



Education & Certificate Cover Form

Please complete a separate Education & Certificate Cover Form with all supporting documents for each request to update education or add/remove an allowance.

Please note: this request will not be processed if supporting documents are not provided with this form.

Employee Information			
Last Name	First Name	Employee ID	Job Record #
This information is to:		<input type="checkbox"/> Add Allowance/Premium	<input type="checkbox"/> Update Education Only No Allowance
		<input type="checkbox"/> Remove Allowance/Premium	
Education/Certificate Information – All Fields are Required for processing			
Name of School		Province (for Schools in Canada)	
Date Successfully Completed Requirements	Name on Certificate (if different from above)	School is Out of Country <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Check if proof attached (required)	
Education/Certificate Description (e.g.: Health Care Aide, Midwife, Nursing Degree, Journeyman)			
Health Care Aide Directory Status			
<input type="checkbox"/> Certified	<input type="checkbox"/> Substantially Equivalent	<input type="checkbox"/> Certified – In Progress	<input type="checkbox"/> Substantially Equivalent – In Progress
<input type="checkbox"/> Deemed Competent (Competency Assessment Profile completed)	<input type="checkbox"/> Deemed Competent – In Progress (Competency Assessment Profile in Progress)		
Note: For In Progress competencies, indicate the expected completion date		Date:	
(must be within 12 months of date of hire).			
Submit completed form along with supporting documents to HR Business Support and System Solutions by: Fax: 780.342.8618 or Email to HRBusinessSupport@covenanthealth.ca.			
I declare that the documentation and information provided is complete and accurate and that false information or altered documentation may result in			
Employee Signature		Date	
HR Business Support & System Solutions Authorization			
Comments:		Effective Date:	
Approved by (print name)	Approved by (signature)	Date:	