Post Admission Requirements

911 Emergency & Call Centre Communications (EMCC)

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:

Order your Vulnerable Sector Check (VSC) from **your local** police headquarters.

Book your Standard First Aid & Level C CPR training

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 Training Modules as listed at the bottom of Page 4.

Ensure you have completed all required forms (including consent forms) as indicated on page 4.

Book your online **Electronic Requirements Verification (ERV)** appointment with Synergy

Electronic Requirements 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 Requirements Verification (ERV).

Please note the following:

- Always keep your original documents.
- There are costs associated with ERV, 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.

<p align="center">**Post-Admission Documents Submission Due Dates**</p>

Program	Clinical/Field Placement Semester	Due Date
911 Emergency & Call Centre Communications	3	September 1, 2023

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 Student Permit Checking	*$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

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 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:

☐ [Standard First Aid & Level C CPR](#) (Note: Online and blended (online & in-class) courses will only be accepted if the course is WSIB approved) CPR C is valid for one year only regardless of expiration date on the card for placement purposes

☐ [Criminal Reference Check with Vulnerable Sector Screening](#) (valid for 6 months for start of placement)

☐ [Student Declaration of Understanding Form](#)

☐ [Informed Consent for Release of Personal Information](#)

Online Training Modules (Accessed via DC Connect):

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

☐ 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 (three modules to complete full certificate)

For more information contact:

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