Pre-Placement Requirement Clearance Information
Developmental Services Worker Program (Year 2 – Fall intake)

*In partnership with **Synergy Gateway Inc.***

St. Clair College has partnered with Synergy Gateway Inc. to provide support and clearance for pre-placement 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-Placement Requirements Due: **May 29, 2026**

YOUR ERV REVIEW

Be sure to review the list of pre-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-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 pre-placement 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)
- Originals of all documents

STUDENT FEES

Initial Clearance Review	$ 50.50 +TAX
Missed Review	$ 50.50 +TAX
Follow-up Review	$ 10.00 +TAX

Synergy Gateway is here to help! Contact Synergy Gateway at <u>www.Synergyhelps.com</u> - Submit a Help Desk ticket and they will be in touch. Their Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays.

** Important Note**

Please ensure your documents are valid until the end of your placement period. Students with 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 at FULL service fees. To avoid multiple Review fees, we suggest you update all expiring documents in one Review.

PRE-PLACEMENT REQUIREMENTS CHECKLIST

	COMPLETED WITH DOCUMENTATION
MEDICAL REQUIREMENTS ** 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.*	
Health Assessment Record must be completed by your Health Care professional	
NON-MEDICAL REQUIREMENTS ** 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.*	
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	