Columbia College
Prior Learning Assessment and Recognition (PLAR)
Process for Health Care Aide (HCA)

Policy Statement

Columbia College recognizes the value of prior learning and experience in health care. The PLAR process provides an opportunity for eligible candidates to receive credit for prior learning and experience toward the Health Care Aide (HCA) program. This document outlines the steps to complete the PLAR process effectively.

Eligibility Requirements

To be eligible for the PLAR process, candidates must provide:

- Transcripts and course outlines from previous educational institutions.

- Proof of English Language Proficiency as per HCA program admission requirements.

- A current resume detailing work experience (600+ hours as a Health Care Aide or related position within the past three years) and supporting education certificates (e.g., CPR, First Aid).

- Proof of work experience, including job descriptions.

- Current Police Security Clearance.

- Current CPR certification.

- Immunization records, including Tetanus, Hepatitis B, Tuberculosis, Varicella, Rubella, Seasonal Influenza, and COVID-19.

Procedure

1. **Application and Admission**

   o Apply to and be accepted into the Health Care Aide Program at Columbia College.

2. **Read the PLAR Student Guide and Self-Audit**

   o Obtain and review the [Health Care Aide Provincial Program Prior Learning Assessment and Recognition (PLAR) Student Guide](#).

   o Complete a Portfolio submission for each course that you are applying for review for credit through the PLAR process to evaluate your prior learning and experience. Information on how to complete your portfolios can be found in the Appendix of the student guide. Students should use the portfolio templates provided in the [student guide](#).

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3. **Submission and Appointment Scheduling**

   o Submit the completed Self-Audit form to the HCA program area.

   o Schedule an appointment with a PLAR advisor.

4. **Advisor Meeting and Personalized Plan**

   o Meet with the PLAR advisor to review your Self-Audit.

   o Collaborate with the advisor to develop a personalized PLAR plan. The plan may include:

     ▪ Transfer credit evaluation.

     ▪ Portfolio development.

     ▪ Challenge courses.

5. **Complete PLAR Requirements**

   o Follow your personalized plan to complete the required components.

   o Notify the program upon successful completion of the PLAR requirements.

6. **Scheduling Outstanding Courses**

   o Receive a schedule for any remaining courses and mandatory clinical hours (minimum of 240 hours).

   o Complete all coursework and clinical requirements.

7. **Certification Exam**

   o Register for and write the HCA Certification Exam.

Notes

- The PLAR process is phased into three stages: PLAR (Phase 1), Full Coursework (Phase 2), and Certification Exam (Phase 3).

- All prerequisite documentation must be submitted and verified before proceeding with PLAR.

- For further details, contact the HCA program office at Columbia College.

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│  Apply to and be Accepted to the  Health Care   │
│                Aid Program                       │
└─────────────────────────────────────────────────┘
                       ↓
┌─────────────────────────────────────────────────┐
│  Read the PLAR Student Guide and Create Course   │
│                Portfolio(s)                      │
└─────────────────────────────────────────────────┘
                       ↓
┌─────────────────────────────────────────────────┐
│  Submit Course Portfolio(s) to the program area  │
│  and make an appointment to speak with a PLAR    │
│                advisor                           │
└─────────────────────────────────────────────────┘
                       ↓                              PHASE 1: PLAR
┌─────────────────────────────────────────────────┐
│  Meet with the PLAR advisor to review your       │
│  portfolio(s) and create a personlized PLAR plan │
└─────────────────────────────────────────────────┘
                       ↓
┌─────────────────────────────────────────────────┐
│  Follow your personalized learning plan          │
│  (Transfer Credit, Portfolio, Challenge Courses) │
└─────────────────────────────────────────────────┘
                       ↓
┌─────────────────────────────────────────────────┐
│  Complete obtaining credits through PLAR and     │
│  notify program  of completion                   │
└─────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────┐
│  Recieve schedule with outstanding courses       │
└─────────────────────────────────────────────────┘
                       ↓                              PHASE 2: Full
┌─────────────────────────────────────────────────┐   Coursing
│  Complete outstanding courses and clinical       │
│  (mandatory 240 hours)                           │
└─────────────────────────────────────────────────┘
                       ↓                              PHASE 3:
┌─────────────────────────────────────────────────┐   Certification
│  Write Certification Exam                        │   Exam
└─────────────────────────────────────────────────┘
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