



Pre-Placement Requirement Clearance Information Dental Assisting Program

In partnership with Synergy Gateway Inc.

St. Clair College has partnered with Synergy Gateway Inc. to provide support and clearance for preplacement requirements. To have your documents validated you will be required to book an Electronic Requirements Verification (ERV) Review through **Verified**, a proprietary platform that is used by students across Ontario for the purpose of digitally collecting placement requirements and documentation for verification. Log in details to [Verified](#) will be sent to your St. Clair College email account once the system is up and running for our programs.

DEADLINES

Pre-clinical/Placement Requirements Due: October 14, 2026

YOUR ERV REVIEW

Be sure to review the list of pre-clinical/placement requirements below and ensure you complete them prior to the above noted deadline so as not to delay your placement. It is important to remember that some requirements may take longer to complete than others so please plan accordingly.

Once your access is activated, book an ERV Review through your *Verified* account. For help on how to navigate *Verified*, please log in and go to Important Forms. There you will find user guides to assist you with the process.

You are encouraged to *book* your Review early, even if you do not have all documentation in place. Do not wait until a week or two before the deadline to book your Review as Review times will fill up quickly.

Ensure all your pre-clinical/placement documents are uploaded to your account by 9:00 AM (EST) on the day of your scheduled ERV Review. You do not need to be "present" on the day of your Review – this is the date that Synergy Gateway retrieves your documents for review.

To avoid paying additional Review fees, ensure all your documentation has been uploaded before 9am (EST) of your ERV Review date. If documents are outstanding at this time, you will not be cleared for placement. If documentation is missing or a requirement is not complete, you will need to **book a follow-up Review for an additional fee.**

Once your documents have been reviewed, you can download your Compliance Summary Document which will serve as a Completion Certificate. *Keep this for your records.*

Synergy Gateway Inc. is *not* the authority on St. Clair College policies and deadlines. Please check your Program webpage on the St. Clair College website if you have questions about anything related to preplacement requirements or contact your Program Coordinator.



PRE-PLACEMENT REQUIREMENTS TO BE COMPLETED AND UPLOADED FOR YOUR ERV:

- Health Assessment Record
- Immunization/Communicable Disease Record (as required)
- Attestation
- Blood Work/Lab Reports (as required)
- Certification Cards (as required)

STUDENT FEES

Initial Clearance Review	\$ 50.50 +TAX
Missed Review	\$ 50.50 +TAX
Follow-up Review	\$ 10.00 +TAX
• Originals of all documents	

Synergy Gateway is here to help! Contact Synergy Gateway at www.Synergyhelps.com - Submit a Help Desk ticket and they will be in touch. Their Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays. St. Clair College also provides peer-to peer Support. For more information visit <https://www.stclaircollege.ca/programs/synergy-support>

**** Important Note****

Please ensure your documents are valid until the end of your clinical and placement period. Students with requirements expiring during the clinical and placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for clinical and placement. This will require another ERV Review at Full-service fees. To avoid multiple Review fees, we suggest you update all expiring documents in one Review. It is ideal to ensure all items remain valid for the entire academic year to avoid incurring additional fees.

PLEASE SEE CHECKLIST ON THE NEXT PAGE



PRE-PLACEMENT REQUIREMENTS CHECKLIST	
<p>MEDICAL REQUIREMENTS</p> <p><i>* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.</i></p>	COMPLETED WITH DOCUMENTATION
<p>Health Assessment Record must be completed by your Health Care professional</p> <p>Tetanus/Diphtheria/Pertussis MMR Varicella Hep B (Primary series and serology, secondary series if not immune after primary series) TB (baseline 2 step)</p>	
<p>NON-MEDICAL REQUIREMENTS</p> <p><i>* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.</i></p>	
<p>Vulnerable Sector Search (VSS)</p> <p>Your local police department can provide a VSS. Valid for 1 year.</p> <p>Declaration form</p> <p>A signed "Offence Declaration for Placement Studies Form" is required at the time of your review. This will give you a conditional pass until April 10, 2026 when your Vulnerable Sector Check must be submitted.</p>	
<p>Mask Fit Testing</p> <p>Valid for 2 years. 1860s OR 1870+ (if neither fit, will accept any NIOSH approved N95 that fits with proof of fail on 1860s or 1870+)</p>	



CPR Level BLS Valid for 1 year from the date of issue (regardless of expiry date on the card) Online certificate not accepted First Aid and CPR Certificates must be issued by an authorized training provider.	
Standard First Aid Valid for 3 years	
Student Declaration of Understanding (WSIB) Does not expire	
Confidentiality Form Does not expire	
Student Acknowledgement of Placement Attendance Form Does not expire	
Student Attestation Form Does not expire	
Note: Each page of all documents signed by the student must be scanned and uploaded. Do not scan signature page only. Please use full, legal last name on all forms (short forms will not be accepted)	