

Frequently Asked Question (FAQs) - Substantial Equivalence Assessment

What is the Substantial Equivalence Assessment Process?

After completing the enrolment process on the Directory, an applicant is required to provide a copy of their institution curriculum and evidence of English Language Proficiency to the College of Licensed Practical Nurses of Alberta (CLPNA) for assessment.

An assessment spanning 4 – 8 weeks will be conducted. The curriculum must meet a minimum equivalency of 75% and the English Language Proficiency requirement must be met to be considered substantially equivalent to Government of Alberta HCA Provincial Curriculum-2019.

How much is the Substantial Equivalence Assessment?

The substantial equivalence Assessment fee is \$300.00 CAD

Is payment for the assessment by cash or cheque acceptable?

Cash or cheque payments will not be accepted; all payments must be made by credit or debit.

How does an applicant enrol in the HCA Directory?

Applicants may review these resources in completing their application for enrolment on the HCA Directory.

[How to Enroll in the Alberta HCA Directory](#)

[Guide to the Alberta HCA Directory](#)

[Alberta HCA Directory Enrolment PowerPoint tutorial](#)

What are the English Language Proficiency requirements?

Applicants may review the English Language Proficiency document to assess for compliance with the English Language Proficiency requirements [English Language Proficiency](#)

How does an applicant gain access to their curriculum?

To request a curriculum, the applicant is required to contact the institution to which they completed their education. The curriculum must be submitted to assessment@albertahcadirectory.com

Curriculums may also be mailed to CLPNA at:

13163 146 St NW, Edmonton AB T5L 4S8

What is acceptable, if an institutions' curriculum is no longer available?

If a curriculum is no longer available, the applicant may provide the – Program Learning Outcomes to assessment@albertahcadirectory.com

Is there access to the Alberta HCA Substantial Equivalence Assessment Policy?

Find the Alberta HCA Substantial Equivalence Assessment Policy here [Alberta HCA Substantial Equivalence Assessment Policy](#)

How can an applicant provide proof of Substantially Equivalent status to their employer?

An applicant that has completed the following:

- Enrolled on the Alberta HCA Directory
- Paid the assessment fee of \$300.00 CAD
- Met the minimum curriculum equivalency requirement of 75%
- Met the English Language Proficiency requirement
- Successfully completed the Working in Alberta Module

Will be approved on the Directory and receive a final letter indicating that the above listed criteria has been met of which they can provide the letter to their employer as proof.

The applicant will receive a Substantially Equivalent status on the Directory and a letter confirming the receipt of this status; available and downloadable through the Directory portal.

What happens if an applicant does not meet the English Language Proficiency requirement and/or with a curriculum that does not satisfy the minimum equivalency?

An applicant that does not meet the English language Proficiency requirement and/or with a curriculum that does not satisfy the minimum equivalence to the current Government of Alberta HCA Provincial Curriculum will be referred to an Alberta institution approved to offer the HCA Program for further options.

“I do not live in Alberta or have an employer in Alberta, however, I graduated from an institution in Alberta before 2005, will I be required to complete the assessment?”

A graduate of an Alberta post-secondary institution prior to 2005 – before the curriculum was updated – will be required to complete the substantial equivalence assessment.

“I received a Health Care Aide certificate from an [approved Alberta Health Care Aide \(HCA\) Program?](#), will I be required to complete the assessment?”

A graduate from approved Alberta Health Care Aide (HCA) Program will not be required to complete the assessment.

Certified HCAs may review their requirements on the Alberta HCA Directory website or albertahcadirectory.com/health-care-aides/

Will an applicant be required to complete a Module after their assessment has been completed?

An applicant undergoing the substantial equivalence assessment must complete a “Working in Alberta” module provided through Moodle after their assessment has been confirmed by the CLPNA Assessor; the applicant will be notified in their decision letter of this requirement.