

Competency Assessment Profile (CAP) Confirmation

The Alberta Health Care Aide Directory does not require or retain copies of any completed Competency Assessment Profile Tools (CAPs).

Section A

To confirm the completion of a CAPs on your employee, please complete and sign the following confirmation form. *The following form must be submitted to info@albertahcainfo.com.*

To: **Alberta Health Care Aide Directory**

I _____ (NAME OF SUPERVISOR), confirm that:

- i. A _____ (curriculum year – i.e. 2013 or 2019) CAPs (Competency Assessment Profile Tool) has been completed for _____ (NAME OF EMPLOYEE), on _____ (DATE: YYYY-MM-DD) and;
- ii. The following applicant _____ (NAME OF EMPLOYEE), is no longer required to be Deemed Competent – In Progress on the Alberta HCA Directory.

Supervisor signature:

Date:

If the applicant (employee) is currently approved as Deemed Competent – In progress on the Directory you are not required to complete Section B.

Section B

Directory Portal Verification

In addition to the above, applicants are required to complete and submit an application to the Directory indicating their immediate Alberta Supervisor. Supervisors are required to log in to their Director portal to verify their HCAs application in the Directory system. To request access: [Employer Access to the Directory](#).

I _____ (NAME OF SUPERVISOR), confirm that

I have verified _____ (NAME OF EMPLOYEE), application form through the Directory system; confirming the information stated above in the Directory system.

Supervisor signature:

Date:

Additional resources and information can be found on the Alberta HCA Directory website.