



International Student Package

Health Care Aide Program

***This program is a Designated Learning Program and eligible to receive foreign nationals on a study permit.**

Health Care Aide Certificate Program



MaKami College offers the newest Health Care Aide curriculum from the Government of Alberta in a blended format, with theory classes completed online and practical labs and clinical placements completed in person.

About the Program

MaKami College's Health Care Aide Certificate Program is a 10-month, full-time program. This flexible program is offered in a blended format, with online and in-class components, allowing you to learn at your own pace, with a 40-week practicum at the end of the program.

MaKami College's Health Care Aide Program offers an iPad-based curriculum with realistic, interactive materials to help you fully understand how the body works. With the latest iPad you'll have the ability to translate documents into multiple languages, so even if English is not your first language you still have the potential to be successful!

The purpose of the HCA curriculum is to standardize the education and training of HCAs in Alberta. It is designed to prepare learners for a certification as unregulated care providers to work in a variety of career settings. The curriculum ensures that students are equipped with the required knowledge and skills to provide safe and effective care. The first provincial HCA Curriculum came into effect in 2005 and was refreshed in 2010 with reviews occurring in 2011, 2012, and 2013.

The HCA Provincial Curriculum (2019) was updated to align with the HCA Competency Profile (2018). The HCA Provincial curriculum (2019) was prepared by a team of individuals with expertise in nursing, education, project management, copyright regulations, document editing, formatting, and curriculum design.

When you finish the Health Care Aide program you will be eligible to take the Provincial exam to become a Health Care Aide and work in Alberta.

Please refer to your curriculum outline for a complete course list.

Health Care Aide Certificate Program



High Demand
Occupation
Earn \$19 – \$25 per hour

Student Services

We know being a student can be challenging - that's why MaKami offers full support services for our students from the time they enrol to when they are established alumni.

Student Advisory Services (SAS)

The Student Advisory Services (SAS) department will help you with everything you need, from the application process and paying tuition, walking you through Student Aid loans and grants, student loan repayment and more!

Strategic Academic Learning Team (SALT)

The Strategic Academic Learning Team (SALT) will help you with any learning barriers, such as learning disabilities, accessing disability funds, free tutoring, ESL, counselling and more. And yes - we said FREE Tutoring!

Admission Requirements

- Academic English Language Arts (AELA)
- English Language Proficiency (ELP)
- Approved English Language Proficiency (AELP)
- International English Language Testing System (IELTS)
- Digital Literacy
- Prior Learning Assessment and Recognition (PLAR)

Edmonton: 780.468.3454 #137, 8330 - 82 Ave Edmonton, AB
Calgary: 403.474.0772 9618 Horton Road SW | 433 Marlborough Way NE

HEALTH CARE AIDE PROGRAM

Exceptional Education – receive an education based on the newest industry standards.

Career Advancement – work in a rapidly growing, in-demand industry.

Practical and Theory Classes include extensive knowledge in:

- Role of a Health Care Aide
- Client Care and Comfort
- Communication in Health Care Environment
- Structure and Function of the Human Body
- Infant and Child Care
- Medical Equipment Usage
- Meal Assistance

- Person-Centred Care
- Client Mobility, Lifts, and Transfers
- Self-Care and Safety
- Respiratory Care
- Palliative Care

Hands-on training in real-world scenarios:

In-Class lab experience – over 150 hours of lab experience

Clinical Placement I – 80 hours of instructor-led experience

Clinical Placement II – 160 hours of instructor-led experience

Clinical Placement III – 120 hours of experience led by a Health Care Professional

Continuous Support while you learn:

- Students will receive **free general tutoring** in our Student Success Center (SSC).

- **Free ESL** classes available to students

WHY CHOOSE TO BE A HEALTH CARE AIDE?

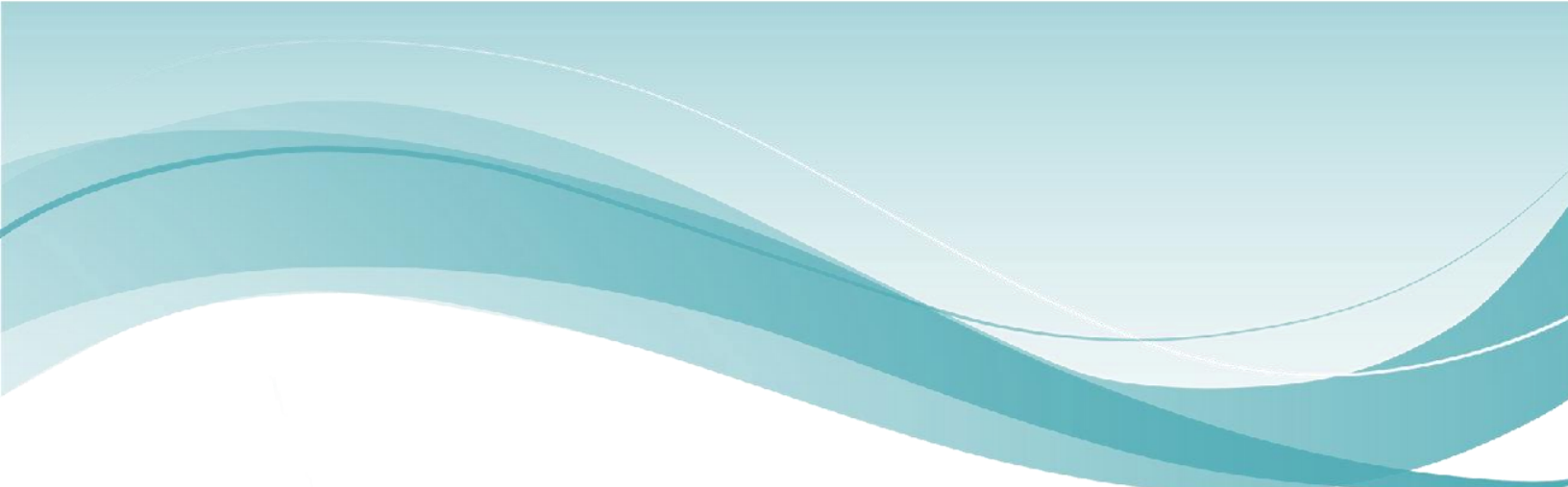
- Work with the public as a valued Health Care Provider.
- As a Health Care Aide, you have the opportunity to apply your knowledge in various employment settings such as a Home Support Worker, Health Care Assistant, Medical Assistant, Geriatric Health Aide, Nursing Assistant, Personal Care Attendant, Nanny, Sober Living Companion and so much more!
- Earn a professional living in a high-demand career. MaKami College admits a diverse group of students onto our programs that include post-secondary applicants, mature applicants as well as international applicants.

WHY CHOOSE MAKAMI COLLEGE?

- **MaKami College Inc** has the most up-to-date technology and leading-edge equipment, ensuring that you are starting your career with only the best that the industry has to offer. MaKami College Inc. prepares students for the future using innovative technology.
- **MaKami College Inc** is officially licensed under the Private Vocational Training Act and we hold ourselves to the very highest standards of morality and ethics. We work hard to ensure a safe and comfortable environment for everyone. Our staff is fully committed to contributing to the success of each and every student and alumni.
- **MaKami College** students of all programs have access to supports that ensure their educational success. Free ESL services, free tutoring opportunities, free counselling services and access to workshops in First Aid/CPR are just some of the benefits that come with being a MaKami College student.

ADMISSION REQUIREMENTS

Every 2 months, MaKami College admits a diverse group of students into our programs that include post-secondary applicants, mature applicants, and international applicants.



MaKami College believes that all potential students deserve the chance to be transformed through education and therefore created a student selection process that accommodates qualified applicants on a first-come, first-served basis.

International Applicants

Applicants coming from abroad must meet our admission requirements listed below.

Applicants must:

- Be 18 years of age or older.
- Provide international educational documentation for review.
Transcripts submitted in a language other than English can be translated in English and authenticated by MaKami College Inc.
- Be able to obtain and provide evidence of a study permit for the duration of the program prior to the program start date and arrival.
- Demonstrate competence in the English language.
As English is the language of instruction in all programs at MaKami College, we require you to demonstrate communicative proficiency in the English language prior to admission acceptance. This will enable academic success for all international student applicants of MaKami College Inc.
- Compete Academic English Language Arts:
 - Grade 11, 20-2 level course, with 60% achieved or Canadian jurisdiction equivalent
 - OR**
 - English 20-1 with 60% achieved or Canadian jurisdiction equivalent
 - OR**
 - English 30-1 or 30-2 with a minimum of 55% or Canadian jurisdiction equivalent
 - OR**
 - Deemed equivalent by completion of **ACCUPLACER** (assessment placement test).
- Meet the English Language Proficiency Criteria if English is a Second Language:
 - Completed studies in English at an approved Canadian High School (Grade 9-12)

- Complete Diploma or Degree in English at a recognized post-secondary institution in Canada (*2-year full-time program*)
- By achieving the following grades in standardized ESL tests obtained within 2-years of the program start date

Competence can be demonstrated by earning the stated grade on the following tests:

TESTS	MINIMUM SCORE
TOEFL iBT	71
CLB	7 (in each benchmark)
IELTS Academic	6 (no section below 5.5)
CELPIP General Test	7 (no score below 6)

MaKami College Academic Policies and Procedures

COMMUNITY

You, the student, agree that as a classroom community, you will attempt to help fellow classmates enjoy the learning experience. You, the student, will respect the comments made by instructors and classmates during a discussion or discourse and provide commentary to further the conversation in a positive and constructive manner within your comfort to do so. If you, the student, have a disagreement with an individual, it is expected that it is brought to their attention by yourself, as a student, personally at an appropriate time outside of community class involvement.

PREPARE TO LEARN

Prepare to bring all classroom materials, charged iPad, textbooks, homework, and practical materials. Prepare to contribute to the learning environment in a positive manner.

CLASSROOM ETIQUETTE

The expectation is that you, the student, will respect the instructor as the classroom learning facilitator. You, the student, will not speak out or hold a personal conversation while the instructor (or a fellow student) is speaking. You, the student, understand the importance of structure in the classroom setting and will help the instructor to reduce classroom interruptions by reminding others of disruptive behavior.

LEARNING DISTURBANCES

Please assist in reducing learning disturbances by:

- Arriving early to class
- Turning off and not using cell phones in class
- Being prepared with materials before class starts
- Adhering to modifications given by SAS (Student Advisory Services) and SALT (Strategic Academic Learning Team)

SAFETY / CLASSROOM MAINTENANCE

Safety is very important to MaKami College. Please notify staff if a safety concern arises. Adhere to the evacuation plan in case of emergency. Classrooms can be used for practical, theory, clinic, and tutoring. You, the student, are expected to clean up each time a space is used. For example, after eating lunch in a classroom please ensure that garbage is disposed of appropriately, space is wiped up and food is not left behind. Do not intentionally damage property. Do not stand on desks or chairs. If something needs repair, notify staff immediately.

HYGIENE

You, the student, and the faculty are expected to keep fingernails appropriately trimmed and clean. Avoid gel or acrylic nails as bacteria will collect between the artificial and real nails. Feet should be washed, and toenails should be trimmed. Oral hygiene should also be practiced.

Due to sensitivities and allergies that fellow students and clients may have, please do not wear perfume/cologne and other fragrances during class, lab, and clinical placement times.

SMOKING & VAPING

Smoking and vaping are prohibited anywhere on campus. Students who wish to smoke or vape will abide by municipal bylaw not to smoke within 10 meters of any window, ventilation system or doorway.

DRUG-FREE ENVIRONMENT

Staff, faculty, and students will not attend classes or curriculum-related functions while under the influence of mind-altering drugs, alcohol, etc. Such actions may result in instant termination and student expulsion. This applies to both prescription and non-prescription drugs.

ATTIRE

- **Class:** casual, comfortable, and conservative street clothes and close-toed shoes.
- **Labs, Clinical Placements, and Exams:** MaKami College scrubs and close-toed shoes.

MaKami College scrubs, when worn, must be clean and free of spills, odors, and dirt. Do not smoke or vape while wearing your MaKami scrubs or the attire you are wearing to any class. Proper, comfortable, and safe close-toed footwear is mandatory.

CELL PHONES / DEVICES & INTERNET POLICY

Cell phones are not permitted to be used in class. Internet use must be authorized by an instructor/teacher. Should a student be caught using a cell phone or abusing internet privileges, the student will be asked to put the device away. If a student is asked multiple times, the instructor may ask the student to leave the classroom. During exams, electronic devices are not permitted.

Students will not use MaKami College internet privileges, or devices, to search or look at inappropriate websites or content. Any content that is sexual or violent in nature promotes any type of hate crime or discrimination, cyberbullying or is deemed inappropriate by MaKami College staff or representatives may result in serious consequences and loss of privileges.

IPAD

Students are responsible for the care of their iPad. Students are issued **(ONE)** iPad. If the iPad is damaged or stolen, it is the student's responsibility to replace it at their cost.

CLASSROOM RECORDING

The use of any technologies for audio recording of lectures or other classroom activities is only permitted with the express authorization of the SALT Department and agreed upon by the instructor. Video recording of any kind is not permitted.

RESPECT

Campus conduct/culture is reflective of an open and accepting environment which allows individuality as well as the community. MaKami College recognizes the dignity and worth of every person without discrimination. As a student of MaKami College, you are considered a representative of MaKami who acknowledges the seriousness of respect and personal worth. An accusation contrary to MaKami College's view of respect may be deemed necessary to investigate based on the internal guidelines of the College. Just as the college is committed to the dignity and respect of individuals, the college expects its students will, in turn, respect each other.

BULLYING

Bullying, slandering, or false statements of any kind including, but not limited to, verbal, emotional, physical, and cyberbullying will **NOT** be tolerated. Students participating in such actions, either in person, on social media or in the digital world, will be spoken to. The situation will determine the degree of action taken including, but not limited to, being terminated from the program at the discretion of MaKami College Directors and staff without further warning. Legal action may be taken in serious cases.

DISCRIMINATION

Discrimination against any classmate on the grounds of race, gender, sexual orientation, or religious beliefs does not foster a positive learning environment.

STEALING

You, the student, are responsible for the care of your own personal belongings. MaKami College and all staff members will not be held responsible for any missing or damaged items. Anyone caught stealing or damaging property may be dismissed from the program and face criminal charges.

BOUNDARIES

Students will continually examine their own boundaries and make someone aware if they have crossed a boundary intentionally or unintentionally in hopes to foster growth for both parties. Students should feel empowered to set their boundaries and communicate them clearly to their classmates.

TOUCH

Not everyone has experienced touch in a respectful or wanted manner, therefore the practice of informed consent must be followed to ensure those being touched are comfortable.

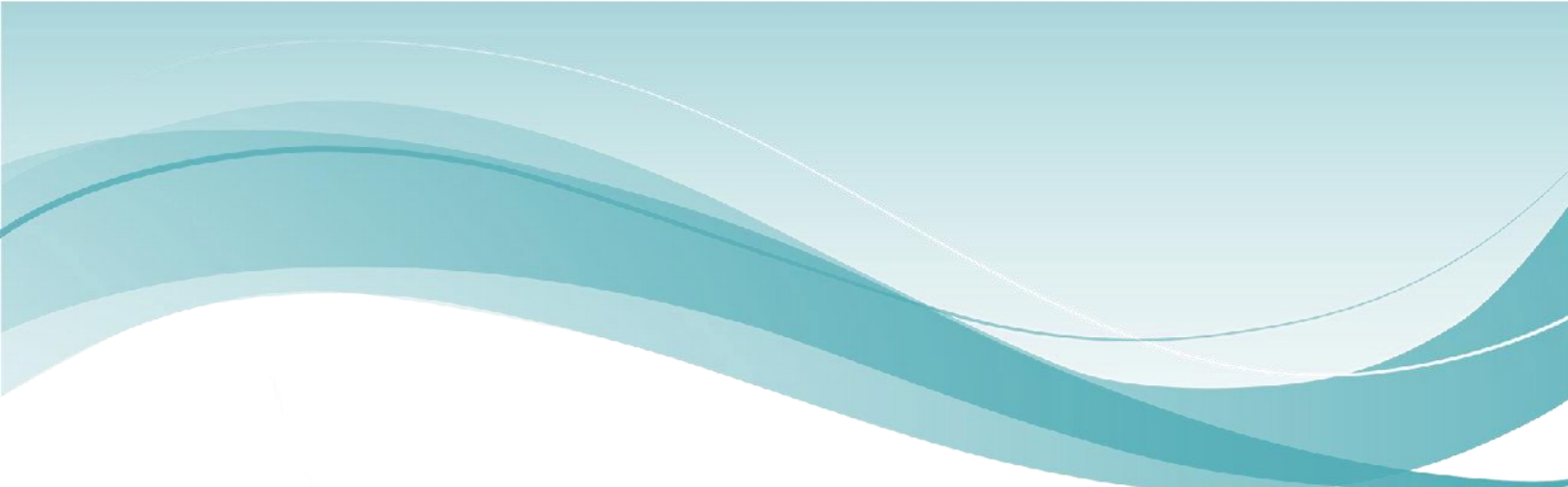
- The student is informed as to the nature of the touch where, how, etc.
- The student wants to receive the proposed touch and agrees.
- The student has identified any health concerns or previous injuries.

SEXUAL COMMENTS, JOKES AND COMMENTS ABOUT THE BODY

Sexual comments and compliments about the body can be misinterpreted by others. Refrain from making such comments to avoid misunderstanding. The class will be presented in an open manner and each member of the class will make every attempt to be accepting of all classmates, even if a boundary is unintentionally crossed. Students are encouraged to accept that an individual can grow, mature, change, and avoid similar mistakes in the future with proper feedback.

CURRENT INJURIES / CONTRAINDICATIONS

You, the student, should currently have no injuries or medical conditions that would prohibit you from participating in lab and/or clinical placement. You should comfortably be able to lift, lean, push, pull, knead, bend and stretch without pain. Should you sustain



any injuries during the length of the program you will provide medical notes and notify the staff immediately. If a student has been diagnosed with a condition or disease, please notify staff to ensure student safety is ensured during the program. It is important to notify staff if you become pregnant.

CLINICAL PLACEMENT

The clinical placement in your program is considered an integral part of the learning environment. Attendance in clinical placement is tracked and monitored in adherence to the Attendance Policy. Clinical placement is a practical way for students to obtain work experience with real patients and is designed to improve a student's practical skills while attending regular classes. While on clinical placement, students should conduct themselves professionally by being courteous and on time for shifts. Clinical placement expectations will be discussed during class before students enter the placement settings.

ATTENDANCE & ABSENTEEISM POLICY

MaKami College is committed to the success of our students, and we recognize the direct correlation between consistent attendance and success within the program. The expectations are that students will attend all TEAMS lectures, mandatory classes, clinics, practicums, and labs, if applicable.

Should you not be able to attend due to illness or unforeseen circumstances, please call the reception desk and notify them of your absence. It is the responsibility of each student to catch up on any missed lectures, assignments, and exams. The SALT (Strategic Academic Learning Team) will support you in making a learning plan, should you require assistance with staying on track academically.

EXAM AND ASSIGNMENT POLICY

Practical/In person exams hold the expectation that you arrive dressed appropriately for a clinical environment and prepared as such – otherwise, you are subject to a 25% penalty or will not be permitted to attempt the exam.

The Absent/Late Policy applies to examination dates. Additionally, you will receive a 25% penalty on your grade or will not be permitted to attempt the exam on the date. Documented medical notes, legal notes or obituaries can waive the 25% penalty.

Re-write

Students may take the opportunity to re-write failed exams (69% or lower) up to 3 times with no less than 1 week between attempts. Once an exam re-write is passed (70% or greater), the marks are averaged between the original grade and the re-write grade to a minimum of 70%.

You may not re-write an exam once you have obtained a passing mark of 70% or higher.

You cannot write an exam less than 24 hours after a tutoring session through the SSC.

CHEATING

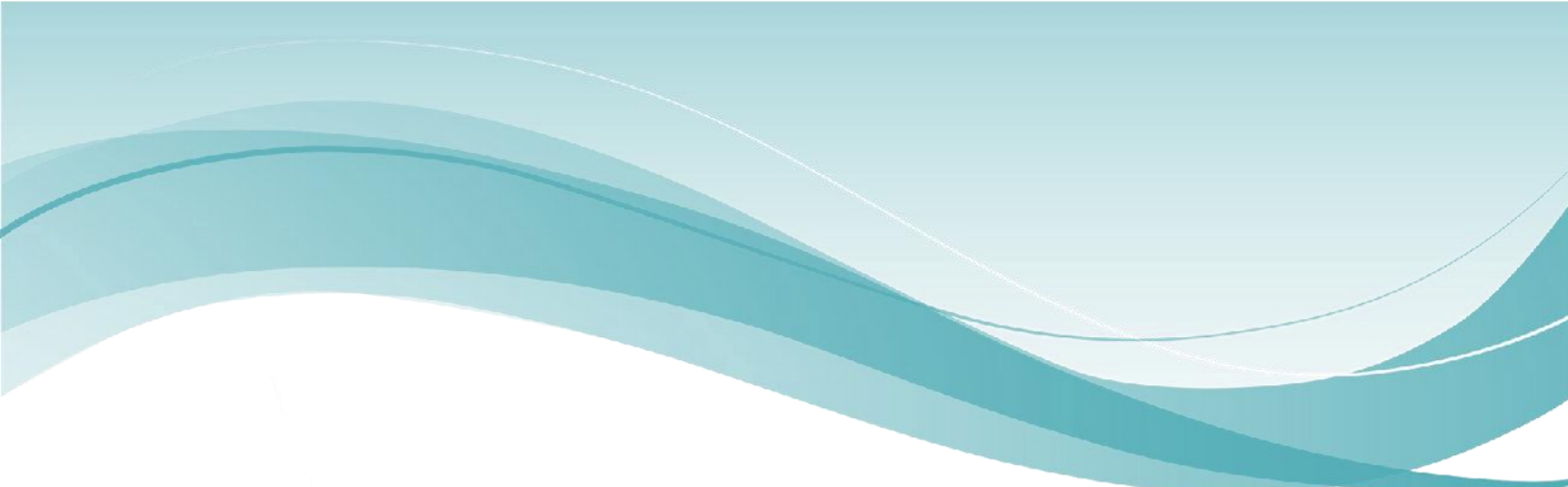
The opportunity to gain knowledge and proficiency in the program is offered equally to everyone for long-term success in your career. While cheating may offer short-term gain in the form of a higher documented grade, it does not make you more proficient in your career after you have completed the program. If you are caught cheating, you will be subject to a meeting with SALT Manager to determine the outcome and consequences of your actions.

BABY POLICY (*Excluding labs, clinical places, and exams*)

Infants under the age of 1 are permitted to be in the classroom with a parent. However, the following guidelines must be met:

- Student is required to meet with SALT prior to the baby being allowed in class. A student may leave class to attend to an upset infant for no longer than 20 minutes at a time to minimize missing as much class as possible.
- During class time, it is expected that the infant is monitored by the parent or caregiver. The infant should not be passed around to other students during class time. **Staff members are not permitted to care for the infant.**
- Noisy toys and activities are not permitted in class and volume must be kept to a minimum.

The infant must be either held at all times or kept in a car seat/stroller, not on the ground. Playpens and activity pods are not permitted in the classroom.



On labs, clinical placements, and exam days, we will require that students make alternative arrangements so the child is not in class. If necessary, a pre-arranged modification/alternative exam location can be made based on the availability.

WITHDRAWAL POLICY

Should a student wish to withdraw from a MaKami College program, you, the student, is required to make an appointment with the SAS and SALT Department, follow the instructions on the enrolment contract and provide the college with an intent to withdraw in writing.

Any tuition refunds will be calculated as per the Alberta Enrolment Contracts. Should you choose not to notify the college in writing, but fall into one or more of the situations below, you will be withdrawn accordingly by MaKami College following the outline listed here:

1. When a student has missed five consecutive classes without contacting the institution, before or during the absence, to provide a reasonable excuse. In this case, the effective date of the student's withdrawal is the first of the five days that the student was absent.
2. When a student with a reasonable excuse is absent for more than 30 consecutive days. In this case, the effective date of the withdrawal is the first day during this period that the student was absent.
3. When the student has excessive absences that prevent them from successfully completing their program within the scheduled study period. In this case, the effective date of the student's withdrawal is the last day that the student was in attendance.

An institution must use the effective dates described above when following guidelines for reporting withdrawals and for refunding tuition.

Additional Reasons for Termination

1. Should a student be attending regularly but not be progressing academically in a manner that would allow them to successfully graduate. In this case, there will be a meeting with college faculty to decide the best course of action which may result in the withdrawal.
2. MaKami College will not tolerate harassment, physical, mental, or sexual abuse. Our campuses must remain a safe place for students, employees, and the public. Show you

break college policies regarding the above, your enrollment may be terminated by the College Dean upon investigation.

MaKami College must monitor and record student attendance. When students are absent, a history of the students' contact with college and the reason of the absence must be tracked in the student's file. A reasonable excuse for an absence must be described to explain the circumstances requiring the student's absence (e.g., medical, family emergency, etc.).

STUDENT COMPLAINT AND DISPUTE RESOLUTION PROCESS

Understand that in a long-term learning environment, disagreements and conflicts are possible. You, the student, agree to follow the MaKami College conflict solution steps and report incidents where required. In the event of a conflict. Attempt to resolve all problems at the level closest to the source, with the least possible amount of rumor or hearsay. Any action, which was **NOT** directly experienced/observed by the complainant, is considered rumor or hearsay, and should a complaint **NOT** be accompanied by written documentation (specifically who said or did what) it may not be acted upon. We ask you to take the following steps:

- Approach the individual who the conflict occurred with and have a discussion with them to establish a resolution.
- If you tried to speak to the individual and received no resolution, or did not feel comfortable doing so, invite a third party (impartial mediator) to assist you in having the conversation.
- You have tried with seeing a resolution or didn't feel comfortable in doing the first two steps, fill out a Campus Concerns Form on the MaKami Toolkit on Moodle. The incident is reported to the appropriate MaKami authority to find a resolution.

Below is the chain of communication students should follow:

The school “**chain of communication**” is as follows:

- Fellow classmates
- Faculty
- Management
- Directors

REVIEW

Procedure

1. MEETING IN CONFIDENCE! **Staff and Students can meet** and receive verbal information provided and kept in **confidence**.

Informal Resolution

2. There may be a meeting to discuss the possibility of an informal resolution. An Informal resolution is an opportunity to meet and come to a conclusion that is acceptable to both parties, and then the matter will be considered resolved.

Formal Investigation

3. A formal investigation may be required if an informal resolution cannot be achieved or may be ordered by the Owner as the nature of the complaint may require a formal investigation. Formal complaints must be in writing and signed by the complainant. The complaint must include the who, what, when, where, and how and the names of any witnesses. The complaint should be specific to the actions in question.

Notification & Updates

4. Within five days of the complaint, staff will respond either verbally or in writing.
THERE IS A DAY TO INFORM THE STUDENT/COMPLAINANT OF POSSIBLE DISCLOSURE REQUIREMENTS FOR RECORDS OR INVESTIGATION.
Therefore, in cases where a student supplies information in confidence to staff, the official shall inform the student that the records submitted in confidence and confidential notes kept by the official or by other staff members may be released to third parties if the matter proceeds.

HEALTH CARE AIDE POLICIES

POLICE INFORMATION CHECK

Students must obtain a Police Information Check with vulnerable sector clearance (PIC) that yields a clear or negative result prior to seeking a clinical placement. An original PIC must be provided to the college. If a student's PIC yields an unclear or positive result, they will need to make an appointment with the SAS Director to review their case.

Clinical placements with other organizations may require a new PIC, dated within 90 days of the start of your clinical placement. Clinic placement sites that are part of Alberta Health Services/Covenant Health will honor a student's initial PIC for the duration of your program.

Please see below for pertinent information regarding where to obtain a Police Information Check (PIC) with vulnerable sector clearance:

- You must obtain your PIC in the area where you live:
 - If you live in **Edmonton**: any local police station with police check in the vulnerable sector search.
 - If you live **outside of Edmonton**: Visit your local RCMP detachment
- There is a fee associated with PIC (approximately \$50). **Fees are the responsibility of the student.**
- Be sure to allow yourself sufficient time for processing.

FIT TESTING N95 RESPIRATORY MASKS

As each clinic site creates its own policies, the requirements to enter clinical placements may vary slightly. One of the policies that is becoming more common is the use of N95 masks while caring for patients.

An N95 mask is a respiratory protective device designed to have a very close facial fit to ensure the filtration of airborne particles. The edges of the mask are designed to form a seal around the nose and mouth. For this reason, those who wear this mask need to be fitted to ensure the proper size for the closest fit and maximum filtration.

As such, MaKami College will be arranging N95 Respiratory Masks Fit Testing prior to students going out on clinical placements that have this requirement.

Following the fit testing, each student will be provided with an N95 fit test card. This card indicates the student's sizing information and is valid for two years. This fit test card will be required to be issued the correct N95 mask while on clinical placements.

Students will be advised of the date and time when fit testing will be conducted, if required. If fit testing is required for your placement, then **ATTENDANCE IS MANDATORY**.

PLEASE NOTE: In order for the fit testing to be conducted successfully, male students must be cleanly shaved in order to get a good seal around the mask. Additionally, you will need to have your mask fit test redone if you have any significant changes in weight (loss or gain) or dental/facial surgery.

IMMUNIZATION REQUIREMENTS

Immunization and vaccine requirements are mandated by individual clinical sites; therefore, it is in your best interest to be aware of this fact prior to clinical placements. As such, MaKami College will be following the Alberta Health Services recommendations for students in the Health Care programs.

All students in the MaKami College Health Care Aide program will be required to meet the Alberta Health Services (AHS) standards for "*Immunizations Recommended for Health Care Students and Students in Other High-risk Occupational Programs*".

It is the responsibility of the student to:

1. Provide MaKami College with a full immunization history for the following vaccines:
 - Rubella (MMR³)
Rubella is a legislated requirement under the Alberta Public Health Act, Communicable Diseases Regulation. Health Care Aide students without documentation of at least one dose of rubella-containing vaccine or serological evidence of Rubella immunity are **not** permitted to attend any clinical placements.
 - Measles, Mumps (MMR³)
 - Tetanus, diphtheria (Td)

- Varicella, Chicken Pox (Vz)
- Influenza (Flu)
- Hepatitis B (HBV)
- Tuberculosis (PPD)
- Polio

Due to the low risk of exposure to Polio in Alberta, immunizations are not necessary for Health Care Aide students. Individuals will be assessed when employed.

2. Follow through with recommended immunizations to ensure adequate protection against vaccine-preventable diseases and **ensure that all immunization remain current while in the MaKami College Health Care Aide program.**
3. Maintain your immunization record(s) as a part of your personal health care information.
4. Communicate any changes or updates to your Immunization Record Form to MaKami College.

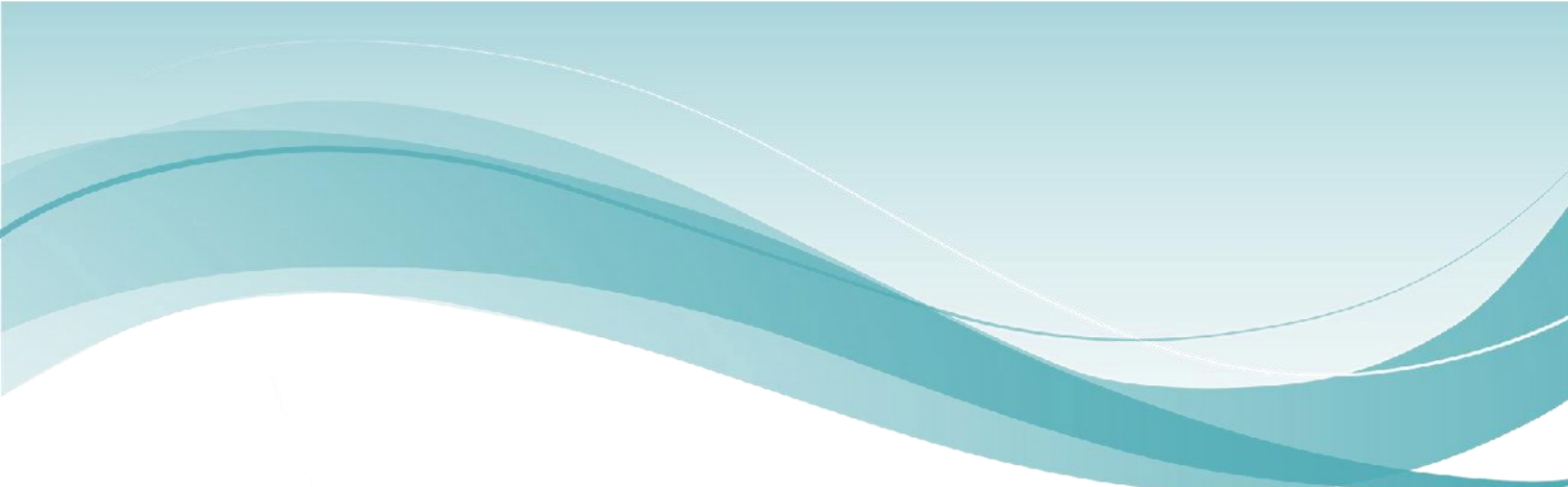
All Health Care Aide students are accountable to provide this documentation to MaKami College and may need to refer to this information over the years as part of their ongoing health status.

Please note: Under the terms of the Student Placement Agreement between MaKami College and our clinical placement locations (including Alberta Health Services), students who do not meet these immunization requirements may be delayed or removed from their clinical placement. Students who are unable to secure and complete their clinical placements will be unable to meet the requirements to complete the program.

HEALTH CARE AIDE AGREEMENTS

As a student entering the Health Care field, you will be required to read and sign a number of forms which address internal and external policies/requirements for the MaKami College Health Care Aide program. The Health Care Aide program policies below explain the expectations and responsibilities of students. Some of the policies have accompanying forms to be completed and returned to the College.

The policies and forms outlined were developed based on the requirements from Alberta Health Services (AHS) and the signed Student Placement Agreements (SPA)



we have in place with facilities that offer clinical placements to MaKami College's Health Care Aide students.

CONFIDENTIALITY AGREEMENTS

Confidentiality is very important in health care. Health Care Aide students will be privy to various health care information of patients and are bound by legislation to keep the information accessed confidential. In order to be able to access this privileged information throughout your MaKami College Health Care Aide program, students must sign and submit the MaKami College Clinical Placement Confidentiality Agreement. Additionally, Alberta Health Services requires that **ALL** students complete their online Confidentiality Training and sign their Alberta Health Services Information Technology Confidentiality Agreement prior to participating in a clinical placement.

INFORMED CONSENT FOR DISCLOSURE OF PERSONAL INFORMATION

MaKami College collects and protects student personal information under the authority of Canadian and Albertan Privacy legislation for the purpose of facilitating the enrolment and completion of the Health Care Aide Program. By completing the MaKami College Health Care Aide Consent and Disclosure Form, it allows MaKami College to collect, use and disclose pertinent information in order to ensure the successful completion of the program.

MaKami College has partnered with HSPnet, the Health Sciences Placement Network. HSPnet is a computer system used in the Health Care Aide program to arrange clinical placements for our students. Students must read the Identified Purposes and Handling of Personal Information in HSPnet, and then sign and return the Consent Form for Use and Disclosure of Personal Information to the College. By signing this document, it allows MaKami College the ability to connect with more clinical locations to secure placements for Health Care Aide students.

ADMISSION FEE

Tuition: \$11,950 (*tuition includes all fees, books, and supplies. There are no additional costs*)

- The following is included in your fees:
 - Preloaded iPad, with applications and any further tech support required.

- 2 complete sets of uniforms, the use of all high-quality leading-edge medical equipment and medical supplies.
- **Separate \$200 Provincial Exam Fee.** (Collected by MaKami College Inc. to be reimbursed to the student at end of the program to take the exam.)
- A **non-refundable tuition deposit of \$500** must be paid to MaKami College prior to being accepted into the program. This tuition deposit is transferrable to **ONE** future enrollment for the same applicant and will be considered non-refundable if applicant does not attend. Deposits will be applied to program fees when the applicant starts the program. All program fees must be paid on the first day of classes.

All program fees must be paid on the first day of classes.

TUITION REFUNDS

If a student contract is terminated after the vocational training begins, the college is entitled to the following amounts of tuition:

- When 10% or less of the vocational training has been provided, the college will retain 25% of the tuition.
- When more than 10% but 50% or less of the vocational training has been provided, the college will retain 60% of the tuition.
- When more than 50% of the vocational training has been provided, the college will retain 100% of the tuition.
- If the college has received a tuition fee in excess of the amount that the college is entitled to the college must refund the excess amount.
- Any tuition monies refunded will be sent back to the government, agency, or person from which it was received.

International Student Package Agreement

I _____, have read the International Student Package, last revised in **2022**. I understand its intention and understand what the requirements for this program are. I agree to the responsibilities spelled out in the document including the payment of all tuition, books, and supplies fee on the first day of classes.

I understand that a **non-refundable tuition deposit of \$500** must be paid to MaKami College prior to being accepted into the program. This tuition deposit is **transferrable** to **ONE** future enrollment for the same applicant and will be considered **non-refundable if the applicant does not attend**. Deposits will be applied to program fees when an applicant starts the program.

Student's Full Name

Student's Signature

Date



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Calgary, AB T2V 4K8

P: 403.474.0772

F: 587.350.7492

8330 - 82 Avenue NW
Edmonton, AB T6C 4E3

P: 780.468.3454

F: 780.485.6081

Hands on training and experience

APPLICATION FOR ADMISSION

Select a Location: ☐ Calgary NE ☐ Calgary SW ☐ Edmonton
(Check one)

CONTACT INFORMATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street Address City and Province Postal Code

Phone: _____ Birth Date: ____/____/____
Home Cell / other mm dd yyyy

Email: _____
By providing your email address to us, you consent to receiving electronic communications from MaKami College Inc.

Emergency Contact: _____
Last Name First Name
Relationship Home Phone Number Cell / Other

REGISTRATION INFORMATION

Program: ☐ 3000-Hour Advanced Clinical Massage Therapy Diploma ☐ Health Care Aide Certificate ☐ Master Instructor Diploma ☐ Business Admin Assistant Diploma ☐ Medical Office Assistant Diploma
(Check one)

Which month would you like to begin the program? _____
Month and Year

Are you a transfer student? ☐ No ☐ Yes If yes, from where? _____
School / Institution Name

Preferred Method of Payment upon acceptance:

☐ Cash ☐ Credit Card / Cheque ☐ Payment Plan ☐ Student Finance ☐ Bursary ☐ RRSP

Other: _____
Please Specify

Educational Experience

School Name & Location (High School & Post-Secondary)	Highest Grade or Level Completed	Certificate or Diploma Achieved

Social Insurance Number (SIN): _____

Required for the generation of annual CRA T2202 forms.
Information will be kept strictly confidential.

MEDICAL HISTORY

Do you have any allergies? No Yes

If yes, please list your allergies here.

Do you have any disabilities that may prevent or restrict you from fully participating or succeeding in this program? No Yes

If yes, please list here.

Have you been diagnosed with any contagious or infectious diseases? No Yes

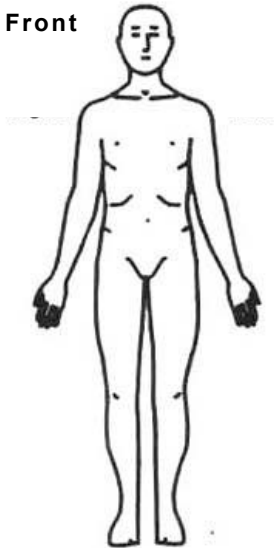
If yes, please list here.

Below Section for ACMT Applicants Only

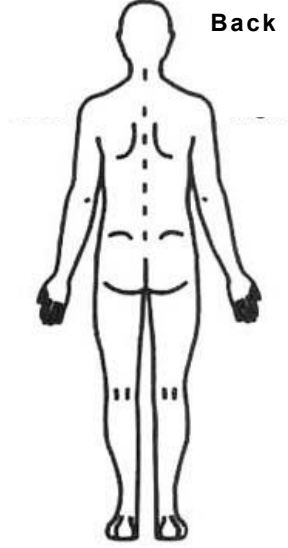
Do you suffer from pain, headaches or have past injuries that still cause discomfort? If yes, please circle the problem areas below:

Please specify:

Front



Back



Is there anything else we should know?

DECLARATION

Please sign and ensure that the application form is submitted well in advance. You will be notified regarding the status of your application within two weeks of receiving your application form and transcripts. An interview may be required upon request for admission into the program.

Health Care Aide students: Please note that most health care practicum locations require up-to-date vaccination records. The HCA profession requires a clean criminal record check in order to become a registered HCA. Should you have any questions regarding this, please contact a student advisor.

Massage Therapy students: Please note that the massage therapy profession requires a clean criminal record check in order to become a RMT. Should you have any questions regarding this, please contact a student advisor.

I, _____, have read the above information and understand all that it states.
I have answered all questions honestly, to the full extent of my current knowledge.

First and Last Name (print)

Signature

Date (mm/dd/yyyy)

How did you hear about MaKami College? _____

For Office Use Only

Application Status

☐

Accepted

☐

Denied

☐

Waiting List

International Student Package Checklist

To ensure that your application is processed on time, please ensure to include **ALL** of the following documents listed below:

- ☐ A completed International Student Package Agreement ensuring that you have read and understood its contents.
- ☐ A completed International Application of Admissions form.
- ☐ A copy of your International Educational Documentation.
- ☐ Evidence of your competency in English
(Please refer to the section on Admissions in the International Student Package for more information)
- ☐ A copy of government-issued identification (e.g., *Passport picture page*)
- ☐ This completed International Student Package Checklist

Student's Full Name

Student's Signature

Date



MaKami Student Advisory Services Department is available to all students.

MaKami College would like to remind all existing and new students about the Student Advisory Services (SAS) Department! This department is available to assist all MaKami College Students in both campuses who need tailored services and programs to fit their individual needs.

For more information about the SAS department and how it can help you, contact Shannon Snider at: shannon@makamicollege.com

For International Student inquiries, contact us at:
international@makamicollege.com

EDMONTON

Ph: 780.468.3454
Boonie Doon Centre
#137, 8330 82 Avenue
Edmonton, AB T6C 4E3

CALGARY

Ph: 403.474.0772
9618 Horton Rd. SW
Calgary, AB T2V 4K8

www.makamicollege.com



Student Advisory Services Department

Simplifying Student Lives

Supporting MaKami students from application to graduation
and every step in between!

Student Advisory Services

Resources available in SAS Department

Networking with local, provincial, and federal partners, MaKami College's Student Advisory Services Department will be assisting students in finding tailored services and programs to fit their individual needs.

Meet the faculty of the MaKami Student Advisory Services Department:

Calgary

- **Marty Kreil** – Student Advisory Services Manager
- **Linda Fode** – Counselling Support
- **Neda Rahmani** – ESL Support
- **Chrissia Vital** – Disability Funding Support
- **Crystal Swadden** – Administrative Assistant
- **Sandra Rusu** – Academic Support
- **Nova Rafael** – Student Advisor
- **Steven Livingston** – Student Advisor
- **Qin Huang** – Student Advisor

Edmonton

- **Shannon Snider** – Director of Student Advisory Services
- **Olakunle Akinyode** – Manager of Strategic Academic Learning Team
– Counselling Support
- **Melissa Braun** – Disability Funding Support
- **Andre Glaser** – ESL Support
- **Nicole O'Connor** – Academic Support
- **Blanca Vera** – Student Advisor
- **Barinder Warraich** – Student Advisor
- **Mandy Johal** – SAS Finance Coordinator

Payment Options

Collaborating with students and potential funding sources to meet the needs of students.

Academic Advising

Providing academic support from tutoring services to ESL options.

Housing

Helping students find local, affordable housing options.

Health Services

Providing students with health care options from nearby dentists to walk-in clinics.

Mental Health Counselling

Counsellors and psychologists provide support to students and their families to encourage good mental health and wellness.

Public Transportation

Providing information regarding the nearest transportation options in and around our campuses.

Childcare Services

Linking parents with accessible childcare options for their children.

Low Income Support

Connecting students with the local and provincial partners in finding appropriate programs and services to meet their families' needs.

Discounts for Students

Offering students, a national discount card that provides a 10-15% discount on products and services from over 100 local and national companies.

Part Time Employment Opportunities

Collaborating with local businesses to help students find part-time jobs while studying.

Community Support

Networking with local community organizations like cultural and religious societies to help students find support off-campus and within the community.

International Student Services

Transitioning students into MaKami and Alberta life.

Alumni Support

Introducing students to the MaKami support services for graduates.