Program Overview
Hospital unit clerks play a vital role in managing communication and information in hospital nursing units, and are the first point of contact for patients. Learn medical terminology, how to process medical orders, communication skills, administrative procedures, and computer skills. Offered in fast-paced in-person or online deliveries, you can obtain your certificate in just four months, including a one-month practicum in a medical setting.

Career Potential
There are many opportunities for employment in the growing field of health care. Students may work in acute care and rehabilitation hospitals, and extended care facilities.

Admission Requirements
- 50% in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent or completion of ESLG 1898 and ESLG 1899 with a minimum of 50%
- 65% in High School Prep Mathematics (MATH 1905) or 50% in Mathematics 10-3 or equivalent

ELP Requirements
If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP test results must have been obtained within two years of the start date of your program.

Acceptable evidence of ELP may be one of the following test scores:
- CLBA: no section score below 8
- IELTS Academic: 6.5; no section score below 6
- TOEFL iBT: 84; no section score below 21
- CELPIP General: 8; no section score below 7
- CAEL: 60; no section score below 60
- minimum of 80% in ESLS 8000 or ESLS 8100, and 80% in ESLW 8000 or ESLW 8100; or minimum of 50% in ESLG 1860 and ESLG 1861

Note: The ELP requirement is different from the English academic admissions requirement.

Quick Facts
- Credential: Certificate
- Length: 4 months
- Deliveries:
  - JANUARY
    - Edmonton: FT In person
    - Online: FT Online anytime
  - MAY
    - Online: FT Online anytime

Tuition and Fees
- Canadian Students
  - Total tuition: $3,990.00
  - Total fees: $961.50
- International Students
  - Total tuition: $12,690.00
  - Total fees: $961.50