CANADORE
EXPERIENTIAL LEARNING

Non-Academic Requirements for Placement: Information and Clearance Deadlines

Human & Social Sciences

Non-academic requirements are medical and non-medical requirements needed for students to be cleared to attend placement. To obtain 'clearance' for placement, you will be required to submit your non-academic requirements to your Placement Coordinator via iLearn course shell. **Students will receive email communication from the Placement Coordinator confirming the iLearn course shell that will be used for the submission of non-academic requirements. Contact your Placement Coordinator if you have any questions or concerns.**

DEADLINES

Please refer to the Non-Academic Requirements table below

NEED HELP?

For matters pertaining to your non-academic requirements, contact your Placement Coordinator.

For program-related questions, contact your Program Coordinator.

CONTACTS

Placement Coordinator – Caitlin.Dobratz@canadorecollege.ca

Criminal Justice Services – Kindra.McMillan@canadorecollege.ca

Early Childhood Educator – Brandy.Grenier@canadorecollege.ca

Indigenous Wellness and Addictions Prevention – Beverly.Restoule@canadorecollege.ca

Mental Health and Addiction Worker – Lee.Pedersen@canadorecollege.ca

Social Service Worker – Carla.Green@canadorecollege.ca

Program					
	CJS	**ECE**	**IWAP**	**MHAW**	**SSW**
Fall Intake Due Date	n/a	December 1	n/a	n/a	n/a
Winter Intake Due Date	n/a	April 1	n/a	n/a	July 15
Intensive (Accelerated)	n/a	March 15	n/a	March 15	March 15
Returning Students	January 15	September 8	January 15	November 15	November 15
Non-Academic Requirements					
Vulnerable Sector Check – dated less than 6 months from start of placement	Required	Required	Required	Required	Required
Campus Health Clearance Card – Valid for 1 year	Not required	Required	Not required	Required	Required
Worker Health and Safety Awareness in 4 Steps Certificate – One time only	Required	Required	Required	Required	Required
Workplace Insurance Student Declaration – Valid for 1 year	Required	Required	Required	Required	Required

FREQUENTLY ASKED QUESTIONS

Your choice of career path requires you to meet specific health and safety standards as outlined by Ontario law. The Ontario government and the organizations offering you professional placements have mandated specific medical and non-medical requirements that must be met by you before you can begin any professional placements. These measures are there to protect you, your colleagues and those that you will serve in your placement. Canadore College is committed to meeting standards of practice by ensuring that students attain and maintain required certifications and meet recommended immunization standards.

1. What's the rush?
This can be a time-consuming task. You should start the process of completing your non-academic requirements 3 - 4 months prior to the due date required.

2. How does this affect me?
If you do not complete your non-academic requirements, you will not be permitted to attend placement. Failure to adhere to the requirements deadline will result in a hold on your academic progress and may result in additional charges and fees.

3. How do I find out what non-academic requirements I need to complete?
Please refer to the table above for non-academic requirements by program.

4. What are my responsibilities?

You must complete the following:

- Thoroughly review your requirements.
- Plan ahead! Complete all non-academic requirements in advance of your deadline.
- Upload all documentation to the iLearn shell as directed by your Placement Coordinator.
- Keep all your original documents and your electronic copies in a safe place as the School or Agency may request to see them in the future.
- Ensure your non-academic requirements are valid throughout the duration of your placement(s).

5. Who do I submit my non-academic requirements to?

Students are to upload all their non-academic requirements to the iLearn course shell as directed by the Placement Coordinator. The Placement Coordinator will review your non-academic requirements and determine if you are 'cleared' for placement.

6. When do I need to have completed and submitted my non-academic requirements?

Please refer to your program-specific requirements table above to see when your documents are due. Use the *Non-Academic Requirements: Checklist* to help you stay on track with your requirements.

7. What if I am out of the country or working full-time all summer?

Non-academic requirements and submission deadlines are communicated to students in advance of the deadline to give students adequate time to prepare and plan ahead. **Completion and submission of non-academic requirements is mandatory and the deadline is not negotiable.**

8. What if I don't have all non-academic requirements completed before the deadline?

Students are responsible for meeting minimum non-academic requirements in order to proceed onto placement. All costs and service fees associated with obtaining 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.

9. Who pays for the costs associated with obtaining my non-academic requirements?

Students are responsible for all costs related to non-academic requirements. Costs are dependent upon each student's needs. Doctor's notes, laboratory blood work reports, x-rays, and immunizations may or may not be free of charge.

10. How long will it take me to gather all my non-academic requirements?

It may take several weeks (or months) to obtain all your non-academic requirements. Plan ahead! Refer to the *Non-Academic Requirements: Checklist* for your program for recommended timelines for obtaining your non-academic requirements.

11. I'm not quite sure if I have everything I need submitted. Who can help me?
Please consult the Non-Academic Requirements table above or your *Non-Academic Requirements: Checklist*.

12. I've been cleared on all non-academic requirements, however one (or more) will expire before the end of the school year. Is this OK?
It is the student's responsibility to ensure that all non-academic requirements are valid throughout the duration of your placement(s). If a non-academic requirement will expire during the school year, the student must renew it (before it expires) and submit the updated documentation. It is advised that students ensure that documents are valid for the academic year.

For More Information:

Human and Social Sciences Placement Coordinator:
Caitlin Dobratz – Caitlin.Dobratz@canadorecollege.ca