

Pre-Placement Requirement Clearance Information School of ECE Students

In partnership with Synergy Gateway Verified Inc.

Seneca Polytechnic has partnered with Synergy Gateway Verified 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 school email account once the system is up and running for our programs.

DEADLINES

Pre-Placement Requirements Due: **Fall 2025 Semester: Friday August 15, 2025**
Winter 2026 Semester: Friday December 5, 2025
Summer 2026 Semester: Friday April 10, 2026

YOUR ELECTRONIC REQUIREMENTS VERIFICATION ERV REVIEW

Be sure to review the list of pre-placement requirements below and plan when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

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; Review times will fill.

Ensure all your pre-placement documents are uploaded to your account by 9:00 AM (EST) on the day of your 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 Seneca Polytechnic policies and deadlines. Please check with your Field Placement Coordinator directly or if you are currently not enrolled in a field placement course, email senecaecfieldplacements@senecapolytechnic.ca for further field placement inquiries.

Please upload for your 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**
 - **Standard First Aid and CPR C**
 - **Seneca Medical Assessment Form**
- All of the above documents must be original documents

STUDENT FEES

Initial Clearance Review	\$ 38.50 +TAX
Missed Review	\$ 38.50 +TAX
Follow-up Review	\$ 10.00 +TAX

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.

**** 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

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.*

COMPLETED WITH DOCUMENTATION

Immunization Form can be found in the Important Forms section of your profile

Immunization and Medical Form completed by your Health Care professional (HCP) and supporting documents. THIS FORM MUST BE COMPLETED AND UPLOADED.

Upload to Permit Form/Medical Documents Folder:

Tetanus/Diphtheria/Pertussis

Documented proof of vaccination for tetanus/diphtheria/pertussis in the last 10 years

Polio

Document proof of vaccination

Measles, Mumps, Rubella (MMR)

Documented proof of two vaccinations or blood work results showing immunity

Varicella

Documented proof of two vaccinations or blood work results showing immunity

Hepatitis B Surface Antibody Serology – Mandatory.

You must submit proof of Hepatitis B Surface Antibody blood test results

Hepatitis B Vaccinations – Proof of primary series of vaccinations is required. To obtain conditional clearance you must show proof you are within the dosing schedule and need time to complete the doses

If your serology results show you are not immune, then boosters will be required. You can have up to 3 additional boosters. Blood work will be required after each booster. To obtain conditional clearance you will need to show proof that a booster has been administered

Tuberculosis (Mantoux) – 2 Step TB Skin Test (+ 1-Step Test if required)

Documented proof of a baseline 2-step TB Skin Test (TST). If 2-Step TST was completed *more than* 12 months ago, please submit it along with a current 1 step TB test. A medical follow-up with chest x-ray is required if a person has EVER had a documented positive TB Skin Test

Upload to Annual Vaccinations Folder:

Influenza

Seasonal

Influenza immunization is not usually available until October and takes 2 weeks to become effective therefore students should obtain the vaccine as soon as it becomes available.

**** Note: Please ensure that your school immunization medical form is completed with all the information stated above. Clearance will not be issued without a completed school form signed by an HCP.**

NON-MEDICAL REQUIREMENTS <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>	
Upload to VSC/ Criminal Record Check Folder:	
Vulnerable Sector Check (VSC) - Your local police department can provide a VSC Valid for 6 months	
Upload to First Aid Folder:	
Standard First Aid Valid for 3 years or the date listed on your certificate	
Upload to CPR Folder:	
CPR Level C Valid for 3 years or the date listed on your certificate	
Upload to Health & Safety Certificates Folder:	
Worker Health & Safety Training (WHSA) Ministry of Labour "Health & Safety at Work" Does not expire	
International Work Permit – International Students Only Valid until date listed on certificate Employer must be issued to: "Seneca" or "Polytechnic" Occupation must say: "Student" or "Open" Conditions cannot say: "Not authorized to work in child care, primary/secondary school teaching, health service field occupations"	
Upload to Consent Form Folder: Consent Forms can be found in the Important Forms section of your profile	
Collection, Use and Disclosure of Personal Information – Field Placements Does not expire	
Field Placement Professional Conduct Agreement Does not expire	