

(Employed Student Tutored Education Program) - Online Distance Delivery 2025-2026

PROGRAM LENGTH: Students have a maximum of 1 year to complete the program. An extension of up to 1 month may be granted with permission. If the time to complete the program extends beyond 13 months, the student must reapply and meet any new program completion requirements.

BRIEF DESCRIPTION: If you are a non-certified Health Care Aide seeking certification, Northern Lakes College's Health Care Aide eStep Program is for you. The Employed Student Tutored Education Program (eStep) is an online, distance-delivered program designed to provide employed students with the support they require to gain certification as a Health Care Aide. There are four student intakes per year - October, December, February, and April. You can start the 1st day of any of these months as long as you are registered by the 10th day of the previous month. You will continue to gain work experience in the clinical setting, and that experience may be eligible for practicum credits. You will have one year to complete the program. On completing the required six theory courses, learners are required to write an HCA Provincial Exam to obtain a Government of Alberta Health Care Aide Certificate

PROGRAM OF STUDY:

HCAF1100	Health Care Aide Foundations One: HCA Roles & Responsibility (3)
HCAF1200	Health Care Aide Foundations II: Human Body, Health & Chronic Illness (3)
HCAF1300	Health Care Aide Foundations III: Communication & Documentation in the Health-Care Environment (4)
HCAF1400	Health Care Aide Foundations IV: Providing Person-Centered Care & Comfort (5)
HCAF1500	Health Care Aide Foundations V: Meeting Complex Care Needs (5)
HCAF1600	Health Care Aide Foundations VI: Special Activities for Clients with Various Health Conditions (5)
HCAP1100	Health Care Aide Clinical Placement I (3)
HCAP1200	Health Care Aide Clinical Placement II (5)
HCAP1300	Health Care Aide Clinical Placement III (3)
HCAC1000	Health Care Aide Comprehensive Provincial Exam

PROGRAM DELIVERY: This program offering uses a distance delivery model NLC online/anywhere. Students in this program use on the job training with the courses delivered online, supported by tutors and self-directed learning. Students have access to course materials, discussion forums, learning activities on Brightspace. Students may be required to attend face-to-face lab sessions, if the skills they need aren't available in their workplace setting. Costs associated with travel to attend onsite lab sessions are the student's responsibility. Participation and attendance to the lab sessions (if required) are mandatory for successful program completion. To learn more about Brightspace and to experience using it, check out this guide:

<https://www.northernlakescollege.ca/public/download/files/101449>

EMPLOYMENT OPPORTUNITIES: Graduates are able to work as important members of the health care team in acute care and continuing care settings. This would include long term care, home care and assisted living.

ADMISSION REQUIREMENTS:

Credit in English 20-2 (60%) or equivalent. Credit in Math 20 or equivalent is strongly recommended. If academic requirements are not met it will be necessary for students to complete an ACCUPLACER assessment.

English Language Proficiency (ELP)

Candidates where English is a Second Language (ESL) must meet the English Language Proficiency requirement.

Tests benchmarked at a CLB 7 for all 4 language skills (speaking, listening, reading and writing). Official results must be submitted directly to the PSI.

1. International English Language Testing System (IELTS) Academic: 6 (no section score below 5.5);
2. Test of English as a Foreign Language Internet Based Testing (TOEFL iBT): 71;
3. Canadian English Language Proficiency Index Program (CELPIP) General: 7 (with no section score below 6); and
4. Canadian Language Benchmarks/Milestones Test (7 in each strand, not an average of 7).

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Students must also pass the Provincial HCA examination.

COST ESTIMATES: **Note: All fees are subject to change.**

Tuition	Student Association	LRF	Technology	est. TOTAL
\$2610.00	\$486.00	\$280.00	\$432.00	\$3,808.00

PROGRAM OFFERING Location: Any location with high speed internet access.

OFFERING DATES:

October 6, 2025 - October 6, 2026
 December 1, 2025 - December 1, 2026
 February 2, 2026 - February 2, 2027
 April 6, 2026 - April 6, 2027
 June 1, 2026 – June 1, 2027

APPLICATION DEADLINES: Generally, students are required to apply the 10th day of the month, previous to the intakes in October, December, February, and April.

REGISTRATION DEADLINES: All registration forms (along with fee payment or sponsorship letters) must be received by our office by the 20th day of the month prior to start date.

APPLICATION PROCESS:

- **APPLICATION:** Complete and submit a Northern Lakes College application on the college website at www.northernlakescollege.ca follow: <https://www.northernlakescollege.ca/apply-now/program-applications> or through Apply Alberta (APAS).
- **TRANSCRIPTS:** Provide an official high school and/or post-secondary transcript. This must be forwarded directly to Northern Lakes College, Admissions Services, from the granting institution (there may be a charge for this). When transcripts are received at NLC, they are reviewed to determine if the academic requirements for admission to the program are met.
- **ACADEMIC SKILLS APPRAISAL:** If transcripts are not available or do not show the academic requirements, applicants may complete a skills appraisal test. The College uses ACCUPLACER for the English requirement. If testing is required, the applicant will be informed and arrangements must be made for writing the test. Although every effort will be made to set up the testing at a location and time most convenient for the applicant, it may be necessary to travel to a college campus for this.
- **ACCEPTANCE:** Applicants who meet the academic requirements and provide a letter of employment will be accepted and offered a space in the next available offering of the program. Applicants will receive a letter informing them of their acceptance status.
- **REGISTRATION:** Accepted applicants will be required to complete, sign, and return program enrollment forms to the admissions office at admissions@northernlakescollege.ca along with payment in full prior to the 20th day of the month prior to the program start date. Please submit all student documents to healthstudentdocs@northernlakescollege.ca.

CONTACT INFORMATION:

For any assistance, questions or concerns, the following college staff are available:

Program Coordinator:

Jennifer Boxshall 1-866-652-3456
 email: boxshallj@northernlakescollege.ca
 Questions about program content, employment opportunities for the program.

Other Inquiries:

Admissions Services 1-866-652-3456
 email: admissions@northernlakescollege.ca
 Including general inquiries about College services & programs; student housing, library, facilities