

Substantial Equivalence (SE) Assessment for Out of Province/ Internationally Educated Applicants

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Step 1: Enrollment

Enrol on the Alberta Health Care Aide (HCA) Directory and complete the personal and education information sections of the application form.

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Step 3: Transcripts

Complete **all three (3)** of the following **requirements**:

- 1. Official Academic Transcript requirement:** Contact your post-secondary institution (school) to request they email or mail your official academic transcript to the HCA Directory.
- 2. Curriculum or Specific Learning outcome requirement:** Contact your post-secondary institution (school) to request they email or mail your curriculum or specific learning outcomes to the HCA Directory.
Curriculum must be from the year of your program.
- 3. Proof of English Language Proficiency (ELP) requirement:** Provide evidence of English Language Proficiency as outlined in the Substantial Equivalence Assessment policies. [See policy 2.4.](#)

Alberta HCA Directory Assessment Contact:



Email: assessment@albertahcadirectory.com

Mailing address: St. Albert Trail Place
13163 146 Street
Edmonton, Alberta T5L 4S8 Canada



Step 4: Confirmation

Confirm that you have successfully completed all 3 requirements listed in Step 3.

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Step 5: Assessment

Once all documentation is received, the assessment process will take approximately 12 weeks.

See the [assessment information webpage](#).



Step 6: Approved Applications

Once your assessment is complete you will receive a decision letter with next steps.

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Substantial Equivalence (SE) Assessment FAQs



Q: Are SE Assessment applicants eligible to work while their assessment is ongoing?

Yes, if you are a SE Assessment applicant and you have completed the following:

- Submitted a complete application to the Directory for substantial equivalence
- Paid the Assessment fee in full

Then, you are eligible to work as a Health Care Aide (HCA) while your assessment is being completed until June 30, 2022.

See the [assessment information webpage](#) for more information.



Q: Will registration or enrolment on other Health Care Aide registries be considered by the Alberta HCA Directory?

No, any individual seeking to work as a HCA in Alberta must successfully complete the SE Assessment and comply with all requirements.

See the [assessment requirements webpage](#) for more information.



Q: How long does the assessment process take?

The SE Assessment takes approximately 12 weeks to complete. The assessment will not begin until all the steps listed above have been successfully fulfilled.



Q: Are Canadian applicants required to provide proof of English Language Proficiency (ELP)?

Yes, all applicants regardless of citizenship are required to provide proof of English Language Proficiency (ELP). See [policy 2.4](#) of the Substantial Equivalence Assessment policies.



Q: Is the Duolingo English Test an acceptable form of evidence for English Language Proficiency?

Yes, the Directory will accept Duolingo English Test scores that meet the minimum score of 95. The Duolingo English Test is a virtual alternative that is available to all applicants. We are not affiliated with Duolingo. For more information please visit: <https://englishtest.duolingo.com/>



Q: Is the BC registry transferable to Alberta?

No, BC Registry information is not transferrable to Alberta. Applicants who are registered on the BC Care Aide & Community Health Worker Registry must submit a new application for consideration on the Alberta HCA Directory. All BC applicants must successfully complete the SE Assessment to be eligible to work as a HCA in Alberta.



Q: Is the assessment fee refundable?

Applicants are eligible for a refund of the SE Assessment fee less an administration fee prior to the completion of the assessment.

Applicants must request a refund by email at assessment@albertahcadirectory.com.

All refunds will be issued to the original method of payment within five (5) to seven (7) business days of processing.