

## Cosmetic Techniques and Management Program Electronic Student Permit Checking

Durham College has partnered with *Verified by Synergy Gateway* to provide our students with services to assist them in the successful completion of their program’s post-admission requirements for clinical practicums and field placements. The process of digitally uploading your documentation requirements and having them validated using Verified is known as Electronic Student Permit Checking or ESPC.

With the introduction of ESPC, *Verified by Synergy Gateway* has eliminated the need for you to attend an in-person appointment and allows you to submit all of your placement requirements documentation from the comfort of your home.

### IMPORTANT INFORMATION:

- Read all requirements carefully as there are some time sensitive items.
- Always keep your original documents. This is your personal information and as such is considered confidential.
- There are costs associated with ESPC, immunizations, lab tests and certifications.  
**Be sure to keep all of your receipts for income tax purposes.**

### Requirements Submission Due Dates:

Lab/Field Placement Year/Semester	Fall (Sept) Intake Due Date
Year 1 (semester 1 & 2)	August 19, 2022
Year 2 (semester 3 & 4)	August 19, 2022

### Clinical / Field Placement Requirements

These requirements are specific health and non-health related documents necessary for clinical and/or field placement to ensure it is safe for students to work in their setting. Health record checks are also necessary and are often a requirement as per the Occupational Health and Safety Act of Ontario. Health record checks can include immunization history, vaccinations, and blood work. Ensuring you meet your placement requirements is mandatory for you to proceed in your chosen program.

## ACCESS TO VERIFIED BY SYNERGY GATEWAY

*Verified by Synergy Gateway* is available through a secure username and password. Login instructions are emailed to your **school email account (DC Mail)** after you have completed your program's course registration and paid your enrolment fees. You should receive your login credentials within 48 hours from the time your registration is processed. To login to *Verified by Synergy Gateway* go to: [https://verified.sgappserver.com/s\\_Login.jsp](https://verified.sgappserver.com/s_Login.jsp)

## BEFORE YOU BOOK YOUR MANDATORY ESPC APPOINTMENT:

- Confirm that you have received login credentials for *Verified by Synergy Gateway*. Your login information will be emailed to your DC email address. If you cannot locate this information in your general inbox, then please check your junk/spam folder. If you still are unable to locate your login credentials, please open a Help Desk ticket by visiting: [www.synergyhelps.com](http://www.synergyhelps.com)
- Review your program's specific placement requirements along with due dates (**refer to attached requirements checklist**). You may also review requirements by logging into your **Verified Account** and selecting "**Important Forms**" and then selecting your program's documentation requirements checklist. In this section, you will also find student user guides and any required forms in order to be successful in completing this process.
- Know when your clinical start dates are so that you can book your ESPC appointment accordingly. Make sure you have planned out when and how you will be completing requirements. It is important to remember that some requirements may take an extended time to complete.
- Once you have ensured that all requirements have been uploaded to your profile, you may book your ESPC Appointment on the *Verified by Synergy Gateway* platform. This notifies *Verified by Synergy Gateway* that your profile is ready for verification.
- **To avoid paying additional appointment fees, ensure all of your documentation has been uploaded PRIOR to booking your ESPC appointment.**
- **You do NOT need to attend your ESPC appointment in person or online** – Synergy will send you an email status 24 – 48 hours after your ESPC appointment date and time with a status update. Make sure you plan accordingly as it does take time to validate your documents.

### Online Training Modules

The following Online Training Modules must be completed within DC Connect. You will have access to them when you have completed the required course registrations for your program.

- Workplace Hazardous Materials Information (WHMIS) Module Completion Certificate
- Accessibility for Ontarians with Disabilities (AODA) Module Completion Certificate
- Workplace Violence and Harassment Prevention Module Completion Certificate
- Worker Health and Safety Awareness in 4 Steps Module Completion Certificate
- Diversity Module Completion Certificate

### SYNERGY GATEWAY FEES

- **Verified** is a paid service and *any time students are updating documents there are fees associated.*
- To avoid booking and paying for multiple appointments throughout the year we strongly suggest you gather all of your requirements (**refer to attached requirements checklist**) at one time so that they might be valid for multiple placements if possible.

<b>SYNERGY SERVICE</b>	<b>FEE</b>
Electronic Student Permit Checking (ESPC)	\$51.00
ESPC Follow up Appointment (if you are missing documents)	\$10.00
No Show Fee	Full Amount of Service

### DOCUMENTATION SUBMISSION REQUIREMENTS:

- It is the responsibility of the student to ensure that their documents are valid throughout all of your clinical placements.
- You will be notified of any upcoming expirations for documents on your profile page for *Verified by Synergy Gateway*. You will also receive notifications via email to your DC Mail account.
- **Multiple appointments at full-service fees will be required to update any expiring documentation.**
- 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 clinical placement.

**Cosmetic Techniques and Management  
ESPC Requirements Checklist & Due Dates**

**Requirements Submission Due Dates:**

Lab/Field Placement Year/Semester	Fall (Sept) Intake Due Date
Year 1 (semester 1 & 2)	August 19, 2022
Year 2 (semester 3 & 4)	August 19, 2022

**Requirements Checklist:**

**Year 1 (semester 1 & 2)**

- [Entry Immunization Form](#)

**Year 2 (semester 3 & 4)**

- [Re-Entry Immunization Form](#)
- [Student Declaration of Understanding Form](#)
- [COVID-19 Informed Consent and Assumption of Risk Form](#)

**Online Training Modules (Required via DC Connect only):**

- Workplace Hazardous Materials Information (WHMIS) Module Completion Certificate
- Accessibility for Ontarians with Disabilities (AODA) Module Completion Certificate
- Workplace Violence and Harassment Prevention Module Completion Certificate
- Worker Health & Safety Awareness in 4 Steps Module Completion Certificate
- Diversity Module Completion Certificate