

Vickers Distance Education
433 Fundy Drive
Saint John, N.B.
E2M 2R8

4 November 2022

Re: Lisa Smith, Employee
5 Acres Special Care Home
577 Route 4 Wakefield
Saint John, New Brunswick
E2J 2S7

To Whom It May Concern,

This letter is to confirm that Lisa Smith is registered in the Vickers Distance Education's "Personal Support Worker" course.

This course was approved by New Brunswick's Department of Post-Secondary Education, Training and Labour, on June 24th, 2021. (Copy of letter attached).

Lisa will complete 5 Study Modules at home, and then will verbally answer the test questions with Elizabeth Vickers, company owner, through Messenger, Facetime, or WhatsApp, internet services. Compliance with supervision will be ensured by having Lisa do a slow scan of the desk area and surrounding room, before the testing starts, and twice more during the testing.


Feedback, and final marks, will be given at the end of the testing period, with a follow up email to Lisa, and Roger Right, Lisa's employer at 5 Acres Special Care Home.

Lisa will attend 3 Workshops; "Lift & Transfer Techniques", "Personal Care" and "Alzheimers Disease" with the final aspect of the course being 70 hours on-the-job training which Roger Right will supervise.

Ideally, Lisa will complete this course by May 4th, 2023, but could possibly be done sooner, if all components are completed.

If you have any questions about the course, please feel free to contact me by phone at (506) 214-4336 or email at elizabethvickers6@gmail.com.

Sincerely,



Elizabeth Vickers, RN, BN, MBA
Vickers Distance Education