

## Before You Apply:

The Hospital Unit Clerk program is rigorous and demanding, to prepare you for an exciting and challenging career. To make sure that you are ready, you'll have to achieve several prerequisites.

- Review the information on the [Hospital Unit Clerk webpage](#)
- Read the policies for this program, including the **Refund Policy for certificate programs**, the **Attendance and Performance Policy**, and Camosun's policy on [Academic Integrity](#)
- Complete the prerequisites:
  - Grade 12 graduation** with at least a **C in English 12**
  - [Medical Terminology course](#) with a minimum **75% (B) grade** within the past 3 years
  - [Medical Terminology assessment](#) with a grade of at least **72%** within the past 2 years
  - [Keyboarding Assessment](#) with a score of at least **30WPM** (please note: **you will need to achieve 50WPM by the end of the program** to access employment through Island Health).
  - Attend an [Information Session](#)
- Gather your documents:
  - [High School transcript](#) showing your English 12 grades
  - [Transcript](#) showing your grades from your Medical Terminology course
  - Certificates** from your Medical Terminology and Keyboarding assessments
  - Date** of your info session attendance
- Apply for the program online and pay the \$45.27 application fee
- Send your documents to [prositadmissions@camosun.ca](mailto:prositadmissions@camosun.ca).

## When You Receive Your Offer Letter:

Once your application, including all of your documents, has been received, you will receive an offer letter informing you that your application has been accepted, and offering you the opportunity to accept a seat in the program. If your application is not complete or if any questions are outstanding, our team will contact you to request more information.

- Confirm your availability for the dates of the program. **Remember, the deposit for this program is non-refundable and it's important that you are ready to attend on the first day of class.**
- Pay your non-refundable **\$500 deposit** no more than **3 weeks after receiving your Offer Letter**
- Complete your registration and pay the remainder of the course fees no later than **August 7, 2023**.

## Before Class Starts

This program includes a mandatory practicum, which you cannot take part in unless you have a **clean criminal record check** and a **complete immunization history**. You will need to provide these documents no later than the first day of class.

Send to [prositadmissions@camosun.ca](mailto:prositadmissions@camosun.ca) or bring to your first class:

- Criminal Record Check (see Getting Your Criminal Record Check info sheet)
- Records of immunization (see Getting Your Records of Immunization info sheet)