Social Service Worker Program
Electronic Student Permit Checking

Durham College has partnered with *Verified by Synergy Gateway* to provide out 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:

Program Intake	Clinical/Field Placement Semester	ESPC Due Date
Fall Intake (September)	2	November 15
	3 & 4	August 15
Winter Intake (January)	2	March 1
	3 & 4	December 14
Spring Intake (May)	2	August 15
	3 & 4	March 1

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**

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**
- 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.

Criminal Reference Checks (With VSS)

- You must have a current Criminal Record Check with Vulnerable Sector Screening submitted by the due date in order to attend placement.
- You can update expiring Criminal Reference Check (CRC) with Vulnerable Sector Search (VSS) documents free of charge after your initial appointment throughout that academic year. The free update will be honored if you update these documents to Verified by the date they indicate at the time of your clearance.
- Once you have uploaded your new Criminal Reference Check with Vulnerable Sector Search you need to place a helpdesk ticket to have is processed you do not need to book and ESPC apt unless you are updating other documents as well.
- The Criminal Reference Check with VSS must be valid within **6 months** of your placement, and remain valid for the duration of your placement. (Note: Depending on where you are placed, your placement host may require a CRC newer than Durham College's requirement.)

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. *(Certificates of completion must be printed and uploaded to your profile on Verified by Synergy Gateway as part of your clearance requirements).*

- 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.
- **You can update expiring Criminal Reference Check (CRC) with Vulnerable Sector Screen (VSS) documents free of charge after your initial appointment throughout that calendar year.** *The free update will only be honored if you update these*

documents to the Verified platform by the date indicated by Synergy Gateway at the time of your documentation approval.

- Once you have uploaded your new Criminal Reference Check with Vulnerable Sector Screen, ***you need to place a helpdesk ticket to have it processed***. You do not need to book and ESPC appointment unless you are updating other documents as well.

SYNERGY SERVICE	FEE
Electronic Student Permit Checking (ESPC)	$50.50
ESPC Follow up Appointment (if you are missing documents)	$22.60
Late Cancel Fee (less than 24 hours before appointment)	$22.60
Late Reschedule Fee (less than 24 hours before appointment)	$22.60
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 with the exception of the Criminal Reference Check/VSS** *(one free update per calendar year).*
- 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.
- Worker Health and Safety Awareness in 4 Steps Module Completion Certificate
- Diversity Module Completion Certificate

Social Services Worker Program

ESPC Requirements Checklist & Due Dates

Requirements Submission Due Dates:

Program Intake	Clinical/Field Placement Semester	ESPC Due Date
Fall Intake (September)	2	November 15
	3 & 4	August 15
Winter Intake (January)	2	March 1
	3 & 4	December 14
Spring Intake (May)	2	August 15
	3 & 4	March 1

Semester 2

Requirements Checklist:

- ☐ Entry Immunization Form
- ☐ Standard First Aid & Level C CPR (Note: Online and blended (online & in-class) courses will only be accepted if the course is WSIB approved) Valid for one year only regardless of expiration date on the card.
- ☐ Criminal Reference Check with Vulnerable Sector Screening (valid for 6 months)
- ☐ Informed Consent for the Release of Personal Information
- ☐ Student Declaration of Understanding Form
- ☐ Covid-19 Informed Consent and Assumption of Risk Form

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

Semester 3 & 4

Requirements Checklist:

- ☐ Re-Entry Immunization Form
- ☐ Criminal Reference Check with Vulnerable Sector Screening (valid for six months)
- ☐ Standard First Aid & Level C CPR (Note: Online and blended (online & in-class) courses will only be accepted if the course is WSIB approved) Valid for one year, regardless of expiration date on the card.