**HPA Checklist**

**Pre placement**

☐ Read HPA Program Booklet

☐ Complete Work Education Agreement Contract/get signatures

☐ Coaches Letter to IRHS/ get signature

☐ Email Assignment

☐ HPA– Goal Setting Assignment

☐ Resume and Cover Letter

☐ OHS certificate

☐ WHMIS Certificate – online

☐ Prevent it Assignment

☐ YWAP Assignment (use booklet to help)

☐ HPA Health and Safety Assignment

☐ HPA Motivation Assignment

☐ HPA Scheduling Assignment

☐ Monthly Log Sheet