



## HSCPOA Application for PSW Registration Decision Matrix

### Path 3: Labour Mobility

Once an application for PSW registration with HSCPOA through [Path 3: Labour Mobility](#) has been received, Registration Program staff follow a checklist to confirm all documentation has been received and that the applicant meets the requirements for the respective registration pathway.

#### **Path 3: Checklist**

- ☒ Correct registration pathway selected
- ☒ Photo identification (ID):
  - Government-issued, provincial health cards not accepted
  - Valid, not expired
  - Clear, not blurry
- ☒ Personal information:
  - Name matches ID
  - Birthdate matches ID
- ☒ Other names documentation (if applicable):
  - Proof of name change
- ☒ Address and telephone contact information complete
- ☒ Headshot photo
  - Head and shoulders included
  - Clear, not blurry
  - Recent selfie-type photo, not a picture of a photo

- ☒ Criminal record check:
  - Criminal Record and Judicial Matters Check or Vulnerable Sector Check
  - Completed within 12 months of the date of application to HSCPOA
- ☒ PSW (or equivalent) education program information:
  - Program name, school and contact details provided in text box
  - Year of graduation
- ☒ Employment information (if applicable):
  - Employer selected or details provided in text box
  - Start date
  - Information about role and work setting completed
- ☒ Languages of care:
  - English or French must be selected
  - Additional languages, if applicable
- ☒ Canadian health care aide/continuing care assistant registration:
  - Current registration with one of the following:
    1. Alberta Health Care Aide Directory,
    2. British Columbia Care Aide & Community Health Worker Registry, AND/OR
    3. Nova Scotia Continuing Care Assistant Registry.
  - If applicable, a [Letter of Standing Form](#) from the British Columbia Care Aide & Community Health Worker Registry sent directly to HSCPOA.
  - HSCPOA will confirm registration with the Alberta Health Care Aide Directory and Nova Scotia Continuing Care Assistant Registry directly.
- ☒ Other Registration (if applicable, excluding Canadian health care aide/continuing care assistant registration):
  - Regulatory body information completed
  - Letter of Standing, or equivalent received directly from regulatory body
- ☒ Judicial Declarations:
  - All questions answered
  - Positive declarations include supporting documentation/explanation
  - Positive declarations are reviewed with HSCPOA's CEO/legal counsel to ensure public protection
- ☒ Final Declarations
  - All questions answered

A HSCPOA PSW application file is reviewed for registration eligibility once all required information and documentation has been received.

**If all requirements have been met, the application is approved, and all eligible applicants are sent confirmation of PSW registration with HSCPOA.**