Non-Academic Requirements Checklist

COMMUNITY & JUSTICE SERVICES

This checklist was developed to help students obtain their non-academic requirements in a timely manner. Use it as a tool to stay on track with non-academic requirements.

Students are responsible for meeting minimum non-academic requirements in order to proceed onto placement. All costs and service fees associated with obtaining these non-academic requirements for placement are the sole responsibility of the student. Failure to achieve placement clearance by the posted deadline will mean that you will not be able to proceed with placement and you will have to wait for the next offering to register again. This is likely to cause delays in your progression in the program and is likely to result in additional fees.

CLEARANCE DEADLINE:

Returning Students: January 15

Clearance Deadline refers to the date when all non-academic requirements must be submitted to iLearn. The Placement Coordinator will verify your documents and confirm by email the outcome of your clearance.

Non-Academic Requirement	Recommended Action By	Completed?
Vulnerable Sector Check – dated less than 6 months from placement start date	Request 2-3 months prior to deadline	
Worker Health & Safety Awareness Training Certificate – one time only	Complete 0-2 months prior to intake semester deadline.	
Workplace Insurance for Unpaid Student Placement Declaration Form – Valid for 1 year	Complete 0-2 months prior to deadline every year	