

Nicola Valley Institute of Technology

Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca Website: www.nvit.ca



Health Care Assistant Certificate - Admission and Information Package

Steps to Apply:

1. Apply to NVIT online using Education Planner BC
 - i. Visit: <https://apply.educationplannerbc.ca/>
 - ii. Create an Account
 - iii. Submit an Application
 - a. Program - Health Care Assistant Certificate
 - b. Location - MER (or HCAP if you are an approved Interior Health employee)
 - c. Term - Select Start Term
 - d. Full-Time Study
2. Submit Official High School or Post-Secondary Transcripts (*sent directly to NVIT from your school*)

Enclosed you will find the following documents:

- **Information Release Form** (Sign and Return Student Information Release for the HCA Registry (check "Admission Documents" - for audit purposes only), Interior Health and any other agency/institution/individual you wish to release information to (as soon as possible). Be sure to select the boxes to identify what information can be released.

Admission Requirements (must be sent to NVIT for full acceptance into program):

Applicants must provide evidence of meeting the following requirements prior to acceptance into the NVIT Health Care Assistant Program:

- **Proof of Grade 10 completion (or equivalent) or mature student status*.**
- **English Language Competency Requirements:**
 - Applicants with **three years of full-time instruction in English** (secondary or post-secondary, starting from Grade 8, in [an approved English-speaking country](#)) must provide proof of one of:
 - Completion of Grade 10 English or higher (minimum grade of C) via an official transcript.
 - Equivalent college-level Grade 10 English course or higher (minimum grade of C) via an official transcript.
 - ACCUPLACER Next Generation Test Results: Reading 230, Writing 230, Writeplacer 4.
 - Applicants who cannot provide **three years of full-time instruction in English** must provide proof of one of the following standardized test results (taken within the last two years). Official results must be shared with NVIT. Results received directly from applicants will not be accepted:
 - **IELTS Academic/General/Online:** Overall 6, minimum 6 in Speaking & Listening, no lower than 5.5 in Reading & Writing.
 - **TOEFL iBT:** Overall 4, minimum 4 in Speaking & Listening, minimum 3.5 in Reading & Writing.
 - English Language Declaration Form (below).

*For admission purposes, a mature student is 19 years of age or older, and has been out of high school for at least one year. Adults are encouraged to apply to specific programs even if they are unable to meet specified educational requirements since other factors such as maturity and work experience may be considered in some programs.

Prerequisites for Pre-Practice Education

Evidence of completion of all of the following listed prerequisites for practice education must be in learner files prior to the first practice education experience. Learners must provide documentation directly to the NVIT Registrar's Office (info@nvit.ca) of the following:

- 1) To be completed by the learner:
 - **An acceptable criminal record check (CRC) from [B.C.'s Criminal Records Review Program \(CRRP\)](#).** RCMP Checks will not be accepted.

*Notice regarding measles as of June 2025:

Although no outbreak has been declared, confirmed cases of measles have been increasing in BC since the start of 2025. Considering this, NVIT emphasizes to applicants and registered learners the importance of ensuring their measles/MMR immunization is complete and that their vaccination status is reported to the provincial immunization registry. More information on immunization and reporting can be found at the following links:

<https://www2.gov.bc.ca/gov/content/health/managing-your-health/immunizations/health-care-worker#required>

Additionally, because measles spreads through airborne transmission, registered learners should undergo fit-testing for adequate respirator protection (N95 mask) before entering clinical practicum sites. If possible, N95 mask fit testing may be offered in the program. Otherwise, students will be asked to obtain this testing independently before the start of any clinical practicum. Measles can be very serious, so please familiarize yourself with the signs and symptoms. Information can be found at: <https://www.healthlinkbc.ca/healthlinkbc-files/measles-mumps-rubella-mmr-vaccine>

Nicola Valley Institute of Technology

Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca Website: www.nvit.ca



- **Immunizations** (as required by practicum sites and recommended by the BC Centre for Disease Control, 2024) (<https://www.bccdc.ca/health-professionals/clinical-resources/communicable-disease-control-manual/immunization/immunization-of-special-populations>):

- Diphtheria, tetanus, polio, hepatitis B, measles, mumps, rubella (MMR), varicella, pertussis.

Please share your COVID-19 and Influenza vaccination status and provide supporting documentation if you have received your annual doses. If you cannot provide proof of these vaccinations, you will need to follow the protocols set by your clinical/practicum placement. These may include measures such as wearing a mask or completing a disclosure report.

- **Tuberculosis Screening:**
 - Proof of a negative TB skin test.
 - If positive, a negative TB chest x-ray report is required.
- **Standard First Aid with CPR Level C**
- **BC Food Safe Level 1 (or a [certificate course deemed equivalent](#))**

2) Learning Hub Transcripts - to be completed with instructor guidance.

- A signed [SPECO Checklist](#) (after completion of curriculum)
- [Provincial Violence Prevention Curriculum E-Learning Modules](#)
- [WHIMIS - Provincial Course](#)
- [Health Care Assistant Practice in BC E-Learning Modules](#)
- [Recognizing and Responding to Adult Abuse](#)

Nicola Valley Institute of Technology

Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca Website: www.nvit.ca



English Language Self-Declaration form for Health Care Assistant Program

Please fill out this form and return it to the Registrar's Office or by email at info@nvit.bc.ca

I, _____ do solemnly and sincerely declare that:
Print Name of Applicant

1. Check the statement that best applies to you:

I have been education in an English-speaking environment (a country with English language systems/institutions*) for a minimum of three (3) consecutive years at the secondary or post-secondary level.

I have been educated in an English-speaking environment (a country with English language systems/institutions*) for less than three (3) years.

I have **not** been educated in an English-speaking environment (a country with English language systems/institutions*).

***Countries with English Language systems/institutions (where English is a primary, official language and the language used for education):**

American Samoa	Cayman Islands	Jamaica	Saint Kitts and Nevis	Uganda
Anguilla	Dominica	Kenya	Saint Vincent and the	United Kingdom
Antigua and Barbuda	Falkland Islands	Lesotho	Grenadines	United States
Australia	Fiji	Liberia	Seychelles	United States Virgin
Bahamas	Gambia	Malta	Sierra Leone	Islands
Barbados	Ghana	Mauritius	Singapore	Zambia
Belize	Gibraltar	Montserrat	South Africa	Zimbabwe
Bermuda	Grenada	New Zealand	Tanzania	
Botswana	Guam	Nigeria	Trinidad and Tobago	
British Virgin Islands	Guyana	Saint Helena	Turks and Caicos	
Canada	Ireland	Saint Lucia	Islands	

*Defined as three (3) years of full-time secondary and/or post-secondary education at a recognized institution³ on the list of Approved English Speaking Countries. Secondary education will be considered starting from grade 8. English as a Second Language (ESL) courses will not be considered. (Recognized institution: an institution that is in good standing with the Ministry of Education or equivalent in the country of origin)

2. Education History and Years Attended:

Use the table below to describe your education history – evidence is required via a transcript or assessment – see English Language Requirement in NVIT General Admission Requirement Policy:

--

3. Applicant Declaration:

I declare that the information I have submitted in this application is complete and correct. Omission of information or falsification of any document submitted may result in the immediate cancellation of admission or registration. Completion of this application permits the Institute to request and/or confirm any information necessary to support my application for admission.

Signature of Applicant: _____ Date: _____

Nicola Valley Institute of Technology



Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca Website: www.nvit.ca

STUDENT INFORMATION RELEASE

Information contained in a student record, is collected under the authority of the College and Institute Act. All information contained in student records will be protected and used in compliance with the B.C. Freedom of Information and Protection of Privacy Act (1996). The Nicola Valley Institute of Technology is prohibited from providing information from your student records to a third party unless permission is granted via the *Student Information Release* form.

Submit this form to the NVIT Registrar's Office via the address or email above. Please note that should a start and end date not be provided for this form; it is assumed to be an indefinite permission. Should you wish to revoke the authorization, please contact the Registrar's Office.

Student Information

Student Number:

Student Name: _____

Email Address: _____

Authorization

Please check one or more boxes below to grant authorization of information specified:

- Invoices, charges, credits, payments, overdue tuition/fees, and/or accounts receivable activities.
- Grades/GPA/transcripts, personal information, enrolment & registration, admissions, academic progress, attendance, graduation, and other information related to academics.
- Admissions/Registration Proxy: In the event I am unable to complete admissions and/or registration, this person may act on my behalf and submit information. I understand that I am responsible for maintaining my student record.
- Financial aid, awards, bursaries, scholarships, Student Aid BC, and sponsorship information.
- T2202 (tax information)
- Other, Please Specify: _____

Authorized Designate(s)

Name of Designate

Relationship to Student

BC Health Care Aide & Community Health Worker Registry
and Interior Health

Certification

I acknowledge that this authorization starts as of the date this form is signed and has no expiration date, however, I can revoke the authorization at any time by submitting a written request to the Registrar's Office. By signing this form, I authorize NVIT to release the information specified to the person(s) or agency listed above.

Student Signature: _____

Date: _____

Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca Website: www.nvit.ca



Health Requirements Information Sheet

Health Services programs provide opportunities for students/graduates to work with individuals, families, groups and communities in a variety of settings. Experiences in a Health Services program can be emotionally and physically intensive. The following is a list of personal attributes that will assist you to be successful with your future endeavors:

- A caring nature
- An interest in the well-being of others
- Excellent interpersonal skills
- The ability to function as a collaborative member of a group
- The ability to sustain physical activity for extended periods of time
- The ability to work calmly and patiently under stress
- Good self-care strategies

It is extremely important that students in the Health Services programs be in good health and have the most up-to-date immunizations. It is the student's responsibility to ensure they are properly immunized. Students who are not immunized, risk the possibility of being denied their practicum placement and will find it difficult to secure employment upon completion of the program. This is beyond the control of NVIT and is totally at the discretion of the clinical facility.

The following immunizations are required:

- Measles, mumps and rubella (german measles) booster – 2 doses
- Polio immunization (primary series) and diphtheria and tetanus toxoid
- Pertussis (whooping cough)
- Varicella (chicken pox)
- Immunization against hepatitis B (a series of 3 injections over 6 months)
- Please share your COVID-19 and Influenza vaccination status and provide supporting documentation if you have received your annual doses. If you cannot provide proof of these vaccinations, you will need to follow the protocols set by your clinical/practicum placement. These may include measures such as wearing a mask or completing a disclosure report.
- Proof of a negative TB skin test or chest x-ray. For those with a positive test (>10mm of induration or greater) at the last test, a negative chest X-ray is required.

Students who have health problems that may impact their on-the-job performance, within a Health Services program, are encouraged to discuss their circumstances with the Dean or an instructor. This is so that we can provide support and assistance to you during the program for optimum success.

Please call Interior Health-Public Health at (250) 378-3400 for the most current information or if you have any further questions related to the immunizations that are required.

NVIT staff are here to support you throughout the program and will make every attempt to ensure you are successful.

Nicola Valley Institute of Technology

Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca Website: www.nvit.ca



Student Immunization Record

Please complete this form with your health care provider or submit your immunization record showing proof of records below from <https://healthgateway.gov.bc.ca/>

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: ____ / ____ / ____ (yy/mm/dd) Medical No. _____

IMMUNIZATION INFORMATION

**This document or the health gateway record must be completed and submitted to begin your first practicum placement. Submit form to registrarsoffice@nvit.ca

Diphtheria Date of Immunization _____ Requirements: A basic series (2 or 3 injections plus booster 6-12 months later.) A recall dose if more than 10 years since previous Diphtheria.

Tetanus Date of Immunization _____ Requirements: A recall dose if more than 10 years since the previous Tetanus.

Pertussis Date of Immunization _____ Requirements: May be part of combination with Diphtheria/Tetanus (Tdap)

Varicella Date of Immunization _____ Requirements: A self-reported history of varicella or physician-diagnosed varicella is adequate only if the disease occurred before 2004.

Poliomyelitis Date of Immunization _____ Requirements: A basic series of Polio (oral or injectable).

Hepatitis B Vaccine Date of Immunization _____ Requirements: A series of 3 injections over 6 months.

Current Influenza Date of Immunization _____ Recommended: Immunization during the current flu season.

Current COVID-19 Date of Immunization _____ Recommended: Immunization during the current COVID season.

Measles/Mumps Rubella (MMR) Date of Immunization #1 _____ Requirements: 2 doses
(<http://www.bccdc.ca/health-info/diseases-conditions/measles>)
Date of Immunization #2 _____

Tuberculin Dose 5.T.U. (0.1ml) Date ____ / ____ / ____ Reaction _____

Proof of a negative TB Test. If positive (>10mm of induration or greater), an x-ray will be required or assessment statement from your doctor or Public Health Office.

AUTHORIZATION INFORMATION

This is to certify that the above-named candidate has been immunized as requested above.

For Office Use
Only

Signature _____ Date: ____ / ____ / ____

Name and Address of Agency

Nicola Valley Institute of Technology

Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca Website: www.nvit.ca



Step-by-Step Guide: Criminal Record Review Program (CRRP) Check for NVIT Practicum and Clinical Applicants

Completing your **BC Criminal Records Review Program (CRRP) clearance** is a **mandatory requirement** before starting your practicum or clinical placement.

Please read these instructions carefully. **Incomplete applications will not be processed.**

Why This Matters

- The CRRP clearance ensures you are eligible to work with **children and vulnerable adults** in your practicum or clinical.
- **Other types of criminal record checks (e.g., RCMP or local police)** will not be accepted.
- You **cannot begin your practicum without this clearance letter.**

Timelines

Criminal record checks can take up to 15 business days to process. It could take longer if:

- You need to **submit fingerprints**
- The criminal record check shows an offence or your file needs further **review**

Getting Started

1. **Go to the CRRP Website**
Visit the Public Safety Criminal Records Check website:
[Apply for a Criminal Record Check](#)
 2. **Use NVIT's Unique Access Link and Code**
 - Click this link: [CRRP Organization Access](#)
 - Enter NVIT's Access Code: **4M86E6LQ9V**
-

Step 1: Choose the Correct Check Type

Select the category: **works with children and vulnerable adults.**

Step 2: Verify Your Identity (choose a method)

- **Preferred Method:** Use the **BC Services Card Login** (secure government login). This will automatically verify your identity and is the quickest option.
 - **If you do not have or use a BC Services Card:** NVIT will verify your identity.
 - **Action Required:** Email clear copies (front and back) of **two pieces of valid, government-issued photo ID** to registrarsoffice@nvit.ca
 - Your application will not move forward until this ID verification is complete.
-

Step 3: Complete the Online Application & Payment

- Fill in the form online. If using BC Services Card, many fields will auto-populate.
- Follow prompts for personal details, consent, CAPTCHA, and final submission.
- **Payment:**
 - \$28 for new checks
 - Payment is made **directly to the Ministry of Public Safety and Solicitor General** through the secure online system.
 - **✗ Do not send payment to NVIT.** NVIT cannot accept or forward payments.

Nicola Valley Institute of Technology

Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca Website: www.nvit.ca



Step 4: (Optional) Share an Existing Clearance

If you already completed a CRRP clearance within the past **5 years** for the same “works with” category, you may be able to **share** it instead of applying for a new one. This option will appear during your online application.

Step 5: Submit & Track Your Application

- Once submitted, you’ll receive an **email confirmation**.
- If you applied using BC Services Card login, you can also **track your status online**.

Step 6: Processing Timelines & Fingerprinting

- Most applications are processed within **15 business days**.
- Some may take longer if:
 - **Fingerprinting** is required (adds up to 12 weeks of RCMP processing time).
 - Your application requires **further review** (e.g., an offence check).

Step 7: If Your Application Goes to Adjudication

If an offence shows on your record, your application may go through an **adjudication process**:

- You may be asked for additional documents (court or police records).
- Processing will be delayed and may take months to complete, depending on the Ministry adjudication process required for your application. You may not attend practicum until NVIT receives the results.

Step 8: CRRP Clearance Results

- The clearance letter is only shared with NVIT, and you will not receive a copy.
- **NVIT cannot share your official clearance letter** with you or with outside organizations. This is a Ministry of Public Safety policy.

Step 9: Getting a Practicum Confirmation Letter from NVIT

To provide proof of clearance for your practicum:

1. Complete NVIT’s **Release of Information (ROI) form**.
2. Email the ROI form to registrarsoffice@nvit.ca
3. Once NVIT receives both your ROI and your CRRP clearance result, we will issue a **confirmation letter on NVIT letterhead** for your practicum placement by request.

Step 10: Staying Eligible

- If you are charged with or convicted of a new offence after your clearance, you must notify NVIT immediately.
- This may affect your practicum eligibility under CRRP regulations.

✓ Tip for Students: Apply as early as possible. Processing times vary (especially if fingerprinting is required), and starting your application right away helps avoid delays in beginning your practicum or clinical. **You cannot start your practicum or clinical without a CRRP clearance letter.**

If you have questions about this process or want to confirm whether your clearance letter is still valid, please contact registrarsoffice@nvit.ca.