REINSTATEMENT OF CCA CERTIFICATION EXAM CANDIDACY

Student ID: _____
Assessor: _____
RN Validation: _____
Eligible Exams: _____
Approval Date: _____

CCA graduates[1] whose exam candidacy[2] status has expired may be eligible for reinstatement of candidacy through an assessment process. Successful completion of this process reinstates exam candidacy for the current curriculum exam.

Reinstatement allows the exam candidate access to write the balance of his/her eligible CCA Certification Exam sittings (exam writing opportunities not accessed) within 12 months of approval.

CONTACT INFORMATION

First Name:	Middle Initial:	Last Name:	Title:
Email Address:		Birth date: (DD/MM/YYYY)	
Street address:		Home phone no.:	Alternate phone no.:
Box:	City:	Province:	Postal Code:
Occupation:	Employer:		

PREREQUISITES – PLEASE INCLUDE WITH APPLICATION

- ☐ Letter(s) of reference from employer(s) documenting currency of skills
- ☐ Copy of your current (within past 6 months) Canada wide **Clear** Criminal Record Check
- ☐ NS CCA Program Diploma of Graduation
- ☐ Not have written CCA Certification Exam 3 times (this will be validated by CCA Program)

ASSESSMENT PROCESS

Once registered for the process you will be required to submit:

- ☐ Official NS CCA Program transcript and course outlines
- ☐ Submit a Day in the Life essay outlining experience/knowledge (guidelines provided on registration)
- ☐ Complete an RPL CAT in an approved setting (all skills signed off as competent)
- ☐ Submit a job description from a current/recent employer
- ☐ Submit copies of the 6 external certificates (current) (ADODCC, WHMIS, OH&S, Food Hygiene, Standard First Aid and CPR L-C, and Palliative Care Front Line Course)

POLICIES: INITIAL EACH TO INDICATE YOU HAVE READ AND UNDERSTOOD EACH POLICY STATEMENT

- ☐ Process takes a maximum of three months to complete. (No extensions granted)
- ☐ Your information will be shared with the CCA Program, contracted assessor(s), and HANS.
- ☐ Your assessment information will be kept on file for 12 months after reinstatement of exam candidacy.
- ☐ CCAPAC reserves the right to validate evidence submitted as a part of the registration and assessment process.
- ☐ If there are learning gaps for current CCA requirements, you will be required to complete these gaps (through RPL Program- Phase II or through a NS CCA licensed education provider; fees to be determined by education provider) prior to being eligible for the exam.
- ☐ If there are no learning gaps for current CCA requirements, you will receive reinstatement of exam candidacy and will be invited to register for the exam.
- ☐ Eligible exam candidate has 12 months from reinstatement date to write balance of eligible exam sittings (maximum of 3 exam writings)

RPL METHOD PAYMENT

Payment Method - If paying by cheque/money order, please make payable to "**Health Association Nova Scotia**".

- Assessment Fee ($350.00+hst) = $402.50 (Fee includes one exam rewrite)
- Method of Payment (circle): ◉ Cheque or Money Order ○ VISA ○ MasterCard

Credit Card Information

Card Number | | | | | - | | | | - | | | | | - | | | | | Expiration | | | - | | |
M M Y Y

Total to be charged:$ _____ Signature: _____ Date: _____

By providing your credit card information, you are giving consent to the CCA Program to use your credit card for the CCA Program Reinstatement of Exam Candidacy Process payment only. **Your credit card information will not be kept on file for reuse**, only for payment verification.

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[1] CCA Graduate: Has successfully completed the program through a NS CCA licensed education provider.
2 Exam candidacy: The time frame in which a graduate from a licensed education provider is eligible to write the CCA Certification Exam. The time frame is 12 months from the first available exam after graduation.

Return completed application form and payment to the CCA Administration:

ccaprogram@healthassociation.ns.ca
2 Dartmouth Road, Bedford, NS B4A 2K7

Telephone: 1-866-265-9900