



CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

Canadian College of **Healthcare & Pharmaceuticals**

College Catalog
A Catalog of our programs
& Skills Workshops

@<https://cchap.ca/>





CANADIAN COLLEGE
Of Healthcare & Pharmaceutics



Campus location:

**Suite 201, 5481 Dundas St. West,
Toronto, ON,
M9B 1B5**

(416) 233-7869 Ext 1 for all queries

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President's Welcome Message

Syed Tajamul Hussain, MBBS, MCPS
President
E: tajamul@cchap.ca

January 1st 2024

Dear CCHAP Community and students at large,

As the President of the Canadian College of Healthcare and Pharmaceutics (CCHAP), it fills me with immense pride to reflect on our journey and the strides we have made in advancing healthcare education and professional development. Our commitment to excellence, innovation, and inclusivity has been the cornerstone of our success, guiding our efforts to empower healthcare professionals across Canada and beyond.

Since our establishment (2018) under the Ontario Career Colleges Act of 2005, CCHAP has steadfastly pursued its mandate to offer comprehensive vocational and non-vocational programs in healthcare and pharmaceutics. Our focus has always been to equip Canadians and new immigrants with the skills and knowledge necessary to thrive in the dynamic field of healthcare.

Our dedication to re-skilling and up-skilling since 2018 has positioned us as a leader in healthcare education. The development of highly demanded programs, many of which have received Pan-Canadian accreditations, underscores our commitment to providing industry-responsive education. As we look to the future, our vision remains clear: to continue leading with excellence, fostering an environment of growth and opportunity, and making a meaningful impact in the lives of those we serve. We are grateful for the trust and support of our community, our partners, and especially our students, who inspire us to reach new heights every day.

Thank you for being an integral part of our journey. Together, we will continue to advance healthcare education and professional development, shaping the future of healthcare in Canada and beyond.

About us

The Canadian College of Healthcare and Pharmaceutics (CCHAP) operates as a registered Career College under the Career Colleges Act, 2005. Distinguished by its commitment to excellence, CCHAP sets itself apart through several key features:

- **Exceptional Course Content Delivery:** CCHAP prioritizes the delivery of high-quality course content, ensuring that students receive comprehensive and relevant education that prepares them for success in the healthcare and pharmaceutics industries.
- **Hands-on Learning Experience:** We believe in the power of experiential learning. Through hands-on experiences, our students gain practical skills and knowledge that are directly applicable to their future careers.
- **Experienced Instructors from the Knowledge Industry:** Our team of instructors brings extensive experience and expertise from the healthcare and pharmaceutics sectors. With their guidance, students benefit from real-world insights and mentorship.
- **Innovative Placement Strategies:** CCHAP is dedicated to linking students with employers through innovative placement strategies. By forging strong connections with industry partners, we facilitate pathways for our graduates to secure meaningful employment opportunities.

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Canadian College of Healthcare & Pharmaceutics'

Mission

By Dr. Syed Tajamul Hussain & Ms. Muzna Hussain

To be a premier professional career college for healthcare and pharmaceutics professionals in Canada and globally. CCHAP is committed to ensuring that the graduates of CCHAP programs exhibit excellence in the healthcare and pharmaceutics fields.

We are dedicated to bridging training gaps for our students between education and employment, preparing them to thrive in a rapidly changing world and contribute positively to their communities.

CCHAP distinguishes itself from other institutions through the delivery of exceptional course content, hands-on learning experiences, the presence of experienced instructors from the knowledge industry, and innovative placement strategies that connect our programs with employers.

This mission reflects CCHAP's commitment to providing high-quality education. We are committed to fostering inclusivity, diversity, and innovation in education and to continuously adapting and evolving to meet the changing needs of our students and the workforce.

The Canadian College of Healthcare & Pharmaceutics offers the best programs and skills workshops for those who want to assume/take up a career or expand a continued career related to healthcare and pharmaceutical topics.

Insert mission.

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Canadian College of Healthcare & Pharmaceutics'

Vision

By Dr. Syed Tajamul Hussain & Ms. Muzna Hussain

To be a forward-thinking and industry-leading career college in Canada dedicated to preparing students for the challenges and opportunities of the 21st century.

We envision a future where education is accessible to all, where skills and knowledge are tailored to the demands of a rapidly evolving job market, and where our graduates are empowered to be leaders, innovators, and positive contributors to society.

Our vision is to continuously adapt and prepare our students for the challenges of the healthcare and pharmaceuticals industries.

This vision encapsulates CCHAP's dedication to being a leader in healthcare and pharmaceuticals education and its commitment to fostering a dynamic learning environment that thrives on diversity and inclusivity, making it a standout institution in the field.

The Canadian College of Healthcare & Pharmaceutics offers the best programs and skills workshops for those who want to assume/take up a career or expand a continued career related to healthcare and pharmaceutical topics.

Insert mission.

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Canadian College of Healthcare & Pharmaceuticals' Accreditation Status

Our college is registered as a career college under the Ontario Career Colleges Act, 2005 since November 2018. Campus ID No. 183895.

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Regulations in Ontario for Colleges

<https://www.ontario.ca/laws/regulation/030034>

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Academic Calendar 2024



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Workshop/Program	# of Workshops Available	Comments
Phlebotomy (1-Day)	16	16 workshops are currently being offered
Phlebotomy Micro Credential (8-Day)	11	11 cohorts are currently being offered
Intramuscular (I/M) Injections Workshop (Option 1)	12	12 workshops are currently being offered
Administration of Drugs by Injection Program CCCEP Accredited (Option 2)	12	12 workshops are currently being offered
Immunization and Injection Program CCCEP Accredited (Option 3)	6	6 workshops are currently being offered
Electrocardiography (ECG) Workshop	6	6 workshops are currently being offered
Healthcare Data Analytics	5	5 cohorts are currently being offered
Medical Terminology for Healthcare Professionals	6	6 cohorts are currently being offered
Electronic Medical Records & OHIP	8	8 cohorts are currently being offered
Pharmacovigilance	5	5 cohorts are currently being offered
Clinical Research Essentials	6	6 cohorts are currently being offered
First Aid & CPR / AED Certification	11	11 workshops are currently being offered
Medical Office Assistant Program	4	4 cohorts are currently being offered
Personal Support Worker Program	4	4 cohorts are currently being offered

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Programs & Skills Workshops

Descriptions & Requirements

Major Programs:

- Medical Office Assistant (MOA)
- Personal Support Worker (PSW)

Major Skills Workshops:

- Phlebotomy Workshop
- Phlebotomy Certificate Micro-credential
- Intramuscular (I/M) Injections Workshop (option 1)
- Administration of Drugs by Injection Program CCCEP Accreditation (option 2)
- Immunization and Injection Program CCCEP Accreditation (option 3)
- Electronic Medical Records (EMR) & OHIP
- Nasopharyngeal Swab Collection
- Clinical research Essentials
- Pharmacovigilance
- Healthcare Data Analytics
- Field health examiner (insurance)
- Electrocardiography (ECG) Workshop
- Medical Terminology for Healthcare Professionals
- First Aid & CRP/ AED
- Data Visualization Workshop Using Tableau
- Python and Pandas for Data Analysis
- Introduction to R: Workshop
- Introduction to SAS: Workshop

Credential:

The diplomas, certificates, and other credentials are recognized by the Ontario Ministry of Training, Colleges, and Universities

We also offer:

- Ongoing career coaching and guidance from experts in the field
- Assistance provided in Resume and job applications
- Mentorship that will help to build valuable personal and professional networks
- Stackable credentials: Certificate given on successful completion of each eligible program
- Recommendation letters- for best student

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Major Programs:



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i) Medical Office Assistant (MOA) Diploma

Program Objective

Program

CCHAP's Medical Office Assistant Diploma program is designed to provide students with the business, technology and communications skills needed to work in a healthcare facilities including private physician's office, single or multispecialty clinic, or hospital settings. Emphasis is placed on medical terminology, body systems, medical transcription and medical office procedures. Upon completing, the students will be able to assist in medical history taking, explain treatments and procedures, and prepare clients for examinations.

Program Outline

- Introduction
- Computer Fundamentals and software applications
- Employment and Customer Service Skills
- Medical Terminology
- Anatomy & Disease
- Medical Transcription
- Medical Billing
- Clinical Procedures Medical Office Procedures
- Prescription Transcription
- Practicum
- Job Search/Academic Review Techniques

Course duration

- In-class Theory and Practice – 720 hours
- Clinical placement – 80 hours

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/query-and-admission-form-links/>

Days and number of hours of every program might vary based on the Academic Calendar.

Please consult with one of our Academic advisors through the following email: info@cchap.ca

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Major Programs:



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ii) Personal Support Worker (PSW) Diploma Program

Program Objective

The Canadian College of Healthcare and Pharmaceutics (CCHAP) is a Toronto-based Careers College registered under the Ontario Career College Act of 2005. We offer the Personal Support Worker Certificate Program, accredited by the National Association of Career Colleges (NACC) and registered with the Ontario Ministry of Colleges and Universities (MCU). This NACC PSW (2022) program is required to work as a personal support worker or at similar positions in long-term care facilities, home care services, group homes, hospitals, adult day programs, and educational facilities.

Program Outline

- PSW Foundations (55 hours)
- Safety and Mobility (40 hours)
- Body Systems (40 hours)
- Assisting with Personal Hygiene (30 hours)
- Abuse and Neglect in Seniors (15 hours)
- Household Management, Nutrition and Hydration (25 hours)
- Care Planning / Restorative Care / Documentation / Working in the Community (30 hours)
- Assisting the Family, Growth and Development (25 hours)
- Assisting the Dying Person (30 hours)
- Assisting with Medications (20 hours)
- Cognitive and Mental Health Issues and Brain Injuries (40 hours)
- Health Conditions (40 hours)
- Gentle Persuasive Approaches in Dementia Care (10 hours)
- Clinical Placement (Facility) (200 hours)
- Clinical Placement (Community) (100 hours)

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Course duration

The total program duration is 700 hours. The program can be completed as early as 29 weeks or can take up to 48 weeks. The typical program duration is 31 weeks.

The NACC approved curriculum is divided as such:

- In-class Theory and Practice – 400 hours
- Clinical placement – Facility 200 hours
- Clinical placement – Community 100 hours

Admission Registration Forms

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<https://cchap.ca/query-and-admission-form-links/>

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Medical Office Assistant



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Admissions criteria

Domestic

Enrolment Eligibility

A post-secondary student completing a grade-12 education in Canada or elsewhere can become a Medical Office Assistant. Employers require their employees to be proficient in business language (English or French) and tech savvy, e.g., electronic medical records systems.

Admissions criteria

International

Enrolment Eligibility

- Formal admission criteria for (MOA) Diploma program
- Grade 12 (OSSD) or mature student status. Mature student status means 18 years or older and attaining a minimum passing score of 11 or higher on the Wonderlic SLE (Scholastic Level Exam).
- All foreign credentials must be translated into English and compared for Grade 12 equivalency by a recognized organization (i.e. WES)
- If English is not the First Language, then one of the following:
 - IELTS – Minimum score of 6.0 with no subject test score lower than 5.5; or TOEFL
 - Overall 80 with the minimum in each component: Reading 20; Listening 20; Speaking 20; Writing 20; or CAEL: Overall 60 No section below 60

Please confirm if unsure (info@cchap.ca)

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Personal Support Worker (PSW) Diploma Program

Admissions criteria

Domestic

Enrolment Eligibility

A post-secondary student completing a grade-12 education in Canada or elsewhere can become a PSW. The PSW work will require physical fitness to assist a dependent person. Ability to speak in one of the official languages of Canada (English or French) is also a requirement for many employers.

International

Enrolment Eligibility

Since January 2023, the Canadian College of Healthcare and Pharmaceutics have started accepting international students. Our Designated Learning Institute (DLI) number is – 0278286722242. To apply as an international student, please click on this link to understand the steps. You can start your application here. If you are applying as an international student, the minimum student permit issued will be one year for completing this program.

- Formal admission criteria for (PSW) Diploma program
- Grade 12 (OSSD) or mature student status. Mature student status means 18 years or older and attaining a minimum passing score of 11 or higher on the Wonderlic SLE (Scholastic Level Exam).
- All foreign credentials must be translated into English and compared for Grade 12 equivalency by a recognized organization (i.e. WES)
- If English is not the First Language, then one of the following:
 - IELTS – Minimum score of 6.0 with no subject test score lower than 5.5;
 - or TOEFL – Overall 80 with the minimum in each component: Reading 20; Listening 20; Speaking 20; Writing 20; or CAEL: Overall 60 No section below 60
- Please confirm if unsure (info@cchap.ca)

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Major Skills Workshops:

Phlebotomy Workshop (1 Day)



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Workshop Objective

The Phlebotomy is an integral part of modern-day health care system, making required knowledge of the procedure and its associated steps, a very significant tool for all the medical office team members. This dynamic workshop program on Phlebotomy is aimed to dispense the knowledge of the procedure and skills necessary to draw blood and other specimens and other associated steps involved in medical settings, using proper techniques and universal precautions.

Program Eligibility

The unique program is ideal for future healthcare professionals:

- International medical or nursing graduates
- Nurses (RN, LPN)
- Lab technicians, Medical lab assistants
- Emergency Medical Technicians

Workshop Duration

1 session (6 hours)

Schedule:

Twice a month; weekend classes; 10 am to 4 pm) (Please contact to register for the upcoming batch)

Workshop Outline

- Anatomy and Physiology for Phlebotomy
- Medical Terminology for Phlebotomy
- Patient interaction and related legal, ethical and safety issues
- Patient identification and lab requisition form
- Venipuncture equipment and Vacuumed blood collection system
- Safety and Universal Precautions in handling the samples.
- Administrative Steps of Phlebotomy
- Hands- on Practical training on blood and specimen collection
- Preparing blood collection site and proper managing of the collected sample

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.
<https://cchap.ca/query-and-admission-form-links/>

Days and number of hours of every program might vary based on the Academic Calendar.
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Major Skills Workshops:

Phlebotomy Certificate Micro-credential (8 Day)



About this program

The Phlebotomy Certificate program is a stand alone program to prepare for the Certified Phlebotomy Technician credential offered by the Canadian Phlebotomy Technician Group Inc. (CPTG). The CPT credential eligibility requires post-secondary studies in health sciences or work experience. This program is designed to fill the gaps for the candidates who will like to challenge the CPT exam. The program is also open for Internationally Educated Health Professionals. The CPT exam fees (one attempt) and the CPTG membership fees are included as part of the program admission.

Program Eligibility

- Ontario Secondary School Diploma (70% score or higher in English, Maths and Biology)
- Undergraduate students in health and life sciences (University students are also accepted)
- Post-secondary certificate or Diploma in Health Sciences (e.g., PSW Certificate)
- Internationally Educated Health Professionals

Course Duration

Hybrid program of 39 hours in total

- Instructor-led Zoom sessions on six weekday - from 4:30pm to 8:30pm (27 hours)
- In person - two days (12 hours) from 10am to 4pm

Days and number of hours of every program might vary based on the Academic Calendar.
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Major Skills Workshops:

Phlebotomy Certificate

Micro-credential (8 Day) cont'd

Course Outline

- Module 1: Standards of Practice & Ethics; Canadian Healthcare (1 day)
- Module 2: Anatomy, Physiology & Medical Terminology (1 day)
- Module 3: Asepsis, Infection Control and WHMIS (1 day)
- Module 4: Phlebotomy – Basic (3 days including 1 day in-person)
- Module 5: Phlebotomy - Procedure (3 days including 1 day in-person)

Practicum Details

- Practicum course students practice the blood collection & handling skills learned in theory class
- Practice on simulation arms (mandatory) and live persons (based on volunteers availability)
- Receive instruction on how to prepare the blood collection site
- Choose the proper collection tools
- Post-puncture care, processing and management of collected samples

Schedule:

Please contact us for more details.

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.
<https://cchap.ca/cpt/>

Days and number of hours of every program might vary based on the Academic Calendar.
Please consult with one of our Academic advisors through the following email: info@cchap.ca

Major Skills Workshops:

Intramuscular (I/M) Injections Workshop (Option 1)



About our program:

The Canadian College of Healthcare and Pharmaceutics is pleased to announce a six- hour program on administration of intramuscular injection. The program is designed for health professionals and front-line workers to understand the concepts of intramuscular injection and to safely administer them. The program is delivered by a certified professional. The concepts of patient safety are included as well.

Program Eligibility

- Health Professionals
- Nurses (RN, LPN) and other professionals
- International Medical Graduates

Course Duration

- 6 hours (1 day) In- Person only

Program outline

- Patient Monitoring After Injections
- Essential Competencies for injection of Other Substances
- Intramuscular Injection, Sub-cutaneous Injection

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/intramuscular-i-m-injections/>

**Days and number of hours of every program might vary based on the Academic Calendar.
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Major Skills Workshops:

Administration of Drugs by Injection Workshop (Option 2)



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About our program

The Administration of Drugs by Injection Program is mostly addressed to pharmacy technicians and other healthcare professionals. It will take 3 hours to complete the online learning followed by 6 hours of in-person learning. Administration of Drugs by Injection Program is one of the program areas which is accredited under CCCEP's Competency Mapped Certificate Program Accreditation Policy. These programs address the 7 competencies approved by the National Association of Pharmacy Regulatory Authorities (NAPRA) in November 2012. In the current healthcare system, pharmacy-based flu vaccine clinics are common. Patients and family care givers expect pharmacy technicians to be knowledgeable about vaccines and injectable medications. Pharmacy technicians are becoming more and more involved in providing a variety of vaccination services.

Program Eligibility

- Pharmacy Technician
- Regulated health professionals broadening their scope
- International Medical, Nursing and Pharmacy graduates and students

Course Duration

- 9 CEU hours (2 days) Hybrid

Schedule

Hybrid and In-person available. Weekend Classes. Please contact us for more details.

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/administration-of-drugs-by-injection-program-cccep-accreditation-number-1590-2022-3227-b-t/>

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Major Skills Workshops:

Immunization and Injection Workshop(Option 3)



About our program:

The Canadian College of Healthcare and Pharmaceutics is pleased to announce a two-day (15 CEU) CCCEP Accredited Program on Immunization and Injection for Pharmacists and RNs/RPNs. Immunization and injection administration are one of the program areas which is accredited under CCCEP's Competency Mapped Certificate Program Accreditation Policy. The program addresses the 15 competencies approved by the National Association of Pharmacy Regulatory Authorities (NAPRA) in November 2012. In the current healthcare system, pharmacy-based flu vaccine clinics are common. Patients and family care givers expect pharmacists to be knowledgeable about vaccines and injectable medications. Pharmacists are becoming more and more involved in providing a variety of vaccination services.

Program Eligibility

- Pharmacists
- RN, RPNs, Med students, Pharmacy program students
- International Medical Graduates working as Physician or clinical assistants

Course Duration

- 15 CEU hours (2 days) Hybrid and In Person

Schedule

Hybrid and In-person available. Weekend Classes. Please contact us for more details.

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/immunization-and-injection-program-ccecp-accreditation-number-1590-2021-3152-1-p/>

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Major Skills Workshops:

Electronic Medical Records (EMR) & OHIP



About our program

The Canadian College of Healthcare and Pharmaceutics is pleased to offer the Electronic Medical Records (EMR) hands-on workshop. The program will introduce you to one of the most used EMR programming the Canadian medical office, the OSCAR. The workshop includes theory and hands-on sessions. The program is designed to introduce the concepts, knowledge, and skills needed as a successful Health Office Professional. This course will enhance your profile, sharpen your transferable skills, and prepare you for working in Canadian Clinical environment. The program can be very useful for International medical graduates and undergraduate students in health science looking for experience in medical office.

Program Eligibility

The unique program is ideal for future healthcare professionals:

- Medical office assistants
- Undergraduate students
- International medical graduates
- Anyone wishing to work in a medical office

Course duration

2 sessions (6 hours/session), total 12 hours.

Schedule

Every month (weekend ONLINE classes).

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/electronic-medical-records/>

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Major Skills Workshops:

Nasopharyngeal Swab Collection Workshop



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About our program:

The Canadian College of Healthcare and Pharmaceutics is pleased to announce a one-day program on Nasopharyngeal Swab. The program is designed for health professionals and front-line workers to understand the concepts of Nasopharyngeal Swab. The program is delivered by a certified professional. The program is designed for health professionals and frontline workers to understand the concepts of Nasopharyngeal Swab. The program is delivered by a certified professional. The concepts of patient safety are included as well.

Program Eligibility:

This program is designed to cater all types of healthcare professionals:

- Nurses (RN, LPN)
- Pharmacists and Pharmacy Technicians
- Medical Lab Technologists / Medical Lab Tech / Assistant (MLT / A)
- International Medical / Nursing Graduates
- Other health professionals

Course Learning Outcome

To know how to collect and handle different respiratory specimen, especially Nasopharyngeal swabbing.

- To use prioritization and organization skills to respond with a sense of urgency and meet timelines.
- To know when and how to ask for help from a supervisor, senior clinician and other healthcare professionals.
- To participate in meetings that discuss updates in the sample collection and recognize priorities.
- To develop importance of high level of attention to accuracy and details

Schedule

Once per month (Please contact to register for upcoming next batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/nasopharyngeal-swab-collection/>

Days and number of hours of every program might vary based on the Academic Calendar.

Please consult with one of our Academic advisors through the following email: info@cchap.ca

☎ (416) 233-7869

✉ info@cchap.ca | admin@cchap.ca

🏠 5481 Dundas St. West, Suite 201, Etobicoke, Ontario, M9B 1B5

Major Skills Workshops:

Clinical Research Essentials Workshop



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

About our program

We offer the Clinical Research Workshops to prepare health professionals for entering the fast-paced Canadian research environment and learn about the expectations of clinician/researchers working in academic and private settings, from their research/ office assistants. It also teaches how to communicate on behalf of principal investigator with research staffs, institutional review boards, and regulatory authorities. The course involves classroom teaching and assignments, on how to assist researchers in critically reviewing research documentations.

Program Eligibility

The Clinical Research Essentials (CRE) workshop is ideal for attendees with following background seeking entry-level research assistant positions:

- Undergraduate and graduate students in health and life sciences
- International Medical Graduates (IMGs)
- Nurses (RN, RPN) or Internationally Educated Nurses
- Allied health professionals interested in research career

Course Duration

7 sessions (2 hrs. each)

Course Outline

- Session 1: MS office- research & reports: Covers the topics of Microsoft office (Word, Excel, and Power point), skills for academic writing.
- Session 2: Research methods. GCP, TCPS2
- Session 3: Research Protocol
- Session 4 & 5: REB/ IRB application & ICF
- Session 6: CCV an NIH Bio sketch
- Session 7: Literature review

Schedule

Once per month (Please contact to register for upcoming batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/clinical-research/>

Days and number of hours of every program might vary based on the Academic Calendar.
Please consult with one of our Academic advisors through the following email: info@cchap.ca

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🏠 5481 Dundas St. West, Suite 201, Etobicoke, Ontario, M9B 1B5

Major Skills Workshops:

Pharmacovigilance Workshop



About our program

The importance of pharmacovigilance (PV) for the safe use of medicine has increasingly been recognized during the last couple of decades. If you are involved in any aspect of drug safety/PV then this course will support you with major regulatory authority's laws, regulations and guidelines including Health Canada guidance documents. This 2-day program gives you an opportunity for a better understanding of the fundamental principles of pharmacovigilance.

A Short 2-days intensive certification program conducted by highly experience faculty.

- After the completion of the course you could achieve the following objectives:
- History of Pharmacovigilance with basic definitions, aims & objectives of PV
- Clear understanding of Adverse Events and Adverse Drug Reactions and its various types, process flow, timelines and clinical management of ADRs
- Fair understanding of Risk Management Systems, general idea about regulatory requirements related to pharmacovigilance by US, EU and Canada

Program Eligibility

All students and professionals preparing to work or already working in health sector and other sectors are required to take these courses.

The trainees include:

- Health Professionals involved in care & Clinical Research Assistants and Associates
- Alternative opportunity for IMGs, Healthcare Professionals and Life Sciences

Course Duration

Two 4-5-hour sessions on two successive days.

Schedule

Once per month (Please contact to register for upcoming batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/pharmacovigilance/>

Days and number of hours of every program might vary based on the Academic Calendar.

Please consult with one of our Academic advisors through the following email: info@cchap.ca

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📍 5481 Dundas St. West, Suite 201, Etobicoke, Ontario, M9B 1B5

Major Skills Workshops:

Healthcare Data Analytics Workshop



About our program:

The Canadian College of Healthcare and Pharmaceutics is pleased to offer a workshop series on Healthcare Data Analytics for those interested in data sciences, statistics, sociology, psychology and clinical studies among many others. The program will introduce you to basic programming in four software (R, python, and Tableau) and data manipulation and visualization techniques along with useful statistical concepts. This is not just a course but a skill. If you are interested to commence a research career in your field, this course will give you a good start.

Program Eligibility:

This unique program is ideal for career:

- Any health professionals including IMGs, nurses, health sciences students
- Masters & PhD students (all applied fields)
- Research assistants and data operators
- Anyone working with data

Course Duration

2 sessions (~ 16 hours)

Course Outline

- An overall orientation to four most commonly used software
 - Python / Pandas
 - Tableau --- Data Visualization
 - R software (R Studio)
- Conducting basic functions for all software
- Reading and writing data files
- Data manipulation and visualization with all software
- Conducting summary statistics
- How to deal with missing data
- Basic statistical analysis

Schedule

Once per month (Please contact to register for upcoming batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/healthcare-data-analytics/>

Days and number of hours of every program might vary based on the Academic Calendar.

Please consult with one of our Academic advisors through the following email: info@cchap.ca

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📍 5481 Dundas St. West, Suite 201, Etobicoke, Ontario, M9B 1B5

Major Skills Workshops:

Field Health Examiner Workshop



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

About our program:

Field Health Examiners (FHE) are agents hired for performing health exams of prospective and existing insurance clients seeking life, critical illness or other insurance products. FHE job is to document the previous medical history, brief physical exam, and blood and urine sampling. The Canadian health insurance industry has grown enormously since 2000s. This growth offers new but challenging opportunities for healthcare professionals who are looking for full time, part-time, flexible job options. FHE is a comprehensive program of paramedical examination for life and critical care insurance. This training permits you to be job ready for these specific positions in this growing industry. It trains you in essential procedures and protocols of health examination of existing and prospective insurance clients.

Program Eligibility

- International medical graduates
- Nurses (RN, LPN)
- Lab technicians, Medical lab assistants
- Emergency Medical Technicians

Course Outline

- Session 1: Introduction & paramedical
- Session 2: Examination & booking cases
- Session 3: Lab slips, sampling & shipping
- Session 4: Phlebotomy & Final Assessment

Course Duration

The program consists of four in-person sessions (16 hours) on 2 days.

Schedule

Once per month, weekend sessions (Max, 2-3 students)

Next batch: New batch registration is in progress, please contact to discover immediate openings.

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/field-health-examiner/>

Days and number of hours of every program might vary based on the Academic Calendar.

Please consult with one of our Academic advisors through the following email: info@cchap.ca

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Major Skills Workshops:

Electrocardiography (ECG) Workshop

Learn the basics of 12 leads ECG



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

About our program:

This is a five-hour electrocardiogram (ECG) program to cover the essentials of an ECG exam. ECG is a commonly performed medical diagnostic in medical offices, hospitals, ambulatory care, and homes. This program is relevant for all health professionals involved in any capacity in patient healthcare or care of community dwelling seniors. The program is delivered in a customized, simple way to introduce the students to ECG theory and exam.

Program Eligibility:

All students and professionals preparing to work or already working in health sector and other sectors are required to take these courses.

The trainees include:

- International medical graduates
- Students Nurses (RN, LPN)
- Lab technicians, Medical Office assistants

Course Outline

The program covers all aspects related to the ECG theory and it includes simulation with ECG and leads.

The program contents are:

- Electrocardiography introduction
- Anatomy and Physiology of Cardiovascular system
- ECG machine, leads, and supplies
- Approaching a patient
- Performing 12-lead ECG
- Common artifacts and corrective measures
- Basic interpretation
- Abnormal rhythms

Course Duration

6 hours (1 day)

Schedule:

Once per month (Please contact to register for upcoming next batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/electrocardiography-ecg/>

Days and number of hours of every program might vary based on the Academic Calendar.
Please consult with one of our Academic advisors through the following email: info@cchap.ca

Major Skills Workshops:

Medical Terminology for Healthcare Professionals



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

About our program: **ONLINE Workshop**

The Basics of Medical Terminology hands-on workshop will introduce you to medical terms and terminology needed for an understanding concepts related to medical conditions and diagnostic procedures. The workshop includes theory and hands- on sessions. The program is designed to introduce the concepts, knowledge and skills needed as a successful Health Office Professional. The program can be very useful for international medical graduates and undergraduate students in health sciences looking for experience in medical offices.

Program Eligibility:

This unique program is ideal for future healthcare professionals:

- Medical office assistants
- Undergraduate students
- Medical transcriptionists
- International Medical Graduates
- Medical interpreters
- Anyone wishing to work in a medical office

Course Outline

- Learn to correctly spell, pronounce & define medical terms
- Develop an understanding of terms & concepts related to diseases & disorders
- Overview of Word Structure: Suffixes & Prefixes
- Terms pertaining to the Body as a Whole
- Medical Terminology pertaining to the human body's system

Course Duration

4 sessions in 4 days (6 hours/session), total 24 hours

Schedule:

Every month (ONLINE classes). Both weekdays & weekends. Please email faculty for upcoming dates available.

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/medical-terminology/>

Days and number of hours of every program might vary based on the Academic Calendar.

Please consult with one of our Academic advisors through the following email: info@cchap.ca

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Major Skills Workshops:

First Aid & CPR / AED Workshop



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

About our program:

First Aid & CPR / AED workshop teaches you the skills to respond to an adult or child who may be suffering from a life-threatening heart event, or a person who has stopped breathing. First Aid certification, which tests your skills in responding to medical emergencies until emergency responders arrive, can be supplemented by CPR and AED certification. CPR stands for Cardiopulmonary Resuscitation. AED stands for Automated External Defibrillator. All programs are approved by the WSIB under regulation 1101. These programs are offered with our partnership with Lifesaver 101 First Aid & CPR Training Inc.

Program Eligibility:

This unique program is ideal for future healthcare professionals:

- undergraduate students in health and/or life sciences,
- nursing graduates (RN, RPN, LPN) or students
- international medical, nursing or pharmacy graduates (IMGs)
- graduates of other health sciences programs (e.g., medical office assistants, PSWs, medical estheticians, lab technicians, medical lab assistants, and emergency medical technicians.)

Course Duration

- Standard First Aid & CPR C/AED — 2 days — Certificate validity: 3 years (1 year for HCP)
- Emergency First Aid & CPR C/AED — Duration: 1 day — Certificate validity: 3 years (1 year for HCP)
- CPR C or CPR HCP levels — Duration: 3 hours — Certificate validity: 3 years (1 year for HCP)

Credential:

A workshop certificate is issued by the Lifesaver 101 First Aid & CPR Training Inc. and is approved by WSIB

Schedule:

Weekends

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/first-aid-cpr-aed/>

Days and number of hours of every program might vary based on the Academic Calendar.

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Major Skills Workshops:

Data Visualization Workshop Using Tableau



About our program:

Data Visualization has become one of the most popular technologies today. It provides analysts and decision makers a tool to gather insights and make better decisions using data. Being able to manipulate data, select the right visualization and connecting multiple visualizations to be able to tell a compelling story is a very important skill requiring knowledge and understanding of the business domain, computational science and human visual perception theory. The workshop is carefully designed to include all the necessary theory and hands-on sessions to enable students and practitioners working in the area of data visualization to create useful visualizations and interactive dashboards.

Program Eligibility:

This unique program is ideal for individuals who would like to work in the area of Data Science:

- Data & Business Analysts
- Data Scientists & Engineers
- Statisticians & Programmers

Course Duration

2 -4 sessions (~ 16 hours)

Course Outline

- Learn the basics of data manipulation and visualization
- Use of different types of visualizations including bar charts, donut charts, scatter plots, geo-mapping
- Create interactive dashboards for data exploration
- Data Project to apply the knowledge acquired

Schedule:

Once per month (Please contact to register for upcoming batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/data-visualization-workshop/>

Days and number of hours of every program might vary based on the Academic Calendar.
Please consult with one of our Academic advisors through the following email: info@cchap.ca

Major Skills Workshops:

Python and Pandas for Data Analysis Workshop



About our program:

The workshop on Python/Pandas for individuals in Data science, Statistics, sociology, psychology and clinical studies among many others will introduce you to basic programming in SAS and data manipulation and visualization techniques along with useful statistical concepts. This workshop which includes theory and hands-on sessions will provide you training on how to effectively explore the data. If you want to expand your knowledge of general data description and statistics through a Step-by-Step approach, this is design for you.

Program Eligibility:

This unique program is ideal for career:

- Data Analyst
- Business analysis
- Epidemiologist & Researchers
- Masters & PhD students (all applied fields)
- Research assistants and data operators
- Anyone working with data

Course Duration

2-4 sessions (~ 6 hours)

Course Outline

- An overall orientation to Python/Pandas
- Conducting basic functions in Python/Pandas
- Reading and writing data files
- Data manipulation and visualization with Python/Pandas
- Conducting summary statistics
- How to deal with missing data
- Basic statistical analysis

Schedule:

Once per month (Please contact to register for upcoming batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/python-and-pandas/>

Days and number of hours of every program might vary based on the Academic Calendar.

Please consult with one of our Academic advisors through the following email: info@cchap.ca

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📍 5481 Dundas St. West, Suite 201, Etobicoke, Ontario, M9B 1B5

Major Skills Workshops:

Introduction to R: Workshop Research Workshop



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

About our program:

The workshop in R for individuals in Data Science, Statistics, Sociology, Psychology and Clinical Studies among many others. The program will introduce you to basic programming in R and data manipulation and visualization techniques along with useful statistical concepts. This workshop which includes theory and hands-on sessions will provide you training on how to effectively explore the data. If you want to expand your knowledge of general data description and statistics through a Step-by- Step approach, this is designed for you.

Program Eligibility:

This unique program is ideal for career:

- Data Analyst
- Business analysis
- Epidemiologist & Researchers
- Masters & PhD students (all applied fields)
- Research assistants and data operators
- Anyone working with data

Course Duration

2 -4 sessions (~ 16 hours)

Course Outline

- An overall orientation to R
- Conducting basic functions in R
- Reading and writing data files
- Data manipulation and visualization with R
- Conducting summary statistics
- How to deal with missing data
- Basic statistical analysis
- R output and interpretation

Schedule:

Once per month (Please contact to register for upcoming batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/introduction/>

Days and number of hours of every program might vary based on the Academic Calendar.

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✉ info@cchap.ca | admin@cchap.ca

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Major Skills Workshops:

Introduction to SAS: Research Workshop



CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

About our program:

The workshop on SAS® for individuals in Data science, Statistics, sociology, psychology and clinical studies among many others. The program will introduce you to basic programming in SAS and data manipulation and visualization techniques along with useful statistical concepts. This workshop which includes theory and hands-on sessions will provide you training on how to effectively explore the data. If you want to expand your knowledge of general data description and statistics through a Step-by-Step approach, this is design for you.

Program Eligibility:

This unique program is ideal for career:

- Data Analyst
- Business analysis
- Epidemiologist & Researchers
- Masters & PhD students (all applied fields)
- Research assistants and data operators
- Anyone working with data

Course Duration

2 -4 sessions (~ 16 hours)

Course Outline

- An overall orientation to SAS
- Conducting basic functions in SAS
- Reading and writing data files
- Data manipulation and visualization with SAS
- Conducting summary statistics
- How to deal with missing data
- Basic statistical analysis

Schedule:

Once per month (Please contact to register for upcoming batch)

Admission Registration Forms

Please click on the link below to find the relevant registration form to be submitted online.

<https://cchap.ca/introduction-to-sas/>

Days and number of hours of every program might vary based on the Academic Calendar.

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Admission process for International Students



CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

- a) International Student Query Form
- b) International Student Application Form
- c) General Query Form / Application Form
- d) Non-Vocational Enrolment Contract
- e) International Enrolment Contract
- f) International Enrolment Contract Supplementary

Major Events : <https://cchap.ca/events-2/>

Career Programs and Skills workshops Fee List



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

Canadian College of Healthcare and Pharmaceutics is a Toronto-based Careers College registered under the Ontario Career College Act of 2005. We offer vocational programs to build a new, rewarding career in healthcare. We also offer skills workshops to health professionals to advance their careers in healthcare industry.

Our Vocational programs:

The career programs at the Canadian College of Healthcare and Pharmaceutics include.

Domestic

- 1) Personal Support Worker (29 weeks / 700 hours --- Tuition: \$8,863)
- 2) Medical Office Assistant (31 weeks / 800 hours --- Tuition: \$11,296.50)

*Many others being added **Changes might be a subject of change**

International

- 1) Personal Support Worker (29 weeks / 700 hours --- Tuition: \$10,863)
- 2) Medical Office Assistant (31 weeks / 800 hours --- Tuition: \$13,296.50)

Our Top Skills Workshops:

Our workshops are geared towards creating able administrators and healthcare professionals by exposing them to the real-world scenarios as well as theoretical concepts about essential job skills.

- Field health examiner (insurance) --- (16 hours in 4 sessions, \$990+HST)
- Clinical research --- (14 hours in 7 sessions, \$949+HST)
- Pharmacovigilance (14 hours in 2 sessions, \$699+HST)
- Medical Terminology for Healthcare Professionals (24 hours in 4 sessions, \$990+HST)
- **Phlebotomy (5 hours in 1 session, \$349+HST)**
- Phlebotomy Micro-credential (39 hours in 8 sessions, \$1999+HST (includes CPTG exam package)
- Electronic Medical Records (EMR) (4 sessions, \$599+HST)
- **Intramuscular (I/M) Injections Workshop (5 hours, \$349+HST)**
- Administration of Drugs by Injection Program CCCEP Accreditation (12 hours in 2 sessions, \$599+HST)
- Immunization and Injection Program CCCEP Accreditation (16 hours in 2 sessions, \$799+HST)
- **Electrocardiography (ECG) Workshop (6 hours, \$349+HST)**
- Healthcare Data Analytics (24 hours, \$949+HST)
- **Missing workshops fees**

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Financial Aid/Support/ Government Funding



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

VOCATIONAL PROGRAMS

Our college provides competitive fees for all programs. We also support our students to add in their skillset by attending our non-vocational programs such as phlebotomy workshop, clinical research, and intramuscular injection.

For Students who would like to apply for financial support for vocational programs, we do have following option.

Better Jobs Ontario Program: For vocational program such as Medical Office Assistant (Diploma) and Personal Support Worker (Certificate) programs, you can apply for Better Jobs Ontario. This program is available if you have been laid-off. Students who were laid-off on March 1, 2020 or later and who are opting for programs of 1 year or less in duration are being prioritized this year. Both our programs meet these requirements. We look forward to chat with you on this at (416) 233-7869. [Apply here](#).

Payment Plan: Financing your studies with Gratify can help you cover the costs of tuition and pay for other school expenses. Please contact administrator to apply for the financing. [Apply here](#).

SKILLS WORKSHOPS

For students who would like to apply for financial support for workshops (non-vocational programs like phlebotomy workshop), we have following tax credit.

In the fiscal year of 2020, the Federal Government streamlined the education tax credits and created a new tax credit called the “Canada Training Credit“. This credit provides you up to \$250 back to you, i.e., 50% of tuition fees (if the program fee is \$500). This tax credit is available if you are between the ages of 26 to 65 years of age. For eligibility, please have a look at the link provided above. We work hard to provide all our workshop students with T2202A to claim these tax credits in the following tax year. In 2024, the cumulative tax credit will be \$1,000 for fees paid up to \$2,000 (~50%).

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Financial Aid/Support/ Government Funding (Cont'd)



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

Payment Plan (paying before the end of program): The college administrator can set-up a Payment Plan via PayPal in case you would like to register and pay for the program before the end date of the program. [Apply here.](#)

Payment Plan (paying after the end of program): The college administrator can set-up a Payment Plan via [Gratify](#), in case you would like to register and pay for the program after the end date of the program. Flexible payment plan up to 12 weeks after the start date are available. [Apply here.](#)

In case you do not qualify for any of the above opportunities, we can also connect with you with our partner financial institutions who can help you access student loans with great term conditions. Some of these loans also work as efficiently as Ontario Student Assistance Program (OSAP) given our competitive fees (~ 30% to 40% lower than other colleges in our area). We also support our students with flexible payment schedule so the fees are not a barrier in starting the program.

[Windmill Microlending](#) is Canada's largest and most successful microlending charity for skilled immigrants and refugees. Windmill addresses underemployment of skilled newcomers by offering affordable loans of up to \$15,000 to pay for the credentials, licensing, retraining or professional development needed to achieve career success in Canada. By supporting newcomers across the country, Windmill is helping convert potential into prosperity, for our clients and for Canada.

[Windmill Microlending](#) is a registered charity supported by donors, government, sponsors and granting agencies.

We are always open to offer additional discounts on tuition fees to our students as the circumstances allow, so please do not hesitate to write to us if we can be any assistance to you !

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Financial Aid/Support/ Government Funding (Cont'd)



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

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We are always open to offer additional discounts on tuition fees to our students as the circumstances allow, so please do not hesitate to write to us if we can be any assistance to you !

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Study Permit/Visa Assistant for International Students



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

For International Students ONLY

The Canadian College of Healthcare & Pharmaceutics assists its international students to gain their Study Permit prior to commencing either or the two major programs offered: a) Medical Office Assistant or b) Personal Support Worker.

Conditional Letter of Acceptance (CLOA)

Applicants completing enrolment contracts and have paid full / partial tuition fees will receive a Letter of Acceptance (LOA). The LOA is accepted by the Government of Canada to apply for Study Permit (study visa).

The **Conditional Letter of Acceptance (CLOA)** is issued in case the educational institution determines that the international student requires successful completion of a prerequisite course or program before the admission. The officers of the Canadian immigration services issue a study permit for the length of the prerequisite program plus 1 year enrolment in a subsequent vocational program selected by the student. The students who successfully complete their prerequisite program will then need to apply for a new study permit and demonstrate they have completed the admission requirements. Missions overseas should take into consideration the bona fides and available funds for the main program, should the prerequisite be passed, before issuing the travel document for the prerequisite study program. Note: Foreign nationals who have been issued a study permit for a prerequisite program are not eligible to work off campus in Canada until they begin their main program of study.

Funded Programs: (For both international and domestic students)

The funded program applications will be available here.

- Better Jobs Ontario (up to \$28,000) – Conditions apply.
- Black Youth Action Program (Selected Micro-credentials offered).
- PSW Fee Discount program (ongoing)
- MOA Fee Discount program (ongoing)

Study Permit/Visa Assistant for International Students (Cont'd)



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

For International Students ONLY

Applying for the Study Permit (Study Visa)

After receiving the Conditional Letter of Acceptance and/or Letter of Acceptance, you must apply for a Study Permit (Visa) from Immigration, Refugees and Citizenship Canada (IRCC) (Formerly also known as Citizenship and Immigration Canada or CIC). It is preferable to obtain the Letter of Acceptance after making a deposit.

A Student Permit is mandatory for those who are NOT Canadian citizens or Permanent Residents of Canada and wish to study temporarily in Canada.

You submit your Letter of Acceptance and your visa application form at the nearest Canadian Embassy, High Commission or Consulate. Visit the [study permit link](#) to know more.

In case that you need help in visa application, we will provide a list of licensed immigration consultants who are external to the college to provide you guidance. You will have to contact them separately. Their fees are not part of the admission process.

Inform CCHAP about receiving the Study Permit (Study Visa)

Upon being granted the Study Permit (Visa), you must notify CCHAP's Admission Office by emailing the visa copy to info@cchap.ca. You will be provided details to submit full fees upon your arrival in case you are a non-SDS student.

If your student permit is denied, please email us the original written letter of denial. You may seek consultation from immigration consultants to re-apply. We will reimburse you the deposit fees minus any bank transaction fees. The application fees of \$500 will not be reimbursed in any case.

Please Note: Canadian College of Healthcare & Pharmaceutics must inform Immigration and citizenship Canada if you withdraw as a student, stop attending classes, or become a part-time student.

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CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

Payment Methods

Canadian College of Healthcare & Pharmaceutics accepts payment in multiple ways:

- **Flywire:** Canadian College of Healthcare & Pharmaceutics (CCHAP) has partnered with Flywire to provide our international students with a secure payment method that simplifies the payment process. With Flywire, you can pay online from banks and countries around the world, usually in your home currency.

- Pay with accounts in your home country, in your currency for most countries.
- Offers payment methods like bank transfer, credit cards and e-payments (Alipay/PayPal) making the process familiar and easy for you.
- Avoid unnecessary bank fees and receive favorable foreign exchange rates.
- Track the progress of your payment anytime. Flywire’s multilingual CUSTOMER SUPPORT is available to help 24×7 using multiple channels.

To begin your payment, click the button below. This will take you to Canadian College of Healthcare & Pharmaceutics’ (CCHAP) Flywire payment site, where you will follow the instructions provided by Flywire to complete the payment. Or, just go to <https://cchap.flywire.com>



Please select the appropriate fees when paying. For example, for application fees, please select \$500 as indicated in the instructions. The college staff will provide you the instructions for how much tuition fees to be paid should you have met all the requirements.

- Prequalify for a payment plan using [Gratify](#).
 - **Cash:** In person at our campus using cash.
 - By E-transfer, Send payment to info@cchap.ca mentioning your Full Name. Please email your e-transfer receipt and password to info@cchap.ca for payment confirmation.
 - By **Bank Transfer** (email info@cchap.ca for details)
- Account Name: Eduxcite Inc.
 - Bank Name: TD Canada Trust
 - Branch address: 6760 Meadowvale Town Centre Circle, Mississauga, Ontario, Canada L5N 4B7
 - Bank Swift Code: TDOMCATTOR
 - Account Number: 0159 004 5294200

Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

A) Sexual Violence Policy

1.

(a) Canadian College of Healthcare and Pharmaceuticals is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.

(b) Canadian College of Healthcare and Pharmaceuticals has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involve its students.

(c) The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant”.

2. Definition of Sexual Violence Sexual violence means any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

3. Training, Reporting and Responding to Sexual Violence

(a) Canadian College of Healthcare and Pharmaceuticals shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and provide a copy of the Sexual Violence Policy to career college management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career college’s affairs, and their agents), instructors, staff, other employees and contractors and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students.

*Any company participating in offering student internships on their premises must provide an undertaking in writing that it is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide students access to those policies should they encounter issues relating to sexual violence in the workplace.

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Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

A) Sexual Violence Policy

(b) The Sexual Violence Policy shall be published on its website.

(c) Career college management, instructors, staff, other employees and contractors of Canadian College of Healthcare and Pharmaceutics will report incidents of or complaints of sexual violence to the President upon becoming aware of them.

(d) Students who have been affected by sexual violence or who need information about support services should contact the Campus Director.

(e) Subject to Section 4 below, to the extent it is possible, Canadian College of Healthcare and Pharmaceutics will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk.

This will be done by:

(i) ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and

(ii) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.

(f) Canadian College of Healthcare and Pharmaceutics recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.

(g) Notwithstanding (f), in certain circumstances, Canadian College of Healthcare and Pharmaceutics may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.

(h) In all cases, including (f) above, Canadian College of Healthcare and Pharmaceutics will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the President.

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Policies

A) Sexual Violence Policy



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

In this regard, Canadian College of Healthcare and Pharmaceutics will assist students who have experienced sexual violence in obtaining counselling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in Appendix 1 attached hereto.

Students are not required to file a formal complaint in order to access supports and services. 4. Investigating Reports of Sexual Violence

(a) Under this Sexual Violence Policy, any student of Canadian College of Healthcare and Pharmaceutics may file a report of an incident or a complaint to the President in writing. The other officials, offices or departments that will be involved in the investigation is the Education department.

(b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the President will respond promptly and:

(i) determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;

(ii) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;

(iii) determine whether the incident should be referred immediately to the police; In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Canadian College of Healthcare and Pharmaceutics may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

(iv) determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

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Policies

A) Sexual Violence Policy



CANADIAN COLLEGE
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(c) Once an investigation is initiated, the following will occur:

(i) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;

(ii) interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;

(iii) informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation;

(iv) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;

(v) providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and

(vi) following the investigation, the President will:

(A) review all of the evidence collected during the investigation;

(B) determine whether sexual violence occurred; and if so

(C) determine what disciplinary action, if any, should be taken as set out in Section 5 below.

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Policies

A) Sexual Violence Policy



5. Disciplinary Measures

(a) If it is determined by Canadian College of Healthcare and Pharmaceutics that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken.

This may include:

(i) disciplinary action up to and including termination of employment of instructors or staff; or

(ii) expulsion of a student;

and /or (iii) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities;

and/or (iv) any other actions that may be appropriate in the circumstances.

6. Appeal

(a) Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the President within 10 days by submitting a letter addressed to the President advising of the person's intent to appeal the decision.

7. Making False Statements

(a) It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.

(b) Individuals who violate this Sexual Violence Policy are subject to disciplinary and / or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

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Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

A) Sexual Violence Policy

8. Reprisal

(a) It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

(b) Individuals who violate the Sexual Violence Policy are subject to disciplinary and /or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

9. Review

(a) Canadian College of Healthcare and Pharmaceutics shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.

(b) Canadian College of Healthcare and Pharmaceutics shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is January 1, 2020. 10.

Collection of Student Data (a) Canadian College of Healthcare and Pharmaceutics shall collect and be prepared to provide upon request by the Superintendent of Career Colleges such data and information as required according to Subsections 32.1 (8), (9), (10) and (11) of Schedule 5 of the Ontario Career Colleges Act, 2005 as amended.

Appendix 1 The following represents a list of Provincial Rape Crisis Centres:

Canadian Association of Sexual Assault Centres Ontario English - Assaulted Women's Helpline Toll Free: 1-866-863-0511 #SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762 www.awhl.org Français - Fem'aide Telephone Toll-Free: 1-877-336-2433 ATS: 1 866 860-7082 www.femaide.ca

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CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

A) Sexual Violence Policy

Sexual Assault/Domestic Violence Treatment Centres Sexual Assault/Domestic Violence Treatment Centres - 35 hospital-based centres that provide 24/7 emergency care to women - <http://sadvtreatmentcentres.ca/> Sexual Assault/Domestic Violence Treatment Centres - <http://www.satcontario.com/>

Local Centres Peel Region

Hope 24/7 Crisis: 1-800-810-0180

Office: (905) 792-0821

<http://hope247.ca/>

Oakville Sexual Assault & Violence Intervention Services of Halton Crisis:

905-875-1555 or 1-877-268-8416

Office: 905-825-3622

www.savisofhalton.org

Orangeville -Family Transition Place Crisis:

1-800-265-9178

Office: 519-942-4122

www.familytransitionplace.ca

Toronto Oasis Centre des Femmes

Téléphone: 416-591-6565

Courriel : services@oasisfemmes.org

<http://oasisfemmes.org/>

Toronto Rape Crisis Centre:

Multicultural Women Against Rape Crisis:

416-597-8808

Office: 416-597-1171

info@trccmwar.ca

crisis@trccmwar.ca

www.trccmwar.ca

www.daso.ca

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Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

B) Attendance Policy and Procedures

ATTENDANCE POLICY

Perfect attendance is expected from each student of the Canadian College of Healthcare and Pharmaceutics (The College), just as an employer expects perfect attendance of an employee. Attendance is mandatory, and absenteeism can result in expulsion from the program.

1. Students are expected to attend all classes and be punctual. Students are not to leave class early unless the reason for early departure has been previously discussed with the Instructor.
2. Students cannot exceed three consecutive absences or five absences per month without prior notification. Repeated absenteeism may result in student probation or expulsion.
3. The College is required to report any attendance irregularities to third party funding agencies such as: WSIB, Service Ontario and private insurers. Absence from class could result in the loss of funding.
4. Should a student need to be absent due to illness or personal emergency, they are required to notify the College. Students may be required to provide documentation.

Examples of Appropriate Documentation in Support of an Absence:

- **Illness** – a doctor’s note or medical certificate outlining the nature of the illness and the period of time the student was away or is expected to be away.
- **Family Emergency** - such as an accident or death of an immediate family member i.e. spouse, child, mother, father, sister or brother. For an accident a doctor’s note or medical certificate confirming the date of the medical accident and the period of time the student is expected to be away. For death of an immediate family member a copy of the obituary, Funeral Directors statement of death, coroner’s report or court ruling. For general family emergencies, a letter from a family member and or doctor outlining the nature of the emergency.

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CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

B) Attendance Policy and Procedures

- **Child Care issues** - a letter from the child care provider indicating the unavailability of the child care, or family member attesting that the student's partner was the child care provider and are now estranged partners.
- **Care of elderly or infirm relatives** – a signed statement from the student explaining the relationship of the student to the relative, the reason for the support (as opposed to other family members), letter from primary caregiver or relative confirming the requirement of the support, medical documentation from elderly or infirm relative, and the address of the dependent relative.
- **Family breakdown and/or homelessness** - if the student is in an abusive relationship i.e. domestic violence, which can result in homelessness, the student can provide a letter attesting this. The letter should also include one or all of the following: letter(s) from neighbors, police report, letter from shelter or counselor.

ATTENDANCE PROCEDURES

1. A roll-call form will be designed at the start of each program. The form will include the names of the students enrolled in the program.
2. Each student will be required to sign the roll on this prescribed form at the beginning of each scheduled class as per the curriculum.
3. The roll call form will be reviewed by the instructor at the end of each session. The form will then be filed as part of other college records.
4. At the end of each work-week, the campus administrator will re-verify the form and will enter the information on a spread sheet.
5. At the end of each month, the campus administrator will print and file the attendance for each student in their file.
6. The campus administrator will be responsible for issuing notices to students about their absenteeism and following up with them to collect information about absenteeism e.g. doctor's note.
7. The campus administrator in consultation with the instructor will determine whether the repetitive absenteeism of a specific student warrants a disciplinary action as prescribed in the college policies.

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Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

C) Student Expulsion Policy

Canadian College of Healthcare and Pharmaceuticals is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. Canadian College of Healthcare and Pharmaceuticals has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, the College will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where the College deems the integrity, safety or well being of the College, students, staff, clients, visitors and other guests is in danger then expulsion may be applied at the College's discretion at any point in the process.

In conjunction with this policy, the college will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

In conjunction with this policy, the college will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

The following outlines the conditions under which a student may be expelled with cause:

1. Academic Dishonesty

Students may be subject to expulsion at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:

- a. cheating
- b. plagiarism
- c. unapproved collaboration
- d. alteration of records
- e. bribery
- f. lying
- g. misrepresentations

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Policies

C) Student Expulsion Policy



2. **Outstanding Fees**

Failure to pay overdue accounts owing to the college within the specified period may be grounds for expulsion after a written warning has been given.

3. **Code of Conduct**

All students are required to adhere to the College's published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property the College may expel a student who has received suspension for failure to comply and has since violated any of the terms of the College's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

4. **Significant Omissions or Errors in Admissions Documentation**

The College has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.

5. **Academic Failure**

Students who fail to achieve the required academic standing in their programs may be expelled from the program. The College may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.

6. **Attendance**

Students who do not achieve the required attendance as stated in College policy are subject to expulsion.

Policies

C) Student Expulsion Policy

7. Harassment or Discrimination

The College does not condone harassment or discrimination of any student, staff, client or visitor to the College. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension depending on the severity of the activity and pending investigation.

Any student, who is deemed by the investigation to have engaged in severe harassing or discriminatory activities, may be expelled at the discretion of the college, depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.

Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual or gender-related nature including touching inappropriately, making offensive jokes about women and men, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means treating someone unequally because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual that is known or ought to be known to be unwelcome, making Homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying of disrespectful signs, caricatures, cartoons or graffiti.

Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

C) Student Expulsion Policy

In determining what constitutes harassment or discrimination, the College refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web site (<http://www.ohrc.on.ca/english/code/index.shtml>).

8. Misuse of College Property

College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

9. Endangerment of Staff or Students

The College is committed to the right of all College staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:

- a. verbal warning
- b. written warning
- c. suspension
- d. expulsion

Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

C) Student Expulsion Policy

Notification:

Students who are subject to expulsion for any reason will be notified via email and in writing, hand delivered or by registered mail with return receipt. The College is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.

The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion and wish to appeal must appeal the decision in writing within one week of the notification by following the college's student complaint procedure provided to the student and by providing sufficient proof to support the complaint.

A student, whose expulsion is upheld after having followed the college's student complaint and appeal procedure, may file a further appeal through the Superintendent of Career Colleges complaints process, provided the students are attending a program approved under the Ontario Career Colleges Act, 2005.

If a student's appeal is successful and he/she is eventually reinstated as part of the internal college or Superintendent of Career Colleges appeal processes, then the college will arrange for the student to make up the training time that he/she had missed since the date of expulsion specified in the written notification.

Fees

Settlement of student's accounts, for students that have been expelled, will be completed under the College's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

Return of Property

A student who is expelled is responsible for the return of any College property in his/her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract.

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Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceutics

D) Grade Appeals Policy and Procedures

1. Introduction:

Canadian College of Healthcare and Pharmaceutics (the “College”) has the right to determine the nature and components of course offerings, the type and method of evaluations, and the standards which must be met by students. The College acknowledges that the evaluation of the work of a student is part of the professional responsibility of faculty members and other staff who are responsible for grading a student’s academic performance.

Students have the right to know the academic standards of the course and how their academic performance will be evaluated. Faculty members and other staff who are responsible for grading a student’s academic performance are expected to make available at the start of each course the evaluation components (i.e. types and weighting of assignments, essays, tests, examinations, etc.)

1. Purpose

The purpose of this policy is to set up the parameters of and the procedures for students who wish to appeal a grade

1. Scope

This policy applies to students enrolled in all diploma and certificate programs.

1. Grounds for a Grade Appeal

Appeals are limited to the following grounds:

1. A clerical error has resulted in a miscalculation of the grade.
2. The grade awarded did not reflect fairly the student’s academic performance and/or the stated requirements for the course.

Grade appeals may not be based on a complaint that the nature and standard of evaluation was too onerous.

Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

D) Grade Appeals Policy and Procedures

5. Procedures for Appeal

Appeals of grades may be brought forward during the course or after the final grade has been released. Appeals of grades on assignments, tests, placements or examinations must be made within ten (10) business days of the release of the grade. To initiate a Grade Appeal, students complete the first section of the Appeals Form. Students should first attempt to resolve the appeal informally by arranging a meeting with the faculty member.

Only when it cannot be resolved directly with the teacher, should the following procedure be followed:

5.1. Using the Appeals Form, a formal written appeal must be made by the student to the Administrator of the college where the course originates within ten (10) business days of the release of the grade. The student must outline in writing the reasons they feel the grade did not reflect fairly on their academic performance.

5.2 The Administrator or Program Director will arrange to meet together with the faculty member and student. In advance of this meeting, the faculty member and student will submit to the Administrator all relevant documents including course outlines, examinations, assignments, reports, papers, as well as other documents identified as relevant to the student's grade. At the meeting, the Administrator will give the student and faculty member access to all documents submitted, while ensuring the privacy of the academic records of other students.

5.3. The Administrator will review the documentation provided, seek clarification or further information during the meeting and can:

5.3.1. Explore solutions presented by either party during the meeting or propose alternate solutions; or

5.3.2. Request assistance, such as re-assessment by another faculty member in appraisal of a document. The Administrator, faculty member and student will be given access to such appraisals; or

5.3.3. Find that no grounds have been presented that warrants a change in grade.

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Policies

D) Grade Appeals Policy and Procedures



5.4. Following the meeting, the Administrator will prepare a written decision on the appeal. The decision may be to retain, to raise, or to lower the student's grade or other appropriate action. Substantial and convincing evidence must be shown for the grade to be changed. The Administrator will be responsible for notifying the student and faculty member of the decision within five (5) business days of the meeting. Where appropriate, the Administrator is responsible for informing Enrolment Services.

5.5. The faculty member will take any action outlined in the written decision of the Administrator. In cases where the faculty member is unable by reason of absence to take action, the Administrator is empowered to take the action and, where appropriate, alter the formal record of the grade.

1.1. Where the student wishes to appeal the decision of the Administrator, the appeal must be in writing and must be submitted to the President where the course originates within five (5) business days of the decision by the Administrator. The student must provide a compelling argument as to why they are challenging the decision of the Administrator. The Administrator will forward all relevant documents to the Program Director. The Program Director will review the process followed and the decision assigned by the Administrator, and may dismiss, set aside, vary or uphold the decision. It is at the discretion of the Program Director whether to meet with the Administrator, the student, and the faculty member prior to making the decision. The decision of the Dean will be final. The student will be notified of the decision in writing within five (5) business days of the decision, with copy to the faculty member and the Administrator.

1.2. The grade assigned is the grade of record unless decided otherwise through the process here outlined

Policies

E) Academic Honesty and Plagiarism Policy



1. Purpose:

This policy recognizes the general responsibility of Canadian College of Healthcare and Pharmaceuticals (the “College”) and its faculty members, and staff to ensure standards of academic conduct, and of its students to be aware of and comply with such standards. Academic integrity is the foundation of a learning organization. Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. Therefore, suspected breaches of academic honesty will be investigated, principles of procedural fairness followed, and appropriate remedies and penalties applied.

2. Scope:

This policy applies to students enrolled in all diploma and certificate programs. A complaint may also be filed against Canadian College of Healthcare and Pharmaceuticals students for matters which arise at clinical and placement sites. In some cases the College’s regulations in the Student Code of Conduct may also apply. If so, the Administrator should be consulted to determine which process will take precedence.

3. Principles:

Presumption of innocence:

a student charged with a breach of academic honesty is presumed innocent until proven otherwise through the processes outlined in this policy

Procedural fairness:

Reasonable and probable grounds based on evidence that a breach has occurred on a balance of probabilities.

Penalties that reflect that a range of factors (listed on page 4) have been considered, weighed and balanced.

Penalties that are not applied before a breach has been established and the process completed.

Policies



CANADIAN COLLEGE
Of Healthcare & Pharmaceuticals

E) Academic Honesty and Plagiarism Policy

4. Definitions

4.1. Student:

An individual enrolled or formerly enrolled at Canadian College of Healthcare and Pharmaceuticals College in full- or part-time courses. Applicants to and graduates of the College found in breach of this policy will be subject to appropriate discipline.

4.2. Breach of Academic Honesty:

In its broadest sense a breach of academic honesty refers to an intentional or unintentional or improper attempt to obtain academic advantage, an academic credential, or admission to a program through deception and/or fraudulent means. Specific examples of breaches of academic honesty are provided in Section 5.

4.3. Suspension due to breach of academic honesty:

A variable but limited period during which the student may not register in the College. Suspension may be imposed for academic offences and only by the Dean of the School.

A student who is otherwise eligible to graduate, but is suspended, may not apply to graduate until the suspension expires or is lifted.

4.4. Expulsion due to breach of academic honesty:

permanently terminating a person's right to continue as a student in the College. This penalty may only be determined through a hearing.

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Policies

E) Academic Honesty and Plagiarism Policy



5. Breach of Academic Honesty

Instances of academic honesty breaches include but are not limited to the following:

5.1. Cheating:

The attempt to gain an improper advantage in academic endeavors. Forms of cheating include but are not limited to the following:

- Copying from another student or permitting another student to copy material;
- Consulting an unauthorized source during an evaluation;
- Using unauthorized aids or materials during an evaluation;
- Dishonest or inappropriate behavior or activities during a test or an examination;
- Obtaining a copy of an examination or test in advance of the date and time for writing the examination or test;
- Submitting the work one has done for one class or project to a second class, or as a second project, without the prior consent of the faculty member receiving the assignment;
- Submitting work prepared in collaboration with another member(s) of a class, when collaborative work on a project has not been authorized by the faculty member;
- Submitting work prepared in whole or in part by another person or source and representing that work as one's own;
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal; and

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5.2. Plagiarism:

To present another person's ideas, writing, artistic work, creations, etc. as one's own. This includes the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's work or creation as one's own. Any use of the work of others, whether published, unpublished or posted electronically or on the web, attributed or anonymous, must include proper acknowledgement.

5.3. Impersonation:

To have someone impersonate oneself in class, in a test, examination or interview, or at any stage in the admission process, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated will be subject to discipline.

5.4. Falsification, Fabrication, or Modification of an Application, Supporting Documentation, Assignment, etc.:

To falsify, fabricate or in any way modify, either through omission or commission, an application and supporting documentation to the College and any of its departments. *Application* is used in its broadest sense to include an application for admission, job placement, a petition or appeal, or any other such endeavor. *Supporting documentation* includes academic transcripts, academic credentials, letters of recommendation, a physician's letter/form or any other document used in support of an academic application, record, petition/appeal, etc. Fabrication includes presenting false information as factual whether this is part of an application, document or class assignment and forging another person's signature for any purpose.

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5.5. Aiding and abetting:

To encourage, enable or cause others to do or attempt any of the above with intent to mislead a faculty member, academic unit, program, office or committee as to a student's academic status, qualifications, actions or preparation, or knowingly assisting anyone in a breach of academic honesty.

5.6. Inappropriate Use of Computer Technology:

To use another person's identification and/ or password, or unauthorized entry into a computer file for the purpose of using, reading, changing or deleting its contents, or the unauthorized transfer in whole or part of files for academic gain. In addition to academic honesty policies and procedures, refer to the College's Computer Use Policies and the Code of Conduct for further information regarding restrictions on the use of College technology.

5.7. Unauthorized Removal, Defacing, and Destruction of Materials from the Learning Resource Centres/Related Facilities:

Depriving other students of academic resources is considered a breach of academic honesty.

6. Jurisdiction Governing Breach of Academic Honesty

Each School will ensure that its procedures are consistent with this policy and are reflected in course outlines and program handbooks. As well, these policies will be publicized in other College documents.

Suspected breaches of academic honesty will be dealt with by the School offering the course, and will be communicated to the student's home School at the point of determining penalty and for the purpose of records-keeping. If a breach has occurred during the College admissions process, the Registrar, or designate, is responsible for taking appropriate action.

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Guidelines for joint programs with other institutions are established by each program. Where allegations arise in more than one School at the College, the student's home School will take precedence.

7. Penalties for Breach of Academic Honesty

After due process, breaches of academic honesty may lead to one or more of the following remedies or sanctions:

- 7.1. Written reprimand or warning.
- 7.2. Lower grade on the original assignment, test, or examination.
- 7.3. A failing grade in the assignment, test, or examination, or practicum.
- 7.4. Lower grade overall in the course.
- 7.5. Failure in the course or practicum.
- 7.6. Failure in the course with permanent record of grade on the transcript, even if the course is successfully repeated.
- 7.7. A ban from reapplying to the College for a specified period of time or permanently.
- 7.8. Notation on the transcript that indicates that a breach of academic honesty has occurred.
- 7.9. Suspension from the College due to breach of academic honesty, for a minimum of one full academic year. The student may apply for re-admission consideration prior to the suspension's end date as long as the semester for which the student is reapplying begins after the suspension is served.
- 7.10. In cases of suspension, a transcript notation may be recommended for a specified period of time: Student suspended due to a breach of academic honesty. Once the time period has elapsed, the student may apply to the Dean for removal of the transcript notation.

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The following penalties, if recommended, shall be forwarded to the College Hearings Committee (CHC):

- 7.11. Expulsion from the College, due to breach of academic honesty.
- 7.12. In cases of expulsion, a transcript notation may be recommended: Student expelled due to a breach of academic honesty.
- 7.13. Revoking of a Canadian College of Healthcare and Pharmaceutics College academic credential, credit, award, etc.

A written letter indicating the offence and expected student behavior will be issued by the Chair of the department. It will also include the notice that repeat violations of the Academic Honesty and Plagiarism policy will lead to progressive increments in penalty.

8. Cross References to Other Existing Policies or Regulations

This Policy is complementary to and does not alter a student's rights or responsibilities under:

- The laws of Canada, Ontario, or municipal governments
- The Ontario Human Rights Code
- The College's Student Code of Conduct
- Policies or Regulations of Practicum Sites
- The College's Acceptable Computer Use Policy
- The Academic Regulations of Canadian College of Healthcare and Pharmaceutics College and the Academic Appeal Process
- Other College Policies

Registered Holidays

Statutory Holidays in the year 2024

The list of Ontario (Canada) public holidays in 2024 is:

Date	Weekday	Public Holiday
Jan 1	Monday	New Year's Day
Feb 19	Monday	Family Day
Mar 29	Friday	Good Friday
Apr 1	Monday	Easter Sunday
May 20	Monday	Victoria Day
July 1	Monday	Canada Day
Aug 5	Monday	Civic Holiday (Optional)
Sep 2	Monday	Labour Day
Sep 30	Monday	Truth and Reconciliation Day
Oct 14	Monday	Thanksgiving Day
Nov 11	Monday	Remembrance Day (Optional)
Dec 25	Wednesday	Christmas Day
Dec 26	Thursday	Boxing Day



Survey

This college catalog was prepared for your use by the Canadian College of Healthcare & Pharmaceutics.

Please let us know how we are doing by completing the questionnaire below and returning it to:
info@cchap.ca

1. Did we leave any information out of the 2023-2024 catalog that would have helped you make your educational plans?

Yes No

If yes, please elaborate: _____

2. After using the catalog, were you left with questions that had to be answered in a different way?

Yes No

If yes, please elaborate: _____

3. Did you find any contradictory or confusing information on the catalog ?

Yes No

If yes, please elaborate: _____

4. How can we make the information concerning your program or workshop of interest more understandable ?

Survey



This college catalog was prepared for your use by the Canadian College of Healthcare & Pharmaceutics.

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5. What was most helpful about the catalog 2023-2024?

Additional Comments: Please make any comments that will help us improve the looks or content of the next catalog.



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