ALBERTA Health Care Aide Directory

ALBERTA PROVINCIAL EXAM PROCESS FOR HCA STUDENTS

EXAM ELIGIBILITY

Student applies to the HCA Directory and receives a "Welcome to the Directory" email with information about the Optional Practice Exam

The post-secondary institution (PSI) confirms completion of the required coursework

Candidates have a maximum of **60 days** from date of program completion to successfully complete the exam (all 3 attempts).

Student receives an email about how to pay for and book provincial exam.

ALBERTA HCA EXAM

EXAM ACCOMMODATIONS

Students requiring accommodations must apply early, approval make take up to 15 business days

Students that have approved accommodations will receive separate instructions on how to pay for and book the exam

ONLINE EXAM INFORMATION

Once payment is submitted, the exam may be booked and the student receives confirmation of their booking details

Online exams are supervised by a remote proctor and can be written 24/7 (excluding statutory holidays)

Students must test the computer they are using IN ADVANCE of the exam date to ensure all requirements are met (computer and internet)

Students should sign in 30 minutes prior to their exam

EXAM RESULTS

Students receive tentative exam results immediately after exam completion

An official pass or fail score is sent to the student via email from the Directory within 5 business days

Students who fail the exam are provided with a diagnostic report and are eligible to rewrite in 10 business days

DIRECTORY APPROVAL

Passing students receive an Alberta Health Care Aide 2019 Curriculum Certificate from their PSI

PSI notifies Directory that certificate was issued

The HCA graduate status in the Directory is changed to "Approved"

www.albertahcadirectory.com