Registration Requirements

Effective: May 28, 2026

INTRODUCTION

The College of Licensed Practical Nurses and Health Care Aides of Alberta (CLHA) has the **authority** under the *Health Professions Act* (HPA) to carry out its activities and **govern** Health Care Aides (HCAs)[*] in a manner that protects and serves the public interest.

This policy describes the application **requirements** for **registration** in the *Licensed Practical Nurses and Health Care Aides Profession Regulation* (LPNs and HCAs Profession **Regulation**)[†]. There are three register categories that entitle an individual to practice as an HCA in Alberta: the **general register**, **provisional register**, and **courtesy register**.

Some requirements apply to all **applicant**s, and others apply only to certain registers, which are outlined below.

Terms found in the definition section are **bolded** where they appear for the first time in this document.

PURPOSE

The purpose of this policy is to detail the requirements for registration for HCAs, and includes information about the general register, provisional register, and courtesy register for applicants.

POLICY

This policy will allow applicants to find the information that they need to demonstrate they meet the requirements for registration. Requirements for registration are outlined in the LPN and HCA Profession Regulation.

REGISTRATION REQUIREMENTS FOR ALL APPLICANTS

Document Submission

All documents must be submitted in English. If documents require translation, this is at the applicant's cost. The CLHA may request additional documents if there is not enough information to make a registration decision (e.g., resume, verification of employment form,

[*] In this document, "HCA(s)" has the same meaning as "regulated member" in the *Health Professions Act*.

[†] This policy does not apply to any HCA enrolled in the Directory who is subject to the transitional provisions in the *LPNs and HCAs Profession Regulation*.

curriculum, etc.). If the applicant is unable to obtain specific documents required for registration, please contact the CLHA Registration Department to discuss your individual circumstances.

To be considered for registration, the applicant must:

1. Submit the appropriate registration form and fee for the register (general, provisional, or courtesy) for which they are making an application.
2. Submit two forms of **valid** (not expired) government issued identification (ID), which may include:

    - birth certificate,
    - passport and/or NEXUS card,
    - Canadian driver's license,
    - Canadian citizenship card or certificate,
    - provincial ID,
    - Government of Canada travel document,
    - permanent resident card,
    - treaty status card,
    - Canadian immigration visa,
    - Correctional Services Canada card,
    - employee ID for child and family service authority card,
    - firearms card,
    - Canadian Forces ID, or
    - corrections officer ID.

    Unacceptable IDs include:

    - Social insurance card,
    - Virtual IDs,
    - Alberta health care card, or
    - non-government-issued ID documents.

Note: A valid ID is required if an applicant or an HCA requests their name to be changed on the register.

3. Submit verification of registration from all health professional **regulatory bodies** the applicant has been or is currently registered with.
4. Provide proof of professional **liability insurance** that meets the requirements outlined in the CLHA's *Bylaws*. The insurance policy is required to:

    - specifically identify the profession, i.e., HCA, to whom the policy applies;
    - include coverage for errors and omissions (general malpractice), with a liability limit of at least $2,000,000 per time used and $5,000,000 annual total use;

- include coverage for disciplinary expenses with a liability limit of at least $50,000 per occurrence and **annual aggregate**;
- insure the HCA personally, not through an employer; and
- insure the HCA until at least the end of the registration period that the HCA has most recently applied for.

Note: The CLHA has a preferred insurance provider, or applicants can use their own insurance provider, so long as the coverage requirements have been evaluated and deemed satisfactory by the CLHA under the bylaw requirements. A link to CLHA's preferred insurance provider, which meets these requirements, is available on the application form.

5. Provide **evidence** of having **good character and reputation** by submitting a criminal record check and by declaring good character and reputation on the application form. A link to obtain the appropriate criminal record check is available in the application.

   Part of declaring good character and reputation requires the applicant to note:

   - any ongoing investigation or **proceeding** by another regulatory body;
   - any discipline by another regulatory body;
   - any current charges for a **criminal offence**; and
   - whether they were convicted of a criminal offence for which a **record suspension** (previously referred to as a **pardon)** has not been granted.

   The applicant must provide any additional information requested by the Registrar or delegate. The information required may include:

   - a record of the hearing or decision at which the applicant's registration and practice permit were cancelled, revoked, suspended, or denied;
   - evidence that any conditions applied at the time of cancellation have been met; and
   - evidence that the applicant is not a threat to public safety.

6. Provide evidence of fitness to practice as an HCA by submitting a declaration on the application form.[‡]

7. Successfully complete the *Protecting Patients from Sexual Abuse and Misconduct* module available on the CLHA website.

8. Successfully complete the CLHA's *Understanding HCA Professional Regulation* module.

9. Meet the English language requirements, as described in the CLHA's *Meeting the English Language Requirements* policy.

[‡] Please see the additional considerations section (page 9) for more detail on criminal record checks and fitness to practice.

10. Meet any additional requirements for the specific register in which they are applying (detailed below).

Applicants must complete the application truthfully. False statements may lead to the Registrar or designate refusing registration. If false statements are found after registration, disciplinary action may be taken.

Applications and related documents stay active for six months. If documents provided are older than six months (except for valid ID), you may be required to provide updated documents.

If an applicant is currently registered as an HCA in another jurisdiction deemed by the CLHA to be substantially equivalent, it is the applicant's responsibility to ensure information from the regulatory body comes directly to the Registrar or delegate. The Registrar or delegate will review the application for registration and consider the facts and findings to assess whether it can be approved, deferred, or refused.

Applicants Seeking Registration Based on Substantial Equivalence

The CLHA will evaluate an applicant for registration based on the requirements set out in the LPN and HCA Profession Regulation.

Applicants who do not meet the standard education and exam requirements for HCAs in Alberta or are not currently registered in a jurisdiction recognized by Council as having substantially equivalent competence requirements (British Columbia, Ontario, Nova Scotia) may still be eligible for registration based on substantial equivalence.

When assessing for substantial equivalence, the CLHA will evaluate evidence of an applicant's qualifications, education, and experience and determine if they meet the requirements to be on the general or provisional registers.

CLHA Requirements

If an applicant is requesting an evaluation of:

1. Their education, they must provide evidence of completion of an HCA program outside of Alberta or other formal education that would be deemed substantially equivalent to the entry-level competencies expected of an HCA. Evidence may be provided through verification of course completion from schools, an Education Credential Assessment, or a National Nursing Assessment Service (NNAS) Report.

   There are multiple options for obtaining an Education Credential Assessment. The CLHA will accept:

   - basic education credential assessments from the organizations designated by Immigration, Refugees, and Citizenship Canada;

- an enhanced report from the education credential assessment service used to provide the basic report may be required; and
- applicants using an NNAS report must provide the CLHA with their NNAS ID and their NNAS Application ID specific to the CLHA.

2. Their current or previous registration as a health care professional, they must submit a verification of registration from all regulatory bodies for which the applicant is currently or formerly registered as a healthcare provider.
3. Their experience of working as an HCA or similar profession they must provide evidence of current practice within four years.
    - Evidence may include job descriptions, letters from employers about their role and scope, or anything else the Registrar or delegate deems necessary.

General Registration Applicants

The general register is for HCAs who have the required education and have completed exams for registration in Alberta, have been deemed substantially equivalent, come from an equivalent jurisdiction (British Columbia, Ontario, Nova Scotia), or are applying for reinstatement on the general register.

The CLHA provides general registration to an applicant who has met the requirements set out in the LPN and HCA Profession Regulation.

Labour Mobility Applicants

To apply as a labour mobility applicant on the general register, an individual must be registered and provide proof of registration as a Personal Support Worker in Ontario, a Continuing Care Assistant in Nova Scotia, or a Health Care Assistant in British Columbia.

Reinstatement Applicants

To apply as a reinstatement applicant on the general register, an individual must have previously been registered as an HCA with the CLHA.

Provisional Registration Applicants

The provisional register is a register for the temporary registration of a person who may have fulfilled the regulatory education requirements by completing an approved education program, or whose qualifications have been determined by the Registrar or delegate to be substantially equivalent. This register can be used for a maximum of one year.

An applicant who has fulfilled the registration requirements of the LPN and HCA Profession Regulation but has not successfully passed a registration examination approved by the Council may be registered on the provisional register and must practice under supervision.

A provisional applicant may be an Alberta new graduate or an applicant with education outside of Alberta who is not regulated as a Health Care Aide.

Alberta New Graduate Applicants

To be considered for registration on the provisional register, the applicant, in addition to the requirements for all applicants, must:

1. be certified as an HCA from a program approved by the Council and provide evidence of course completion as confirmed by the post-secondary institution.
2. have passed the HCA certificate program within four years of the time of application; and
3. submit a verification of registration from all health professional regulatory bodies for which the applicant is currently or formerly registered.

Provisional HCAs will have their registration and practice permit cancelled if they do not pass the Alberta HCA Registration Exam after three attempts, or their permit has expired (a one-year time frame from the date of issue), whichever comes first.

Courtesy Registration Applicants

The courtesy register is for temporary registration for a regulated HCA from another Canadian jurisdiction recognized by the CLHA as being equivalent (British Columbia, Nova Scotia, Ontario) to work in Alberta for a specified reason.

The CLHA provides courtesy registration to an applicant who requires registration in Alberta on a temporary basis for a specified purpose that is approved by the Registrar, satisfies the Registrar of having the competence to provide the services related to the specified purpose, and has met the requirements set out in the LPN and HCA Profession Regulation. To be considered for registration on the courtesy register, the applicant must, in addition to the requirements for all applicants:

1. remain registered in their **home jurisdiction** (British Columbia, Nova Scotia, Ontario) while being registered on the CLHA's courtesy register.
2. be registered on the courtesy register for three months or less, as specified by the Registrar.

Please note that HCAs on the courtesy register are not required to participate in the CLHA Continuing Competence Program.

In emergency circumstances, good standing may be confirmed through alternative means while awaiting official verification, as determined by the Registrar.

Additional Considerations

Criminal Record

Having a criminal record does not automatically disqualify the applicant from consideration.

- If the applicant has a criminal record check that is considered valid (is less than six months old at the time the application is complete), the CLHA may accept the original criminal record check via mail.
- If the applicant is not yet residing in Canada, they may get a criminal record check from the location where they are living.
- For HCAs transitioned to one of the registers, a declaration of good character and reputation prior to the first renewal is sufficient however submission of a criminal record check will be required at the second renewal.

Fitness to Practice

Being fit to practice requires having the physical, mental, and emotional health to provide safe, **competent**, and **ethical** care.

If fitness to practice issues are identified, the application will be referred to the Registrar or delegate. A declaration of a fitness to practice issue does not automatically disqualify the applicant from being eligible for registration. The Registrar will consider the circumstances and make a determination.

The CLHA requires all applicants to declare any physical or mental condition or disorder that may impair their ability to provide safe, competent, and ethical care. These conditions may include mental illness, physical illness, substance abuse, and addiction.

For more information about fitness to practice, please refer to the *Professional Responsibility and Accountability* policy.

CONCLUSION

This policy outlines the declarations and registration requirements for all registration categories. Applicants must ensure that they fulfill all necessary requirements for the appropriate registration category in their application.

Documents are updated frequently. For the most current version and access to related documents and resources, please visit the Knowledge Hub on clha.com.

If after reading this document you have questions, please contact the CLHA's Registration Department at hcaregistration@clha.com, 780-484-8886 or 1-800-661-5877 (toll free in Alberta).

DEFINITIONS

Actively engaged: an HCA is considered actively engaged when they have provided a minimum number of practice or service hours within a defined period of time (e.g., 1,000 hours over four years).

Annual aggregate: the maximum total amount an insurance company will pay for all covered claims combined during a single policy period, which is typically one year.

Applicant: a person who submits an application to become registered as an HCA.

Authority: refers to the power or right to give orders, make decisions, and enforce obedience. It can also mean the appropriate person to give orders or make decisions.

Courtesy register: a register for temporary registration for a regulated HCA from another province to work in Alberta for a specified reason.

Competent: the ability to apply the knowledge, skills, behaviours, judgments, and personal attributes required to practice safely and ethically. Personal attributes include attitudes, values, and beliefs.

Criminal offence: an action prohibited by the *Criminal Code* or another law of Canada that establishes the action as punishable by the law as a criminal offence or a serious service offence.

Ethical: the principle of something being right or wrong.

Evidence: facts, information, documents, etc. that give reason to believe that something is true.

Fitness to Practice: having the physical, mental, and emotional health required to provide safe, competent, and ethical client care.

General Register: a register category for applicants who meet the standard eligibility requirements to practice as an HCA independently or who are eligible for registration as a result of being registered in another Canadian jurisdiction or after being assessed as having substantially equivalent competence.

Good Character and Reputation: a requirement that HCAs demonstrate integrity, honesty, and professionalism. Criminal charges, convictions, or other concerns may contribute to the character.

Govern: to lead, control, or manage an organization or group, often by creating rules and making decisions that guide their actions.

Home jurisdiction: the jurisdiction in which the HCA has a practice permit and in which they practice for most of their time (British Columbia, Ontario, or Nova Scotia).

Liability insurance: a type of insurance coverage for individuals who provide professional services that help protect the professional from claims resulting from errors, mistakes, or negligence in the delivery of professional services.

Pardon: an order made by the National Parole Board to pardon a person convicted of a criminal offence under the *Criminal Records* Act, RSC 1985, c. C-47, in force previous to 2012.

Proceeding: events or activities involving a formal or informal procedure undertaken by a professional regulatory body to address a complaint or concern about an applicant's conduct or fitness to practice.

Provisional register: a register for temporary registration of a person who has the prerequisite education but has not completed exams for full registration as an HCA in Alberta. This register includes individuals who are currently Alberta nursing students applying to work as an HCA while completing their nursing education.

Record suspension: means an order made by the Parole Board of Canada (or a similar entity if from another jurisdiction) to suspend a person's criminal record under the *Criminal Record Records Act,* RSC 1985, c. C-47.

Registration: when a regulatory college approves an applicant to use a specific title, like Health Care Aide, and work in a certain profession.

Regulation: is the process of setting rules and standards, monitoring compliance, and taking action when those rules or standards are not followed. For a regulatory college like CLHA this means protecting the public and ensuring safe delivery of care by LPNs or HCAs.

Regulatory bodies: organizations responsible for ensuring that a group of people follow the laws or rules for managing a particular activity or process.

Reinstatement: means allowing someone to work again after their permission to practice was previously taken away. Their practice permit becomes active again, and they are authorized to once again practice.

Requirements: something that is needed.

Suspension: means a healthcare provider is temporarily not authorized to practice. This happens when their practice permit is inactive, often due to concerns about conduct, competence, meeting regulatory requirements, etc.

Valid: legally or officially acceptable.