

## Education & Certificate Cover Sheet

Please submit a separate Education & Certificate Cover Sheet with all supporting documents for each request to update education or add/remove an allowance. Scan and email completed form with proof documents to [hrdataadmin.ahs@ahs.ca](mailto:hrdataadmin.ahs@ahs.ca) or fax to 1.888.908.4408. This request will not be processed if documents are not provided.

### Employee Information - Please Print Clearly

Organization that Employee belongs to:       AHS       APL

Employee Name (*Last, First*)

Employee ID #

Employee Record #

This information is to :       Add Allowance / Premium       Remove Allowance / Premium  
 Update Education Only No Allowance

### Education/Certificate Information - All fields are REQUIRED for processing

Name of School

School is Out of Country     No  
 Yes

Province (*for schools in Canada*)

Name on Certificate (*Last, First*)

Date Successfully Completed Requirements (*yyyy-Mon-dd*)

Education/Certificate Description

(*eg: Health Care Aide, Midwife, Nursing Degree, Journeyman, Doctorate for Nurse Practitioner*)

Health Care Aide (HCA) 'Active' Directory Status & Education

Evidence of HCA 'Active' Directory status (*Directory letter attached*)

HCA Directory ID# \_\_\_\_\_

Placed on certified wage grid – evidence attached  
 Certificate Completed  
 Substantial Equivalence Assessment Completed

Non-Certified Wage Grid – evidence attached  
 CAP Completed

### Manager Authorization (*required for adding Education Allowance*)

Manager Name (*Last, First*)

Manager's Employee ID #

Manager Signature

Date (*yyyy-Mon-dd*)

The collection of your personal information on this form is legally authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). Your information will only be used and disclosed as necessary for your organization's human resources program including managing and administering your employment relationship with the organization.

If you have questions or concerns about this collection of your personal information as provided on this form, please contact an advisor at HR Shared Services by phone 1-877-511-4455, via the ServiceHub <https://albertahealthservices.service-now.com/esc>, or send your questions by mail to the attention of HR Shared Services, 10301 Southport Lane SW, Calgary, Alberta, T2W 1S7.