Program Entry/Re-Entry Requirements

Click each box below then complete your task.

Step 1

Current Standard First Aid + Level C CPR (Year 2 students must renew Level C CPR prior to return)

Step 2

Criminal Record Check with Vulnerable Sector Screen

Step 3

Entry Immunization Form + Proof of 2x Covid Vaccines (minimum)

Step 4

Communicable Disease Report

Step 5

Synergy Gateway

Submit all of the above documents to Synergy by **September 9**

Primary Care Paramedic (PPC) Program

Electronic Student Permit Checking – Post Admission Requirements

Primary Care Paramedic (PPC) 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 Requirements Verification (ERV).

Please note the following:
- Always keep your original documents.
- There are costs associated with ERV, 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
Primary Care Paramedic program	1	1 & 2	Sept. 9
	2	3 & 4	Sept. 9

Access to *Verified by Synergy Gateway*

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

1. Use MyDC 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 **@DCMail 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**

3. Now login to *Verified by Synergy Gateway:* **https://verified.sgappserver.com/s_Login.jsp**

Synergy Fees

- The fee schedule can be found at Synergy Gateway, **https://verified.sgappserver.com/** top right corner, school information.
- To avoid booking multiple appointments and paying for each one throughout the year we strongly suggest that you check each semester for upcoming documentation expirations.
- You can update expiring Vulnerable Sector Checks (VSC) documents free of charge, after your initial appointment, throughout that calendar year. The free update will only be honored if you upload the documentation into Synergy before they expire, *you need to place a helpdesk ticket to have it processed*.

Before You Book Your Mandatory ERV 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 ERV appointment.**

4. If everything is complete, book your ERV Appointment on the *Verified by Synergy Gateway* website. This confirms that your documents are ready for review.
   - **You do NOT actually attend your ERV appointment in person or online.** Synergy will review documents then email you a status update 24 – 48 hours after your ERV 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 @DCMail 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 ERV appointment unless you are also updating other documents.

For more information contact:

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