



SCHOOL OF PROFESSIONAL
AND CONTINUING EDUCATION

APPLICATION FORM
EDUCATIONAL/CREDENTIAL ASSESSMENT

Submit to:
AHT Equivalency Assessment Services
Attn: Melissa Elliott
The Northern Alberta Institute of Technology
11762 - 106 Street, Room W111
Edmonton AB T5G 2R1
Phone: 780/378-5062
E-Mail: melissae@nait.ca

PAYMENT AND REQUIRED DOCUMENTATION MUST ACCOMPANY THIS COMPLETED FORM. REFER TO ACCOMPANYING LETTER FOR DETAILED INFORMATION.

The personal information on this form is being collected under the mandate of the Technical Institutes Act. Upon admission, this information will form part of your student record and will be used for operational activities of the Institution and for statistical purposes. It may be disclosed to Statistics Canada to comply with the Statistics Act (Canada) and to Alberta Advanced Education and Career Development for statistical, funding, policy development, planning and research purposes. Certain personal information will also be disclosed, by agreement to the NAIT Student Association (NAITSA) and the Alumni Relations Office for the purposes of membership services; to Campus Sport & Wellness to monitor your eligibility to participate in NAIT Intercollegiate Athletics and to the Financial Aid Officer for the nomination of awards and scholarships. The provision of the Alberta Freedom of Information and Protection of Privacy Act protect this personal information. If you have any questions about the collection or use of this information, contact the Office of the Registrar, Suite 1000, 11761 - 106 Street NW, Edmonton, AB T5G 3H1, (780) 471-6248.

*NOTE: DATE OF BIRTH is required on the student record system to assist our office in the retrieval of your academic grades. Without this, we cannot be responsible for locating and producing copies of your student academic transcripts in the future.

PROVIDE FULL NAME AND ADDRESS BELOW (please print)

Surname	First Name	Middle Name
Apt. No. Street or Box No.	City/Province	Postal Code
Telephone (Residence) ()	Telephone (Business) ()	Cell Number ()
Birth Date	Fax Number	Email (Compulsory)

PAYMENT INFORMATION

☐ Cheque ☐ Money Order ☐ VISA ☐ MasterCard ☐ American Express

Cardholder Name: _____

Card Number: _____ Expiry Date: _____

Signature: _____ Date: _____

REFUND AND TRANSFER POLICY

NO refunds will be issued for the Educational Document Assessment.

CHECKLIST

To prevent delays in processing your application, please ensure that you have provided proof of the following documentation where applicable:

☐ See attached list

ADMINISTRATIVE USE

Prerequisites _____	Fee _____	PS Registered _____	Receipt _____
Supervisor _____	Reviewed by _____	Program Manual Sent _____	
Date Accepted/Refused _____		Student Number _____	

DECLARATION

I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld. I understand that any misrepresentation on my part may result in cancellation of my admission or registered status. If admitted, I understand that I am responsible for all applicable academic regulations, tuition and fees, whether or not I successfully complete the course(s) in which I am enrolling.

_____	_____
Applicant's Signature	Date

Documents List for Educational/Credential Assessment

All of the following documentation and fees must be submitted to NAIT for complete assessment of post secondary educational background. This assessment is a prerequisite to further evaluations including Exam in General Veterinary Knowledge and Clinical Skills evaluations. Be sure to include the following:

- ☐ Application form, completed and signed,
- ☐ Educational document assessment fee, \$425.00 + GST
- ☐ Proof of successfully completing an English proficiency examination (required by all applicants, regardless of country of birth and/or education). The following are examinations that are accepted by NAIT:
 - TOEFL
 - General IELTS (International English Language Testing System)
 - CAEL (Canadian Academic English Language Assessment)
 - MELAB (Michigan English Language Assessment Battery)
 - University of Alberta ESL 140/145
- ☐ **Original or notarised copy** of AHT/VT diploma
 - **or** Letter of recommendation from a regulatory organization within the veterinary profession in the country of origin or, if not yet licensed, from a registered veterinarian in the veterinary profession in the country of origin
 - **or Original or notarised copy** of diploma or degree that resulted from curriculum presented for review and assessment
- ☐ **Original or notarised copy** of official transcript of your academic record from the school issuing AHT/VT diploma
 - **or Original or notarised copy** of official transcript of academic record indicating successful completion of all courses being submitted for comparison to CVMA accredited Animal Health Technology curriculum
- ☐ **Notarised copy** of birth certificate or a statutory declaration establishing your identity and status.
- ☐ **Notarised copy** of government issued photo identification (Driver's license, passport etc.)

*****Important to Note:**

Copies of course outlines, in English, from all courses completed to obtain AHT/VT diploma or copies of course outlines from all courses being submitted may assist in the accurate evaluation of transcripts but are NOT required to be submitted.

Separate application must be made for AHT Clinical Skills Evaluation. Successful completion of all 3 previous assessment stages, Educational/credential assessment, English Proficiency Exam eg. TOEFL and Exam in General Veterinary Knowledge, will qualify you to apply to Clinical Skills Evaluation.

Successful completion of all 4 stages of assessment results in a certificate of completion that may be submitted to your provincial registration body for Animal Health Technologists or Veterinary Technicians. This certificate may qualify you to apply to write the Veterinary Technician's National Exam.