

Clearance by Synergy Gateway Verified (SGV)

Version 19

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Synergy Gateway Verified (SGV)

Seneca does not review confidential documents. Students must make an appointment with Synergy Gateway Verified to ensure all field placement steps are completed. Synergy will confirm your Medical Clearance and will let the Field Placement know you are ready to be assigned a placement.

Synergy will review the:

- **Vulnerable Sector Screen**
- **Medical Assessment Form**
- **Standard First Aid & CPR-C Training**
- **Ministry of Labour Training Certificate**
- **Co-op Work Permit (International Students ONLY)**
- **Consent Form (Collection, Use and Disclosure of Personal Information Consent Form for Field Placements)**
- **Field Placement Professional Conduct Agreement**

Once all documents and steps are completed above, book an appointment with Synergy Gateway Verified to have your documents assessed and validated.

ERV Student Requirement Exemption Form

Enrolled students are provided access to "**Verified™**", a software platform by **Synergy Gateway Verified (SGV)**, via a secure username and password. Students will use the **Verified** platform to upload required field placement documents for review, book Electronic Requirement Verification (ERV) review, and track student status and ongoing requirement compliance.

Student Dashboard Key Sections:

- **Important Forms Section:** Contains user guides, pre-arrival forms, checklists, and program-specific requirements.
- **Upload Section:** Documents are uploaded into separate folders (e.g., CPR, Health and Safety, Vaccinations).
- **Scheduler Tab:** Students book their reviews. Available appointment dates are highlighted on a calendar.
- **Compliance Status Page:** Displays all provided documents, their status (passed, failed, expired), and expiry dates. Documents eligible for an update (e.g., VSC, influenza) have an "update" button allowing students to submit new information directly.
- **Compliance Summary Report:** Provides a Compliance Summary Report with the QR code. Please keep a copy of this report with all field placement documents. When planning for the next semester field placement, be sure to review your previous Compliance Summary Report and see if your medical requirements and any other documents need to be updated.
- **Inbox:** Students receive all communication here, including status notes after reviews, expiry notifications, and reminders. This is a reliable source for all communications, as messages cannot be deleted. Communications are also sent to student Seneca email.
- **Video Library:** Contains short videos on platform navigation, document uploading, and scheduling reviews.
- **History:** Shows past review dates, payment information, and statuses.
- **Account Information:** Students can verify their program/course and subscribe to **SMS text messaging** for notifications.
- **Announcements:** The Field Placement team will post broad announcements for all students at their school regarding changes to deadlines, requirements, or processes.

- **Notes and Fees Page:** Fees include \$30.15+HST for initial clearances and \$10 for follow-ups
- **Help Desk:** Accessible directly from the page and via a constant purple checkmark icon. Provides articles for common questions and allows students to open customized support tickets. For further assistance, connect through their online helpdesk at: www.synergyhelps.com.

School of ECE Synergy Gateway Verified - Electronic Requirements Verification ERV Package

Seneca School of ECE Synergy Gateway Verified - Frequently Asked Questions