Post Admission Requirements

ECE Program

Ensuring you meet your school's health and safety documentation requirements is mandatory for you to fully participate in your program of study.

What do I need to do:



Complete the Entry Immunization Form (required). For assistance in completing this form you can make an appointment with your health care provider or with the Campus Health Centre (905-721-3037). Ensure that you bring the form to your medical appointment with you - **this form MUST be completed by a medical professional. **This form usually takes 4-6 weeks to complete.**



Order your Vulnerable Sector Screen (VSS or VSC) from **your local** police headquarters. ****Please first review and determine the application process you are to follow, based on where you live.**



Ensure you have a valid Standard First Aid & CPR (level C) certification. Your Standard First Aid must be current to three years / your CPR-C must be current to one year. ****See Page 5 for certification completion options.**



After you have registered for your classes and once your course content is posted by your professor, go to DC Connect and successfully complete all five (5) Online Health & Safety Training Modules, **as listed on Page 5.**



Ensure you have completed the 'Student Declaration of Understanding' and 'Informed Consent' forms, **available for completion on Page 5.**



Upload all above documentation to Synergy and book your online **Electronic Review Verification (ERV)** appointment with Synergy by the due date listed on Page 2. ****See instructions on Page 3.**

**All forms can also be accessed by clicking Forms - Durham College

Electronic Review Verification

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 Review 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 Documents Submission Due Dates

Program	Field Placement Semester	ERV Due Date
September (Fall) Intake	2	November 16
	3 & 4	July 19
January (Winter) Intake	2	March 15
	3 & 4	November 15
May (Spring/Summer) Intake	2	July 17
	3 & 4	March 15

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

Synergy Gateway *Approximate* Fees (*prices are subject to change)

Synergy Service	Description	Fee
ERV	Electronic Review Verification	*$51.50
ERV Follow up Appointment	If you are missing documents	*$10.00
No Show Fee	Will be charged original fee for service	Full Amount

* Fees are subject to change

Before You Book Your Mandatory ERV Appointment

1. Review your program's specific requirements and due dates 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 (e.g. 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 EVR 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 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 ERV appointment unless you are also updating other documents.

Requirements Checklist and Instructions:

Entry Immunization Form - see Page 1 for details

Standard First Aid & Level C CPR - *The course must be delivered in a blended format (online & in-class) and must be delivered by a WSIB-approved provider.*

- Standard First Aid & CPR-C training (offered through Durham College)
- WSIB-approved external training (offered through external providers)

Criminal Reference Check with Vulnerable Sector Screening (valid for 6 months)
Please review and determine the application process you are to follow, based on where you live: VSS Requirements

Student Declaration of Understanding Form - *please complete and upload to Synergy*

Informed Consent Form - *please complete and upload to Synergy*

Online Health & Safety Training Modules (Accessed via DC Connect):

Once you have successfully completed the online modules, please save or print each completion certificate and upload to your profile on Synergy.

- ☐ 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

ENTERING SEMESTER 3?

In order to attend your placement, you may need to update certain documents / certifications:

Login to your Synergy now to determine what needs updating. If you aren't sure, please send Synergy a message asking what specifically you need to update to have a PASS for August 16th.

1. IMMUNIZATIONS

If you need updates to immunizations/boosters, please print off your current EIF from Synergy and bring with you to a medical professional for updating.

2. VULNERABLE SECTOR CHECK (VSC)

Remember, you VSC must be current to 6 months. If you need to apply for a new VSC, please review and determine the application process you are to follow, based on where you live: VSS Requirements