

BC CARE AIDE & COMMUNITY HEALTH WORKER REGISTRY

Expedited Registration Pathway for Qualified Canadian Out of Province Health Care Assistants (HCAs) Canadian HCA Applicant Question and Answer

Background: This Question and Answer (Q & A) document has been developed to support HCA applicants in applying for registration with the BC Care Aide & Community Health Worker Registry (the Registry). In BC, the term HCA is used to describe a variety of workers including community health workers, resident care aides, home support workers, nurse aides, and personal support workers.¹

Effective January 15, 2020, there are **two pathways to registration** for Graduates of HCA Education Programs in Canada:

1. Expedited Registration Pathway (also referred to as the new pathway)
2. HCA Competency Assessment Pathway (Nursing Community Assessment Service (NCAS) referral required)

The new Expedited Registration Pathway option is **only** available for qualified Canadian HCAs/equivalent workers who trained within Canada, but outside of BC, and are able to meet Registry requirements.

There are a number of unique definitions that are **underlined**, therefore it may be helpful to first review Appendix A, prior to reviewing the Q and A.

BC CARE AIDE & COMMUNITY HEALTH WORKER REGISTRY (REGISTRY) REQUIREMENTS

1. How do I know if I am eligible for the new **Expedited Registration Pathway**?

You may be eligible if you meet one of the category descriptions below:

Category 1: For applicants who, in addition to submitting a transcript (credential) from an approved Canadian HCA education program, (see question 2 for a definition) can provide **proof of recent HCA work experience** (1125 practice hours in the last 3 years or 450 practice hours in the last year) in a Canadian province or territory, and obtain a satisfactory **HCA Nurse Manager Competency Reference Form**. This competency reference form must be completed by an individual (clinical nurse supervisor/manager) who has supervised the applicant's performance in the past three years (a satisfactory competency reference must indicate that **you have met** all required competencies).

OR

Category 2: For applicants who graduated from an approved Canadian HCA education program in the last two years, with no HCA/equivalent practice hours and do not meet the practice hour requirement to qualify for Category 1), and can obtain a satisfactory **HCA Clinical Instructor Competency Reference Form** from their clinical nurse instructor (nurse who supervised and evaluated them during clinical practice). A satisfactory competency reference must indicate that **you have met** all required competencies.

For further information on all of the requirements for the new pathway please [click here](#).

¹ Examples of HCA Names in other Canadian provinces and territories: Health Care Aide (Alberta and Manitoba), Continuing Care Assistant (Saskatchewan), Personal Support Worker (Ontario, New Brunswick and Northwest Territories), Home and Continuing Care Worker (Nunavut), Continuing Care Assistant (Nova Scotia), Resident Care Worker (PEI), Home Support Worker / Personal Care Attendant (Newfoundland & Labrador)

2. What is an approved Canadian HCA education program?

Definition of an approved Canadian (non BC) HCA (equivalent) Education Program: Qualified Canadian HCAs must have graduated from a Canadian HCA education program (or equivalent) in good standing with that province's Ministry of Advanced Education or equivalent and that is recognized by the Ministry/Registry to be substantially equivalent in meeting BC's HCA education program standards.

3. I have already put in an application under the previous requirements for "Graduate of an HCA program in Canada (or HCA equivalent)". Should I reapply for the new pathway?

No, if you already applied and have an existing Registry account **DO NOT RE-APPLY**. Instead, you can send a message within your existing Registry account and attach a current, chronological format resume. You can also email your resume to info@cachwr.bc.ca and explain you already have an active application. Please **DO NOT RE-APPLY** because it will create a duplicate account and may delay your application.

OTHER REQUIREMENTS: RESUME AND COMPETENCY REFERENCE FORMS

4. How many years back do I need to list on my resume?

Your resume needs to be in reverse chronological format (starting with your most recent employer) and should list **all** relevant health care education and HCA work experience. Please list your most recent HCA or equivalent position first and then list previous positions. Be sure to include as much information as possible for each health care position including dates of employment, position title, employer's name and location. List your duties under each position. Provide your educational institution name, graduation date and location of your program. You will need to provide a formal transcript or credential, as well with your application.

5. I am a recent graduate of an HCA Education Program in another Canadian province and I think I would meet category 2 requirements (See question #1). My clinical instructor has informed me that s/he cannot provide a reference. What should I do?

It may be that your educational institution policy does not allow a competency reference letter to be completed by your former clinical instructor. If you are not able to get a competency reference, please contact the Registry at info@cachwr.bc.ca.

6. I think I meet category 1 requirements (see question #1), as I have enough practice hours, but I was not supervised by a nurse?

If you are not able to get a competency reference from a nurse who supervised you, please contact the Registry at info@cachwr.bc.ca.

STANDARDIZED ORIENTATION PROGRAM AND OTHER EMPLOYMENT REQUIREMENTS

7. The Registry website states that if approved for the new pathway, I must find a job with a Participating Employer to complete the pathway requirements i.e. a standardized orientation program and the Introduction to Practice course.

a. Who are Participating Employers?

Participating Employers are BC health employers who receive public funding and who confirm to the Registry they will participate in the expedited registration pathway. They affirm that they will hire qualified Canadian HCAs (these are HCAs the Registry has approved for the new pathway) and will provide a standardized HCA orientation meeting Ministry of Health requirements.

b. How can I find / contact a Participating Employer?

Once you receive your Letter of Eligibility, you can use the information provided on the Participating Employers List listed [here](#). Depending on the Participating Employer's process, you may apply directly for a HCA job posting on their application page or you may need to email or phone the Participating Employer to start the process.

You **must** tell the Participating Employer that you are an approved Expedited Registration Pathway applicant i.e. Qualified Canadian HCA and provide them with a copy of your Letter of Eligibility. It is your responsibility to meet all employment requirements. This includes completing a standardized orientation program, which will be provided by your Participating Employer, and an Introduction to Practice course within six months of your hire date.

c. What happens if I can't find a Participating Employer to hire me?

As an applicant you need to consider the best pathway before you apply to the Registry. It is possible that the new expedited registration pathway may limit your employment options depending on the number of Participating Employers in your city/area.

Alternatively, applicants can choose the NCAS competency assessment pathway, which has no employment restrictions once an applicant becomes registered.

NEW EXPEDITED REGISTRATION PATHWAY PROCESS AND KEY TIMINGS

8. How do I apply for the new Expedited Registration Pathway?

Please go directly to the application requirements page:

<https://www.cachwr.bc.ca/Application/HCA-Equivalent-Graduate-Expedited-Pathway.aspx>

9. How long does it take before the Registry will let me know if I am eligible for the new Expedited Registration Pathway?

After submitting your completed online application including all of your required documentation and reference forms, the Registry will review your application. The Registry will contact you within 5-10 business days to let

you know if you are a qualified Canadian HCA applicant and provide you with a Letter of Eligibility. (You will be contacted using the online Registry account).

10. Is there an expiry date for the Letter of Eligibility?

The expedited pathway Letter of Eligibility expires within 6 months of issue. If your letter has or is about to expire, please contact the Registry at info@cachwr.bc.ca.

11. Once I know I am eligible for the pathway (i.e., I have the Letter of Eligibility), does this mean I am registered and can work?

No, you must follow the expedited pathway process with a Participating Employer. Click [here](#) to see Step 4 of the Process Map for more information.

12. How long is the process for the new pathway?

The length of the process will vary. It depends on how long it takes to collect all of the necessary documentation/forms from both you and your previous employer. It will also depend on how long it takes for **you** to get hired and complete the standardized orientation program with a participating employer.

13. Does the new pathway apply to international applicants?

No, the new pathway only applies to Canadian trained out-of-province HCA applicants who have received their HCA (or equivalent program) education in Canada (outside of BC). The Registry only recognizes HCA or equivalent education programs that are in good standing with the Ministry of Advanced Education or equivalent in the originating Canadian province/territory and are substantially equivalent to BC HCA education programs.

14. Do I have to pay for the HCA Introduction to Practice course?

Given this is a requirement for employment, participating employers will cover the course costs. You should have a conversation with your employer before registering for the course. This course is to be completed within 6 months of your hire with the Participating Employer.

Appendix A – DEFINITIONS

Qualified Canadian (Out of Province) HCAs: Health Care Assistants (or equivalent workers) that meet the Registry’s credential requirements for the expedited registration pathway will be approved by the Registry to access the expedited registration pathway.

Expedited Registration Pathway: A process for qualified Canadian HCAs to access and meet BC’s expedited registration pathway requirements, and become a registered HCA in BC.

Expedited Registration Pathway Qualification Requirements: The registration requirements set by the Registry and approved by the Ministry of Health for qualified Canadian HCA applicants to access the expedited pathway.

Letter of Eligibility: This is a Registry letter provided to qualified Canadian HCA applicants that confirms they are approved by the Registry for the expedited pathway. The HCA **applicant** must provide this letter as a first step in the employment application process to any **participating** publicly funded employer.

Nursing Community Assessment Service (NCAS): NCAS provides a three-part competency assessment for internationally-educated health practitioners (IEPs) — including health care assistants, licensed practical nurses, registered nurses, and psychiatric nurses — who hope to practice in British Columbia. NCAS also assesses health care professionals returning to practice, and health care assistants trained in other jurisdictions. NCAS uses a Computer-based Assessment (CBA), a Simulation Lab Assessment (SLA), and an Oral Assessment (OA) to assess the extent to which applicants demonstrate the skills and competencies required for practice. More information is available about NCAS at <https://www.ncasbc.ca>

Nursing Community Assessment Service Registration Pathway: HCAs that do not qualify for (or choose to not access) the expedited registration pathway can become registered after they complete the NCAS assessment process, and any required remedial education.

Publicly Available Access: Participating employers implementing the policy are publicly identified to enable qualified Canadian HCAs to locate these employers.

Participating Employers: These BC employers confirm to the Registry they will participate in the policy and that they have in place a standardized orientation program that meets the mandatory requirements of the policy.

Standardized Orientation Program: A formalized orientation program delivered by Participating Employers accessing the pathway that ensures qualified Canadian HCA employee(s) meet the minimum competency standards substantially equivalent to an HCA graduate from a BC recognized HCA education program. The standardized orientation program must meet the content and practice requirements, as per the Ministry of Health’s supportive policy directive.

Verification: The Registry process BC participating employers use to confirm the qualified Canadian HCA employee has completed a standardized orientation program in accordance with the Ministry of Health’s policy.