify”**

The supervisor is able to verify the personal information of the HCA (i.e. First & Last name). Then verify the Program name, Institution, Completion date, Language of instruction, Credential type and HCA Status.

On each application, the supervisor is verifying that the credentials that they have on file (upon hiring or received later on) for that HCA matches the education information that the HCA provided on their application.

For example: If an HCA specifies on their application that they received a Health Care Aide certificate from NorQuest college February 2, 2002. The supervisor should have a certificate or transcript that reads – Health Care Aide, NorQuest College, and February 2, 2002.

If the credential information that the supervisor has on file for the HCA **does not** match the education information provided on the application, the supervisor may choose to 'certify' or 'DO NOT certify', however, **must** provide in the comment(s) box the correct educational information (**i.e. institution name, program name, completion date**).

INSTRUCTIONS

In completing one of the check marks below, I understand that I am verifying that the above Health Care Aide credential information is accurate or not. I am aware that the Health Care Aide will be classified as Substantially Equivalent (HCA educational background deemed equivalent by the employer as compared to the approved Provincial Health Care Curriculum) and may be deemed In Progress until the competency status is achieved. Competency status of Substantially Equivalent is re-verified.

* Based on the above:

- I certify that the above Credential Information is accurate
- I DO NOT certify that the above Credential Information is accurate

Comments (required if not certified)

Confirmed

Not Confirmed

Save for later

If you have any questions or concerns please contact the directory at info@albertahcadirectory.com and/or Alberta Health at healthcareaide@gov.ab.ca or 780-415-0213.

If an HCA is not one of your employees please click “DO NOT” certify and provide in the comment(s) box the reasoning. **(I.e. Not my employee)**

HCA’s core competency status is assigned by the directory and not by the HCA. It is in relation to the educational information provided by the HCA specifying the institution attended, program name and completion date. For more information on the different Core Competencies please visit:

<https://www.albertahcadirectory.com/for-employers/>

HOW TO BECOME A SUPERVISOR AND/OR MANAGER ON THE DIRECTORY

To verify your employee applications or to view if an HCA has enrolled on the directory and is currently approved (active), you will require a supervisor account.

Supervisors and/or managers are often specified by HCA’s on the directory but may be under an incorrect email address. Please send an email to – info@albertahcadirectory.com with your first and last name requesting that your account be searched for on the directory. Once a supervisor is specified, an email should be received almost immediately asking the supervisor to confirm and complete their registration.

If you do not have an account on the directory, please send an email to – info@albertahcadirectory.com with the supervisor first and last name, direct work email address, facility/site name, facility/site address, phone number and position. A supervisor account will be created for you.

If there are other supervisors and/or managers that have been specified incorrectly by an HCA, please provide their first and last name and the HCA’s attached to those accounts will be re-directed to the correct supervisor.

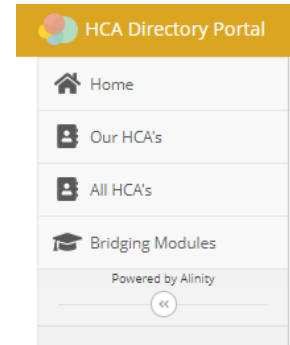
If you have any questions or concerns please contact the directory at info@albertahcadirectory.com and/or Alberta Health at healthcareaide@gov.ab.ca or 780-415-0213.

HOW TO CHECK FOR MY HCA'S

To verify if an HCA is enrolled (approved – active) on the directory. Please log in to your HCA directory account: <https://abhca.alinityapp.com/Account/Login>

On the left side of the screen there are four tabs:

1. **Home:** this is where you will find HCA applications that need to be verified by you.
2. **Our HCA's:** this is where you can search for an HCA by their first and/or last name. You may also filter by facility if you supervise multiple facilities.
 - a. If you supervise multiple facilities and do not have access, please contact the directory – info@albertahcirectory.com
3. **All HCA's:** this is where you will find all HCA's who are on the directory, those who have specified you as their Main Alberta Employer and those who may not have.
 - a. These HCA's may have been approved by other site managers or by requesting their transcripts be sent to the directory.
4. *Bridging Modules – these are currently unavailable.*



HOW TO DESIGNATE **ONE** SUPERVISOR AND/OR MANAGER FOR VARIOUS FACILITIES

Several facilities have chosen to designate one supervisor and/or manager OR their HR personnel to verify all of the HCA's for their various facilities.

To do this, please contact the directory – info@albertahcirectory.com or oofiuwwo@clpna.com with the following information:

First and last name of the supervisor or account (i.e. LegCareVerification or Anne Graf)
 Email address for the account (i.e. LegCareVerification@legcare.ca or Anne.Graf@legcare.ca)
 Organization Relationship(s) - list the facilities that should be attached to this account

An account will be created under the information provided and you will be informed once it is complete. An email confirmation will be sent out to the email provided asking to complete registration.

Please provide the first and last name of all the previous supervisors and/or managers that were previously attached to the different facilities so that those HCA applications may be re-directed to the one account (LegCareVerification@legcare.ca).

If you have any questions or concerns please contact the directory at info@albertahcirectory.com and/or Alberta Health at healthcareaide@gov.ab.ca or 780-415-0213.