

ACADEMIC CERTIFICATION REQUESTS

Document Owner: C. Petrie	Program/Service Area: Centre for Prehospital Care	Issue Date: June 2018
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Approval: Nicole Sykes, Regional Manager, Centre for Prehospital Care & Trauma Services	Frequency: As required upon receiving a request for certification from a College or Institution	
Signature:		

Purpose: To ensure a consistent standardized process for processing academic certification requests from a College or Institution.

	Content	Details
1.	HSN CPC is informed of an academic certification request from a College or Institution to a Paramedic student utilizing the HSN CPC certification request form	The College or Institution will <u>provide</u> the following information: <ul style="list-style-type: none"> • Candidate Name, • E-mail, • College, • Graduation Date
5.	PPC completes a gap analysis to determine if the candidate requires additional skills in accordance to the Skills Registry.	
6.	If the candidate requires additional skills, the PPC will liaise with the College or Institution to arrange a suitable date to complete the required training. A record of training will be kept within the paramedic portal of Ontario.	Additional learning maybe acquired by the candidate through the Paramedic Portal of Ontario (PPO) https://paramedicportalontario.ca/ It's possible that not all the missing auxiliary skills maybe completed by the certification date.
7.	PPC will request a PPO account for the academic certification candidate by e-mail to CPCSupport@hsnsudbury.ca .	PPC to provide CPCSupport@hsnsudbury.ca with the following information: <ul style="list-style-type: none"> • Candidate Name • Candidate e-mail address • Name of College • College Graduation Date
8.	The Applications Support Analyst or designate will create the accounts, ensuring each candidate has access to the Academic Certification Curriculum.	Application Support Analyst to provide PPC with candidate login information.
9.	PPC will notify the candidate and cc the College or Institution via email of the required learning and certification date.	PPC will monitor the candidates PPO account to ensure that the required learning is completed or in progress prior to the certification date
10.	Upon successful completion of the certification process, PPC staff will notify CPCSupport@hsnsudbury.ca of the candidate's successful certification, requesting authorization and the creation of an academic certification letter. PPC will notify the candidate and cc the College or Institution via email.	When notifying CPCSupport@hsnsudbury.ca of successful academic certification, PPC will provide the following information: <ul style="list-style-type: none"> • Candidate name • Certification level • Certification date • Expiry date

Expected Outcome: Successfully manage a certification request form from a College or Institution.