

# Year 2 Field Placement Requirement

Click in each box below and follow all steps to complete each task.

## Step 1



Standard First Aid + Level C CPR

## Step 2



Criminal Record Check with Vulnerable Sector Check

## Step 3



Synergy Gateway

Complete your Verification Appointment with Synergy by **Friday September 9, '22**

Police Foundations (POFD) Program

## Electronic Student Permit Checking – Post Admission Requirements

### Police Foundations (POFD) Program

To be eligible to participate in clinical practicums and field placements, Durham College students use *Verified by Synergy Gateway* to submit mandatory Post-Admission documents. The process of digitally uploading your documentation requirements and having them validated using Verified is known as Electronic Student Permit Checking (ESPC).

#### Please note the following:

- Always keep your original documents.
- There are costs associated with ESPC, immunizations, lab tests and certifications.  
**Keep all of your receipts for income tax purposes.**
- You must meet all noted deadlines or additional fees may apply. Plan accordingly as some required documents may need extra time to acquire/complete.

#### Post-Admission Document Submission Due Date

Program	Year of Study	Clinical Semester	Fall (Sept) Intake
Police Foundations Program	2	3 & 4	<b>Sept. 9</b>

#### Access to *Verified by Synergy Gateway*

You require a secure username and password to access *Verified by Synergy Gateway*.

1. Use MyCampus to complete your Durham College program registration and pay your enrolment fees for the semester.
2. Once this is complete, login instructions for *Verified* will be emailed to your **DC Mail email account** within 48 hours from the time your DC registration is processed.
  - If you cannot find this in your inbox or junk/spam folder, contact the Synergy Help Desk at [www.synergyhelps.com](http://www.synergyhelps.com)
3. Now login to *Verified by Synergy Gateway*:  
[https://verified.sgappserver.com/s\\_Login.jsp](https://verified.sgappserver.com/s_Login.jsp)

#### Synergy Gateway Fees

Synergy Service	Description	Fee
ESPC	Electronic Student Permit Checking	\$51.00
ESPC Follow up Appointment	If you are missing documents	\$22.60
Late Cancel Fee	Less than 24 hours before appointment	\$22.60
Late Reschedule Fee	Less than 24 hours before appointment	\$22.60
No Show Fee	Will be charged original fee for service	Full Amount

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## Before You Book Your Mandatory ESPC Appointment

1. Review your program's specific requirements and due dates by checking the Field Placement Requirement Infographic on the first page of this attachment or by logging into your Verified Account and selecting *Important Forms > Program documentation requirements checklist*.
2. Confirm that the content of the documents meets program requirements (eg. Are you missing a required vaccination?).
3. Upload **all** required documents to your profile. Fees apply any time Synergy reviews your documents. **To avoid paying additional appointment fees, ensure all documentation has been uploaded PRIOR to booking your ESPC appointment.**
4. If everything is complete, book your ESPC Appointment on the *Verified by Synergy Gateway* website. This confirms that your documents are ready for review.
  - **You do NOT actually attend your ESPC appointment in person or online.** Synergy will review documents then email you a status update 24 – 48 hours after your ESPC appointment.

## Documentation Submission Requirements

- It is your responsibility to ensure that your documents are valid throughout all of your clinical placements. You will be notified of any upcoming expirations for documents on your *Verified by Synergy Gateway* profile page and through notifications sent to your DC Mail account.
- If you have more than one document expiring at any given time, we suggest you update them all together in one additional appointment to avoid further charges. Expired documents will negatively impact your eligibility for clinical placement.
- **Multiple appointments at full-service fees will be required to update any expiring documentation with the exception of the Criminal Reference Check/VSS (one free update per calendar year).**
- An expiring Criminal Reference Check (CRC) with Vulnerable Sector Screen (VSS) can be updated on the Verified website once free of charge during the same calendar year after your initial appointment if completed by the date indicated by Synergy Gateway at the time of your documentation approval.
  - Once uploaded, **you need to place a helpdesk ticket to have it processed.**
  - You do not need to book an ESPC appointment unless you are also updating other documents.

### For more information contact:

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