



Welcome to the Advanced Care Paramedic Program at Durham College!

As you are aware, this program includes extremely valuable Clinical and Practicum [Field Placement](#) opportunities. For you to be eligible to participate in these opportunities, you require completion, submission, and successful verification of, mandatory program specific documentation. Successful verification of these documents is required within the first semester of the program. For liability and safety reasons, students who do not complete them on time and by the specified due date, will not be permitted to participate in practical components of this program.

You will be required to begin collecting the documents outlined in the *Required Documentation* section of this notice immediately upon its receipt. **Proof of a passing grade from Synergy Gateway will be required by:**

Cohort	Due Date
Fall (Starting Semester 1 in September 2024)	Friday, November 21st 2025
Winter (Starting Semester 1 in January 2025)	Friday, March 20th 2026

This notice has several sections that will be essential to your success in completing your documentation.

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Mandatory Documentation Requirements:

You will begin collecting and completing the documentation requirements below immediately upon receipt of this notice. You are **not** required to have registered or paid fees to begin collecting this documentation. To fulfill the requirements of the checklist below you will need to:

1. **Make an appointment with your health care provider or at the Durham College Campus Health Centre (905-721-3037) to begin completion of the Entry Immunization Form.**
2. **Order a criminal reference check with vulnerable sector screening through your local police department.**
3. **Complete CPR-C, CPR-HCP, or CPR-BLS**
4. **Complete Standard First Aid Training (if you do not hold an AMECA).**
5. **Review the checklist below and sign all required forms.**
6. **Register for your timetable once registration opens.**
7. **Submit documentation to Synergy Gateway and book verification appointment.**

Uniforms

Part of your student fees includes a uniform allotment. You will be required to select sizing for your uniforms. You will have **two weeks following receipt of this welcome letter to complete this**. If you are uncertain of your sizing, you may visit the Durham College Bookstore and request to try on the uniform.

[Please submit your sizing requests here.](#)

Required Documentation Checklist

- ☐ [Entry Immunization Form \(EIF\)](#). This form **must** be completed again, previous serology may be used.
- ☐ CPR Level C or HCP/BLS. Only certificates from WSIB approved and Red Cross recognized providers will be recognized. Certificate must be within one (1) year of the date of issue regardless of expiry date and must be renewed yearly.
- ☐ Standard First Aid Certificate. Valid for 3 years from date of issue.
- ☐ Photocopy of front and back of Driver's License
- ☐ Criminal Reference Check with Vulnerable Section Check (CRC-VSC). CRC-VSC must be within 6 months of the issue date. Email [Hayden McIntosh](#) if a letter is required.
- ☐ [Informed Consent for the Release of Personal Information Form](#)
- ☐ [WSIB Declaration of Understanding Form](#)
- ☐ [Lakeridge Health COVID-19 Attestation](#)
- ☐ [Lakeridge Health Statement of Confidentiality](#)
- ☐ [Peterborough Regional Health Centre Confidentiality Form](#)
- ☐ [Student Preceptorship Agreement](#)
- ☐ Six (6) Public Health Ontario – Infection Prevention and Control (IPAC) Core Competency Certificates. Registration for healthcare providers can be accessed [here](#). You will be required to upload certificates indicating completion of:
 1. Occupational Health and Safety
 2. Chain of Transmission and Risk Assessment
 3. Health Care Provider Controls
 4. Control of the Environment
 5. Administrative Controls
 6. Additional Precautions

All of the below can be accessed on DC Connect under the ADVI course page, upon registration

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

Synergy Gateway

What is Synergy?

Synergy Gateway (Synergy) is a third-party system which eliminates the need for you to attend an in-person appointment to have your health and safety documentation reviewed. You submit all of your clinic/field placement required documentation from the comfort of your home to their website and book a virtual appointment. **Always keep your original documents.** You may be asked to present the original documentation at any time. Some field placement hosts like to have copies of these documents in their files.

Required Documents for My Program

- Most of these documents are a requirement of the Occupational Health and Safety Act of Ontario to not only be able to participate in placement/clinical, but also for your future employment in the industry.
- Ensuring you meet your requirements is mandatory for you to proceed in your chosen program.
- Visit the Faculty of Health Sciences webpage to see the requirements specific to your program. You can also view this information in Synergy. Some programs require these for participation in clinics/labs and others only require them for field placement. Know the deadline for your program.

Accessing Synergy

- Synergy is available through a secure username and password.
- Login instructions are emailed to your DC Mail account within 48 hours (2 business days) from the time you register for your courses.
- If you cannot locate this information in your general inbox, then please check your junk/spam folder. If you still can't find your login credentials, please open a Help Desk ticket by visiting www.synergyhelps.com.
- To log into Synergy, go to: <https://verified.sgappserver.com/>

Booking Your Virtual Appointment:

- Confirm that you have received login credentials from Synergy.
- Review your program's specific health and safety requirements along with due dates. Your program's information is available on the college's [website](#)
- Once you have ensured that all requirements have been uploaded to your Synergy profile, you may book your virtual appointment in Synergy.
- Synergy will send you an email 48-72 hours (2 to 3 business days) after your appointment with a status update. Be sure to book your appointment prior to the due date.

- To avoid paying additional appointment fees, ensure all of your documentation has been uploaded prior to booking your appointment. Each appointment incurs a fee.
- If you are notified by Synergy via email your documents were not approved please correct the issue and upload the correction to Synergy. When needing a correction approved you do not need to book an appointment. Please put a ticket into the help desk making them aware your corrected documents are uploaded and ready to be reviewed.

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 Criminal Reference Check (CRC) with 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 and only applies to the CRC with VSS.
- Once you have uploaded your new CRC/VSC, you need to place a helpdesk ticket to have it processed. If you are renewing other documents at the same time, you will need to book an appointment.

Additional Information

Criminal Reference Check and Vulnerable Sector Search (CRC/VSS)

- This can take several weeks to arrive so do not delay ordering your document.
- Please visit the website for the police service which responds to emergencies in your home are for their application form and processes.
- Email hs@durhamcollege.ca for the required letter. If your postal code starts with an 'M' you will require a Toronto Police Check. The Toronto Police Department requires their specific form be signed by a staff member at the Faculty of Health Sciences department.
 - Come to room SW106 with 2 pieces of ID. One must have a photo as well as your name and date of birth, the other must have your name and date of birth (Health card is not acceptable). Please review this link for acceptable identification, scroll down to the 'Identification' section. <https://www.drps.ca/online-services/police-records/police-record-checks>
 - If you are unable to come in person, please email hs@durhamcollege.ca and request a virtual meeting to have your Toronto Criminal Reference Check with Vulnerable Sector screening form signed. The virtual meeting will take place via Microsoft Teams.
 - Please review the Toronto Police Department website, below, to determine how you are able to submit the document (i.e., via email or in person). <https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening-process.php>

Entry Immunization Form

- This process can take several weeks to complete so please begin completing this form as soon as you receive this notice.
- Please view the form carefully. Supplying your yellow immunization tracking card is not sufficient documentation.
- Bring the form to your health care provider for completion.
- Support from the medical team at the Campus Health Centre is available by calling 905- 721-3037

CPR Certification

- CPR certification is only valid for one year from the date of issue regardless of when it says it expires. Check your certification issue date.
- Training must be provided through a WSIB-approved trainer which mandates an in-person or blended version. Exclusively online training will not be accepted here is a link to their approved providers <https://www.wsib.ca/en/providers-approved-deliver-emergency-and-standard-first-aid>.
- In cases where CPR certification is offered by your paramedic service and not one of the above providers, certification must be approved by the Program Coordinator. Please contact dale.button@durhamcollege.ca for additional information.

Costs

There are costs associated with completing your mandatory documentation requirements. Fees will include and are not limited to, Electronic Student Permit Checking (ESPC), immunizations, lab tests, vulnerable sector screens and certifications. **It is recommended that you budget approximately \$250.00 to complete your documentation requirements and that you keep all of your receipts for income tax purposes.**

We look forward to meeting you!

Sincerely,

[Dale Button](#)

Program Coordinator

[Joycelyn Kelly](#)

Student Advisor