

WHAT INFORMATION SHOULD I HAVE WHEN ENROLLING?



CHECK LIST:

- Two Valid (not expired) government issued identification; one must include a picture (**please DO NOT use your Social Insurance Number (SIN)**)

Acceptable Forms of Identification	
• Driver's license	• Fire arms card
• Birth Certificate	• Canadian immigration visa
• Alberta provincial ID card	• Canadian forces identification card
• Valid passport	• Correctional services Canada card
• Canadian citizenship certificate card	• Corrections officer identification card
• Permanent residence card	• Employee ID for child and family service
• Treaty status card	

Please be assured that uploading your ID to the site is secure, and safer than faxing or mailing photocopies of your ID. Your ID is essential to confirm your identity and therefore is a requirement of the HCA registration process. Your information is protected during transmission and stored in the Alberta HCA Directory database by encryption.

You will be required to upload your ID, please have a .jpg, .png or any type of graphic file of your ID available. You can take a picture of your ID with your phone and that type of file will be able to be uploaded.

- All employer information including name and address of EACH organization you work for
- Name and email address of your direct supervisor who will verify your core competency information
- Educational/Core Competency information including name, address of educational institution you attended, graduation date (if applicable)
- Official transcripts from the educational institution you attended (only if applicable). For the first year employers will verify HCAs who have Certificates from Government of Alberta Licensed post-secondary institutions