



Halton  
District  
School  
Board

# Personal Support Worker (PSW) Certificate Program

June 2026

# Meet the Team

- Meena Sahi - Principal, Gary Allan LC
- Michelle Grady - HDSB PSW Instructor, Registered Nurse
- Amy Mathew - Program Supervisor
- Denise Spring - Guidance Counsellor, Gary Allan LC
- Eleanor McIntosh (she/her) - Superintendent of Education

Any questions, please email us at [\*\*psw@hdsb.ca\*\*](mailto:psw@hdsb.ca)

# A Personal Support Worker (PSW) - A critical care profession

A [healthcare professional](#) who assists people with daily living activities like bathing, dressing, feeding and medication reminders, especially those who are elderly, recovering from illness, or have disabilities.

PSWs provide both personal care and emotional support.



# Why become a Personal Support Worker (PSW)?

## An estimated need of 150,000 PSWs in Ontario

With an rapidly aging population, healthcare networks in Ontario are experiencing a profound shortage of qualified care specialists. This ensures unparalleled employment security for years to come.

## Offers stable employment, diverse work environments

Career opportunities in fields such as:

- Long-Term Care Facilities
- Home Health Care Agencies
- Retirement Homes/Residences
- Hospices
- Group Homes
- Adult and Child Daycare Centres
- Family Service Centres



# Why become a Personal Support Worker (PSW)?

## People-centered career

As a PSW, you help improve people's quality of life while working in a rewarding, people-centered career for those who enjoy helping others.

## Opportunities for continued growth within healthcare

Many Ontario colleges offer bridge programs that recognize your foundational care experience in PSW and you can gain faster entry into nursing or other health-related diplomas.

### Soft Skills:

- Patient
- Dependable
- Organized
- Communication
- Empathy
- Compassion

### Hard Skills:

- Health care knowledge
- Physical mobility
- Various trainings (First/Aid, CPR/AED, GPA, Food Handling, WHMIS, Dementia, etc.)



# School Board PSW Certificate Programs



PSW programs offered through Ontario school boards

- **Meet all provincial requirements** set out by the Ministry of Colleges and Universities (MCU) PSW Program Standard, (2022), and the Ministry of Long-Term Care (MLTC).
- All programs **must undergo a rigorous quality assurance process** every three years to ensure consistency and must provide a minimum of 660 hours of training, (330 hrs theoretical learning and 330 hrs practical learning).

# Why choose the HDSB



## Qualified Instructors

Qualified instructors (Registered nurse) deliver both classroom theory, lab and practical training through clinical placements in long-term care and community health settings.

## Professionally recognized program

HDSB PSW is approved by the Ministry of Colleges and Universities (MCU) PSW Program Standard, (2022), and the Ministry of Long-Term Care (MLTC)

## Affordable tuition, extreme savings

Costs way less than a college offered PSW program (\$300 application fee + \$2500 program fee) in less time.

**A massive \$2,000 fee reduction for both the Fall and Spring 2026–2027 cohorts!**

## Earn secondary school credits

With HDSB PSW Certificate program students can earn up to six (6) elective secondary school credits which can contribute toward a high school diploma or improve overall averages, which can support post-secondary applications.

# Why choose the HDSB



## Modern and up-to-date training lab

Our program combines deep classroom learning with direct practical training. Students complete hands on training in the lab environment as part of their theory component of the program prior to the clinical and co-op placement

## Co-op placement support

Student and instructor coordinate to find the right co-op placement for each student.

## Hands on placement experience

Student complete a supervised clinical placement at a LTC home in the Halton area, as well as a consolidation preceptor placement (Co-op) at a LTC and retirement / community placement

## Academic support for the students

Smaller class sizes. Additional tutoring supports are available for students who need them.

## Strong employment outcomes

Graduates earn a provincially recognized PSW certificate - a pathway to stable employment across Ontario's healthcare sector

# Financial Advantages to our Program

## More Affordable and all Inclusive Pricing

Lower fees than government funded or private colleges. OSAP funding for college programs is now mainly a loan only with little or no grants available. Everything is included - textbooks, lab books, uniforms, and certifications



*Save up to 90% compared to private colleges, and avoid high ancillary fees commonly charged by public community colleges.*

## Local Placements and Hiring Pipelines

We work closely with LTC and community placements for our Coop leading to direct pathways from training to employment

## Focus on practical mastery

Our program is laser-focused on practical competencies, focusing exclusively on clinical excellence, personal care theory, and direct laboratory hours, we condense your training without cutting corners, saving you valuable time.

# Option for PSW Certification with HSCPOA

Students who successfully complete all components of the program (theory, clinical practicum, and placement) and PSW Certification exam with a score of 70% will earn

1. **PSW certification recognized by the Long Term Care Association of Ontario** and enter the workplace
2. Voluntary registering with the new [Health and Supportive Care Providers Regulatory Oversight Authority \(HSCPOA\)](#). HSCPOA is trying to get PSWs *become registered* in Ontario



HSCPOA



HSCPOA has established an online **Public Register** where PSWs can be listed once they meet registration requirements. This registry allows employers, the public, and care recipients to verify that a PSW has met education/experience standards and committed to ethical care.

# Earn a high school diploma

Students in the HDSB PSW Certificate program can earn up to **six (6) elective secondary school credits** through technical courses (TOJ4C, TPJ3C, TPJ4C), clinical practicums, and co-op placements.

These healthcare-focused credits are added to the high school transcript and can be used to:

- Fulfill Ontario Secondary School Diploma (OSSD) graduation requirements.
- Improve overall averages to support post-secondary applications.

# Career Growth in Healthcare



Personal Support Worker (PSW)

## Soft Skills:

- Patient
- Dependable
- Organized
- Communication
- Empathy
- Compassion

## Hard Skills:

- Health care knowledge
- Physical mobility
- Various trainings (First/Aid CPR/AED, GPA, Food Handling, WHMIS, Dementia, etc.)



Registered Practical Nurse (RPN)



Registered Nurse



Early Childhood Education (ECA / Child care)



Medical Office Administration



Health Administration

# HDSB Program Details

20-week program with Fall (September) & Spring (February) intakes

**Program delivery:** in-person attendance is mandatory

**Location:** Bateman Community Centre

**Address:** 5151 New Street, Burlington

Three components:

★ **Theory/Instruction - Total of 330 hours (Week 1 - 10)**

- Continuing education healthcare tech course credits
- Monday to Friday 8:30 am to 3:15 pm

★ **Supervised Clinical Placement - Total of 110 hours (Week 11 - 13)**

- Long-Term Care Home in the Burlington, Oakville, Milton areas
- Clinical practicum occurs over 2 shifts 6 am - 2 pm and 2 pm / 3 pm to 11 pm

★ **Consolidation, (Preceptor) Placement - Total of 220 hours (Week 14 - 20)**

- Placements around Burlington, Oakville, Milton areas



# Program Calendar

## Fall Session

Theory & Labs: Sept 8 - Nov 16, 2026

Supervised clinical placement: Nov 17 - Dec 7, 2026

Consolidated Preceptor Placement: Dec 8, 2026 - Feb 3, 2027

### Not in session:

Labour Day: September 7, 2026

Thanksgiving: October 12, 2026

Winter Break: December 21, 2026 - January 1, 2027

## Spring Session

Theory & Labs: February 4, 2027 - April 23, 2027

Supervised clinical placement: April 26, 2027 - May 14, 2027

Consolidated Preceptor Placement: May 17, 2027 - June 30, 2027

### Not in session:

Family Day: February 15, 2027

March Break: March 15 - March 19, 2027

Easter: March 26-29, 2027

Victoria Day: May 17, 2027

# Trainings & Certifications offered

Job ready trainings & certifications offered through the HDSB PSW program:

- CPR & First Aid Training
- WHMIS Training
- Mask Fitting Training
- GPA in Dementia Care Training
- Facilitating Effective Eating in Dysphagia (FEED)
- Palliative Care Training (LEAP)
- Food Handler Certificate

# Community partnership & Mentorship opportunities

Alzheimer *Society*

✓ SafeCheck<sup>®</sup> Learning



# Eligibility for Application

## ✔ 18 years of age or older

Students must be 18 years of age or older by the first day of classes.

## ✔ A high school diploma is not required to enter the program

Eligible students must provide proof of education equivalent to at least 24 Ontario high school credits.

## ✔ Canadian Language Benchmark (CLB) 7

For students whose first language is not English, or who have taken/currently take LINC/ESL classes, verification of Canadian Language Benchmark (CLB) 7 is required in listening, speaking, reading (7), and writing (7).

## ✔ Proof of identification documents

- **Proof of citizenship**, PR card, Canadian birth certificate, Canadian passport, Status card, or Refugee status documentation.
- **Proof of residency (address)**, such as a utility bill, bank/mortgage statement, or signed rental/purchase/lease agreement.
- **Photo identification purposes only**, driver's license, passport, or health card

# Application Requirements:

1. Completed application form
2. Proof of age
3. Proof of Citizenship
4. Proof of Residency (address proof)
5. Photo ID
6. Copy of your high school transcript
7. Proof of CLB level (completion of Level 7 required)
8. Interview with Instructor (in person)
9. Literacy Assessment (in person)
10. Police Reference Check (with clear Vulnerable Sector Screening)
11. Completion of medical form
12. Proof of Immunization - min 2 COVID-19 shots

# Program Fees

Our Fall and Spring 2026-2027 Cohorts benefit from an automatic, \$2,000 fee reduction on program costs. Pay just \$300 (application) + \$500 (program)—**only \$800 total!**

1. Application fee: **\$300 non-refundable**
2. Program / Materials fee: **\$500**
  - Textbooks
  - ID card
  - 7+ job ready trainings & certifications
  - Community partnership & Mentorship
  - 2 sets of scrubs / uniform
  - Personal protective equipment (PPE)
  - Co-op placement supports
  - Additional academic supports

**-\$2000**

Direct Fee Reduction

# HDSB PSW Application Process & Timelines - Fall 2026

Application window	Interviews & literacy assessment	Conditional Acceptance	Document submission & Final Acceptance
Until June 12	June 15 - June 25	June 26 - 30	August 20
<ul style="list-style-type: none"><li>Submit the <b>PSW Certificate Program Registration Form</b> and supporting documents (age, ID, language, education credentials) to <a href="mailto:psw@hdsb.ca">psw@hdsb.ca</a></li><li>Pay the <b>non-refundable \$300 application fee</b> via School Cash Online.</li></ul>	<ul style="list-style-type: none"><li><b>Literacy assessment and in-person interview</b> scheduled for eligible candidates. Will be contacted via email; bring all paper documents</li><li>Applicants without an OSSD or with education outside Ontario will book a Guidance intake appointment.</li></ul>	<ul style="list-style-type: none"><li>Selected students will receive a conditional offer of acceptance.</li><li>To confirm your spot, the following conditions must be met:<ul style="list-style-type: none"><li><b>Fee Payment of \$500</b> - Late payment may result in forfeiture of your spot.</li><li><b>Complete medical form</b> including functional abilities form and immunizations.</li><li><b>Provide VSC</b> or confirm application prior to program start</li></ul></li></ul>	<ul style="list-style-type: none"><li><b>All pending documents due</b> by August 20 must be submitted before the Fall session starts in September</li></ul>

# Secure your seats today

Our Fall & Spring 2026-2027 cohorts are filling up rapidly due to the \$2,000 tuition reduction. Get started before spaces close.

[HDSB PSW 2026-2027 Application Form](#)

[Application Fee Payment Link](#)

# For further information

Please email us at [psw@hdsb.ca](mailto:psw@hdsb.ca)

or

Visit our website [hdsb.ca/psw](https://hdsb.ca/psw)

or

Call us at 905-632-2944



Halton  
District  
School  
Board

**Questions ?**