

Your choice of career path requires you to meet specific Ministry of Education licensing requirements of the Child Care and Early Years Act, 2014 (CCEYA) while in field placement. Seneca Polytechnic is committed to meeting standards of practice by ensuring that students attain and maintain required documents and immunization standards.

What's the rush?

This is a time-consuming task. You should start the process of completing your requirements 3 months prior to the due date required.

How does this affect me?

If you do not complete your requirements, you will not be permitted to begin any field experiences. If you don't attend required field placements (or complete enough hours), you will not progress in the program. Failure to adhere to the requirements deadline will result in a hold on your academic progress.

Have questions?

We understand that you may have questions about what you are required to do in order to meet requirements for your future field placements. To help you, we've collected some commonly asked questions:

Q. How do I find out what pre-placement requirements I need to complete?

Please refer to your Electronic Requirements Verification (ERV) package forms to see what is required. These forms are located under the important forms section of your Verified profile.

Q. What are my responsibilities?

You must complete the following:

- ☐ Thoroughly review your requirements.
- ☐ Plan ahead! Complete all medical requirements in time for your Electronic Requirements Verification (ERV) review. Ensure you upload a completed Medical Assessment Form signed by your Health Care Professional (HCP) along with the rest of your required documents to your Verified profile ahead scheduled review date and time.
- ☐ Book your review well in advance of the deadline.
- ☐ Upload all documentation in advance of your scheduled review. You do not need to attend your review. You are scheduling a time and date for your documentation to be reviewed.
- ☐ Keep all of your original documents and your electronic copies in a safe place as your field placement will request to see them. Ensure your

requirements are valid throughout the duration of your placement(s).

- ☐ When your documentation has been reviewed and you have been cleared, you will be notified via email to your Seneca email account.

Q. Do I need to make an appointment with my health care professional?

Yes, you need to obtain documentation of all previous vaccinations and bloodwork, so you will need to book an appointment with your Health Care Professional. This should be done in advance of your Electronic Requirements Verification (ERV) review.

Q. Who do I submit my pre-placement requirements to?

Students are to upload all required documents to their profile using the Verified platform, a cloud based electronic platform that digitally collects placement requirements and documentation for verification. Login details for Verified will be sent to your Seneca email. Reviews will be booked through this online platform. Verified acts as the Seneca's agent in clearing students on pre-placement requirements. You will only be cleared on what you have completed and must make a follow-up review to submit any outstanding requirements or documentation.

Your clearance status is registered in Verified's database. At the end of the review, you will be able to see your status as will the school.

Q. When do I need to have my ERV Review completed by?

Please log into your Verified profile and proceed to the Important Forms section. There you will be able to see your program specific ERV package that will outline your due dates.

Note: Demand for review times is highest the week leading up to a deadline. Students are encouraged to plan ahead and book reviews well in advance in order to make the deadline. Students also need to be flexible with their schedule when booking an ERV review.

Q. What if I am out of the country or working full-time all summer?

School requirements and submission deadlines are communicated to students in advance of the deadline to give students adequate time to prepare and plan ahead. The Electronic Requirements Verification (ERV) review is completely virtual and documentation can be uploaded 24 hours a day, 7 days a week. Completion and submission of School requirements is *mandatory* and the *deadline is not negotiable*.

The deadline is set to provide the Field Placement Team adequate time to verify and follow-up on students' clearance status, and complete all other requirements that field placement sites need.

Q. What if I don't have all requirements completed before the deadline?

Failure to adhere to the mandatory requirement deadline may result in deferring field placement opportunities. Students will not be cleared for placement until *all* requirements are submitted.

Q. Who pays for the costs associated with obtaining my field placement requirements?

Students are responsible for all costs related to field placement. Costs are dependent upon each student's needs. Doctor's notes, laboratory blood work reports, x-rays, and immunizations may or may not be free of charge.

Q. How long will it take me to gather all of my field placement requirements?

It may take several weeks (or months) to obtain all of your requirements. **Plan ahead!**

Start the Vulnerable Sector Check (VSC) process well in advance of the due date. Register for and attend Standard First Aid and CPR-C courses in advance of your deadline. Depending on your personal immunization status, it can take weeks or months to determine your level of immunity and complete all vaccination series. If you have proof of immunization or an immunization record (e.g. yellow card), take it with you to your medical review. If laboratory reports are required, or if immunizations are not complete, delays may occur.

Q. Where should I go to obtain a Standard First Aid certification and CPR-C Certification?

First Aid courses and CPR-C courses are widely available. You can complete a in class course or a blended course. Refer to the [School of ECE Field Placement](#) website for a list of training agencies.

Q. Why is the influenza (flu) immunization mandatory?

Influenza is mandatory for School of ECE field placements. You can submit this to Verified at a later time. No additional fees are required to submit this item. To find out how to update your Flu shot you can visit the important forms section of your Verified profile.

Q. How do I cancel an ERV review with Verified?

Students are able to cancel or reschedule an ERV review from their home page in the calendar box. Please ensure you cancel *prior to your review*.

Q. I'm not quite sure if I have everything I need for my ERV review. Who can help me?

Please consult your ERV package information for your checklist. You may wish to book an ERV review with your Health Care Professional (HCP) to ensure you have everything you need.

Q. What do I need to gather for my ERV review?

- ☐
- ☐ Immunization Medical Information Release Form
- ☐ Blood work/lab reports (if required by your Health Care Professional (HCP))
- ☐ Vulnerable Sector Check (VSC)
- ☐ **Worker Health & Safety Training (WHSA)**
- ☐ **International Work Permit – International Students Only**
- ☐ **Collection, Use and Disclosure of Personal Information – Field Placements**
- ☐ **Professional Conduct Form**
- ☐ **Seneca Medical Assessment Form**
- ☐ **Standard First Aid and CPR-C**

Q. What happens at an ERV review?

The ERV review is a designated date and time when your documentation will be reviewed. It is NOT a review that you need to attend. Your requirement is to have all documentation submitted in advance of the ERV service date you have scheduled.

A Synergy representative will review all your documents and determine if you can be cleared for placement. Students are to retain all original documentation. You will be notified once the review has taken place. The turn around time for each review status update is 2 business days. This means if you book on a Friday you may not hear back until end of day Monday.

Q. What are the possible outcomes from my initial clearance review?

Pass – you met all your requirements.

Fail – a requirement has not been met or supporting documentation has not been received. You will be required to book a follow up review at additional fees.

Pending – Synergy requires further information from you and has sent you an email indicating what your next steps are

Conditional Pass - You have met a condition that grants you permission to attend field placement with further instructions send to your Seneca email about your next steps

Q. I've been cleared on all requirements, however one (or more) will expire before the end of the current semester. Is this OK?

No. It is the student's responsibility to ensure that all requirements are valid *throughout the duration of all field placements*. If a requirement will expire during the current semester, the student must renew it (before it expires) and submit the updated documentation. Each time you book an ERV review to update your documents it will require a full review at full-service fees. It is advised that students renew everything, so your documents are valid for all your field placements in that semester.

Note: Students must also be aware of when they had their last tetanus/diphtheria/pertussis vaccination. This vaccination must be completed every 10 years and students must ensure their immunizations are up to date.

Q. What if I'm given a status of Fail?

You will receive a list of requirements that you still need to complete. Once done, you must book another ERV review (for an additional fee). *You will not be permitted to begin field placement until you have been cleared on all requirements.*

For more information

Contact Information regarding Verified Platform, Uploading Documentation, or questions about your ERV Review: Please contact our help desk at www.synergyhelps.com