Non-Academic Requirements for Placement: Information and Clearance Deadlines

Health Sciences

*In partnership with **Synergy Gateway Inc.***

Non-academic requirements are medical and non-medical requirements needed for students to be cleared to attend clinical placement. Canadore College has partnered with Synergy Gateway Inc. to provide non-academic requirements document handling and verification services.

To have your documents validated you will be required to book an Electronic Requirements Verification (ERV) appointment through Verified, a proprietary platform that is used by students across Canada for the purpose of digitally collecting placement requirements and documentation for verification. Log in details for [Verified](#) will be sent to your email account once you are registered. **Please ensure the email you use most often is updated and selected as your primary email in your Canadore Self-Serve.**

DEADLINES

Please refer to the Requirements table below

ERV APPOINTMENT

Make sure you have reviewed the list of non-academic requirements in the table below and have planned out when and how you will be completing them. Refer to your program *Non-Academic Requirements for Placement: Checklist* for timelines on obtaining your requirements. It is important to remember that some requirements may take an extended time to complete. **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 clearance for placement 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.**

Upload all required documentation (listed in the table below) to the Verified Platform before 7:00 am (Eastern Daylight Time) on your ERV service date. Ensure that all requirements have been met and proof of completion has been received BEFORE you book your scheduled appointment. You will not be cleared until all requirements have been submitted.

Please note that you do not need to "show up" for an appointment with Verified. When you book an appointment, you are reserving a time for your documents to be reviewed. Once your documents have been reviewed you will receive electronic notice of the outcome within 2 business days of the booked appointment.

If documentation is missing or a requirement is not complete, you will need to book a follow-up appointment for an additional fee.

Please ensure your documents are valid for your entire academic year – If you need to update an expired document you will be required to book a new ERV appointment at full-service fees.

Synergy Gateway Inc. is *not* the authority on Canadore College's policies and deadlines.

STUDENT FEES

Initial Clearance Appointment	$25.50 +HST
Follow-up Appointment	$10.00 +HST

NEED HELP?

For matters pertaining to your Verified account, technical issues, or appointments, contact **Synergy Gateway** by submitting a ticket at https://www.synergyhelps.com/portal/en/kb.

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

For program-related questions, contact your Program Coordinator.

CONTACTS

Placement Coordinator: Sarah.Jodouin@canadorecollege.ca

Additional Clearance Requirements: clinical.clearances@canadorecollege.ca

Campus Health: CampusHealthCentre@canadorecollege.ca

BScN Program Coordinator: Cyndy.MacPhail@canadorecollege.ca

Behavioural Science Program Coordinator: Brenda.Greaves@canadorecollege.ca

Dental Hygiene Program Coordinator: Terra.Bourre@canadorecollege.ca

International Nursing License Preparation Program Coordinator: Susan.Robinson@canadorecollege.ca

OTA/PTA Program Coordinator: Brenna.Beard@canadorecollege.ca

Practical Nursing Program Coordinator: Glenda.Stoyanovski@canadorecollege.ca

PSW Program Coordinator: Nancy.Bush@canadorecollege.ca

Respiratory Therapy Program Coordinator: Sandra.Walsh@canadorecollege.ca

Program					
	PSW	**Practical Nursing**	**BScN**	**BScN – Bridging**	**Int'l Nursing License Prep**
Fall Intake Due Date (Semester 1)	January 15	November 1	October 15	August 1	October 9
Winter Intake Due Date (Semester 1)	May 1	August 1	n/a	n/a	February 12
Returning Students	n/a	August 1	August 1	August 1	n/a
Non-Academic Requirements					
Standard First Aid – Valid until date listed on certificate	Required	Not Required	Not Required	Not Required	Not Required
CPR – Valid for 1 year – In-person CPR only	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP
3M N95 Mask Fit Test Certificate – Valid for 2 Years (Please try to be fit for 3M 1870+, 1860, 1860s, and 1804 if possible)	Required	Required	Required	Required	Required
Vulnerable Sector Search –Valid for 6 months	Required	Required	Required	Required	Required
Campus Health Center Clearance Card – Valid for 1 year	Required	Required	Required	Required	Required
WHMIS Certificate – Valid for 1 year	Required	Required	Required	Required	Required
Worker Health and Safety Awareness in 4 Steps Certificate – Valid for 1 year	Required	Required	Required	Required	Required
Flu Vaccine – No later than December 1 (you can upload this separately with no charge)	Required (due December 1)	Required (due December 1)	Required (due December 1)	Required (due December 1)	Required (due December 1)
COVID Vaccine x 3 (you can upload boosters separately with no charge)	Required	Required	Required	Required	Required
Workplace Insurance Student Declaration – Valid for 1 year	Required	Required	Required	Required	Required
Consent for Release of Information – one time only	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator

Program					
	OTA/PTA	**OTA/PTA Intensive**	**Behavioural Science**	**Respiratory Therapy**	**Dental Hygiene**
Fall Intake Due Date (Semester 1)	November 1	October 1	n/a	n/a	October 1
Winter Intake Due Date (Semester 1)	n/a	n/a	n/a	n/a	n/a
Returning Students	September 15	n/a	October 1	August 1 (Going into Year 3)	August 1
Non-Academic Requirements					
Standard First Aid – Valid until date listed on certificate	Required	Required	Required	Not Required	Required
CPR – Valid for 1 year – In-person CPR only	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP
3M N95 Mask Fit Test Certificate – Valid for 2 Years (Please try to be fit for 3M 1870+, 1860, 1860s, and 1804 if possible)	Required	Required	Required	Required – send to Clinical Coordinator	Required – Clinical Coordinator to arrange and collect certificate
Vulnerable Sector Search – Valid for 6 months	Required	Required	Required	Required	Required in 3rd Year Only – send to Clinical Coordinator
Campus Health Center Clearance Card – Valid for 1 year	Required	Required	Required	Required	Required
WHMIS Certificate – Valid for 1 year	Required	Required	Required	Required	Required
Worker Health and Safety Awareness in 4 Steps Certificate – Valid for 1 year	Required	Required	Required	Required	Required
Flu Vaccine – No later than December 1 (you can upload this separately with no charge)	Required (due December 1)	Required (due December 1)	Required (due December 1)	Required (due December 1)	Required (due December 1)
COVID Vaccine x 3 (you can upload boosters separately with no charge)	Required	Required	Required	Required	Required for Placement in Year 3 (no Verified upload)
Workplace Insurance Student Declaration – Valid for 1 year	Required	Required	Required	Required	Required
Consent for Release of Information	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator

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 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 your Program requirements table above to see what is required. These forms are located under the important forms section of your Verified profile.

4. What are my responsibilities?
You must complete the following:

- Thoroughly review your requirements.
- Plan ahead! Complete all non-academic requirements in time for your Electronic Requirements Verification (ERV) appointment. You can upload documents as they are ready, in advance of booking your ERV appointment.
- Book your appointment well in advance of the deadline.
- Upload all documentation in advance of your scheduled appointment. You do not need to attend your appointment. You are scheduling a time and date for your documentation to be reviewed.
- 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).
- When your documentation has been reviewed, you will be notified via email of the outcome of the review (i.e., "PASS" or "FAIL"). If you fail your review, you will receive instructions on what item(s) require revisiting.

5. Who do I submit my non-academic requirements to?
Students are to upload all their non-academic requirements to their profile using the Verified platform, a cloud based electronic platform that digitally collects placement requirements and

documentation for verification. Login details for Verified will be sent to your email address on file. Appointments will be booked through this online platform. Verified acts as the College's agent in clearing students on their non-academic requirements. You will only be cleared on what you have completed and must make a follow-up appointment to submit any outstanding requirements or documentation. Your clearance status is registered in Verified's database. At the end of the appointment, you will be able to see your status as will your Placement Coordinator.

6. When do I need to have non-academic requirements clearance?
Please refer to your program-specific requirements table above to see when your documents are due.

Note: Demand for appointment times is highest the week leading up to a deadline. Students are encouraged to plan ahead and book appointments well in advance in order to make the deadline. Students also need to be flexible with their schedule when booking an appointment.

7. What if I am out of the country or working full-time all summer?
Requirements and submission deadlines are communicated to students in advance of the deadline to give students adequate time to prepare and plan ahead. The Electronic Requirements Verification appointment is completely virtual, and documentation can be uploaded 24 hours a day, 7 days a week. **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. 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* document provided to you by your Placement Coordinator for recommended timelines for obtaining your requirements.

11. Is the influenza (flu) immunization mandatory?
If Influenza vaccination is needed for your program, you can submit this to Verified at a later time. No additional fees are required to submit this item. To find out how to update your Flu shot you can visit the important forms section of your Verified profile.

12. How do I cancel an appointment with Verified?
Students are able to reschedule an appointment using their secure login to Verified. Please ensure you cancel at least 24 hours prior to your appointment. Failure to provide 24-hours' notice will result in a missed appointment fee. Cancelling less than 24 hours prior to your appointment date will result in a late cancellation fee.

13. I'm not quite sure if I have everything I need for my clearance appointment. Who can help me?
Please consult your program-specific Non-Academic Requirements table above for your checklist.

14. What happens at an ERV appointment?
The ERV appointment is a designated date and time when your documentation will be reviewed. It is NOT an appointment that you need to attend. Your responsibility is to have all documentation submitted in advance of the ERV service date you have scheduled. A Verified representative will review all your documents and determine if you can be cleared for placement. Students are to retain all original documentation. You will be notified once the review has taken place. The turnaround time for each appointment status update is 2 business days. This means if you book on a Friday, you may not hear back until end of day Monday.

15. What are the possible outcomes from my Electronic Requirements Verification appointment?

Pass – you met all your requirements.

Fail – a requirement has not been met or supporting documentation has not been received. You will be required to book a follow-up appointment at additional fees.

Pending – Verified requires further information from you and has sent you an email indicating what your next steps are.

16. 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 requirements are valid throughout the duration of all clinical placements. If a non-academic requirement will expire during the school year, the student must renew it (before it expires) and submit the updated documentation. Each time you book an appointment to update your documents it will require a full appointment at full-service fees. It is advised that students renew everything, so your documents are valid for all your clinical placements in that academic year.

17. What if I'm given a status of Fail?
You will receive a list of non-academic requirements that you still need to complete. Once done, you must book another appointment (for an additional fee). All costs and service fees associated with obtaining non-academic requirements for placement are the sole responsibility of the student. Failure to achieve 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.

For More Information:

Verified platform, uploading documentation, and ERV:
www.synergyhelps.com

Canadore College Clinical Placement Coordinator:
Sarah Jodouin – Sarah.Jodouin@canadorecollege.ca 705-474-7600 x 5415