

Non-Academic Requirements Checklist

OCCUPATIONAL THERAPY ASSISTANT / PHYSIOTHERAPY ASSISTANT

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:

Fall Intake (Semester 1): November 1

Returning Students: September 15

INTENSIVE STUDENTS ONLY (Semester 1): October 1

****Clearance Deadline refers to the date when all non-academic requirements must be submitted to the Verified platform and your Electronic Requirements Verification appointment must be completed and your status must indicate "PASS".***

Non-Academic Requirement	Recommended Action By	Completed?
Standard First Aid – valid until expiry date on card	Complete 0-2 months prior to deadline if certification will expire within academic year	
CPR – Valid for 1 year	Complete 0-2 months prior to deadline every year	
N95 Mask Fit Test – Valid for 2 years	Complete 0-2 months prior to deadline if certification will expire within academic year	
Vulnerable Sector Check – Valid for 1 year	Request 2-3 months prior to deadline every year	
Campus Health Centre Clearance Card – Valid for 1 year	Start process 3 months prior to deadline every year	
WHMIS Certificate – Valid for 1 year	Complete 0-2 months prior to deadline every year	
Worker Health & Safety Awareness Training Certificate – Valid for 1 year	Complete 0-2 months prior to deadline every year	
Flu Vaccine – Valid for 1 year	Obtain and upload in November every year	
COVID-19 Vaccine (three doses)	If unvaccinated, start as soon as possible	
Workplace Insurance for Unpaid Student Placement Declaration Form – Valid for 1 year	Complete 0-2 months prior to deadline every year	
Consent to Release Information – valid for duration of time in program	Complete 0-2 months prior to deadline <i>Send to Clinical Placement Coordinator</i>	