

March 23, 2020



Dear Health Care Aide Employer,

The Alberta Health Care Aide Directory would like to thank you for your diligence and adherence to the mandate in ensuring that all current and potential Health Care Aide (HCA) employee(s) are fully enrolled and active on the HCA Directory.

As part of the Directive, it is a requirement for any HCA seeking employment in Alberta to apply, be fully enrolled and remain active on the Alberta HCA Directory, however this condition of employment is **upon hire**.

A Health Care Aide may enrol on the Directory on offer to hire, however employer verification is necessary. Employer verification is required for any Health Care Aide (HCA) applicant who falls under the competency status of Substantially Equivalent based on the following:

- out of province health care education,
- other health care education including but not limited to:
  - Personal Care Aide, Nursing Attendant and Personal Support Aide,
  - Graduates of an Alberta or Canadian nursing program (RN, LPN, RPN),
  - Student nurses or foreign trained nurses.

We have heard from many HCAs that are being denied HCA employment in Alberta as their education requires assessment and verification by an employer. It appears that gaining employment is contingent on their successful enrolment on the Directory.

To ensure successful enrolment on the Directory,

- Upon hire, the HCA would submit their application to the Directory and the HCA would provide their new employment information
- The supervisor will then receive an email and will need to provide verification through the Alberta HCA Directory portal
- After verification is received, the HCA application is processed and approved on the Directory
- After approval, the HCA will be able to download their confirmation letter with a Directory number.

The Continuing Care Health Services Standards outline the provisions for employers to verify the core competency status of HCAs, these provisions were designed to ensure that all Health Care Aide applicants seeking to work in Alberta have a consistent and fair process of assessment. The Directory is working with Alberta Health to develop a more standardized process of assessment that will be launched soon.

This letter highlights information pertinent to the Directory enrolment process and cannot be used as a letter of recommendation or reference. We thank you for your consideration and attention to this matter.

To inquire for further information, contact the Directory at 780-670-5050 or [info@albertahcadirectory.com](mailto:info@albertahcadirectory.com) or for additional support, contact 780-415-0213 or [healthcareaide@gov.ab.ca](mailto:healthcareaide@gov.ab.ca).