

As per your program requirements, prior to being accepted into a placement, you are required to complete a pre-placement qualification process. This process is often referred to as Clinical Placement Permit Checking or Student Permit Checking. To this end, Synergy Gateway Verified Inc. (Synergy) has been contracted by your school to conduct this mandatory requirement through our Electronic Requirements Verification (ERV) services for its students.

## What are clinical placement requirements, and why are they necessary?

Clinical placement requirements are specific health-related documents necessary for clinical placement agencies to ensure it is safe for students to work in their setting. Specific requirements are broken down by a student's school and program. Health record checks are also necessary and are often a requirement by the Occupational Health and Safety Act of Ontario. Health record checks can include immunization history, vaccinations, and blood work.

## What is ERV?

Synergy Gateway has a proprietary platform called "Verified", which is used by thousands of students across Ontario for the purpose of providing us with their school's clinical placement requirements for verification and validation. This process of providing requirements and having them validated by Synergy is known as 'Electronic Requirements Verification' or 'ERV'. Traditionally, students would book an in-person review with "Verified" or their school to participate in a 15-minute encounter to review and validate these requirements. With the introduction of ERV, we have eliminated the need for you to be present either in-person or online while the documents are verified by a competent professional.

## What is Verified?

Verified is a proprietary platform specifically designed to assist students in preparing for their clinical placements. The system allows students to:

- Upload required documents for review by Synergy's team of trained professionals
- Book Electronic Requirements Verification review (ERV)
- Securely access a digital archive of clinical placement requirement documents
- Receive notification of expiring requirements
- Get access a personalized Home page that updates current clinical placement status and pending/expiring requirements

## How to access Verified?

Your school has provided Verified with your basic profile information. This information has been used to create an account for you in Verified. You will have received an email prompting you to log in to your Verified account and update your password.

## What is the Synergy Help Desk?

Students using Verified have access to the Verified Help Desk to submit inquiries and request assistance.

In addition, students are able to consult Verified’s knowledge base, which provides answers to frequently asked questions.

## Before you book your ERV Review

- Confirm that you have received your login credentials for Verified. This information has been emailed to your school email address associated with your Verified account. If you cannot locate this information in your inbox, then please check your spam/junk mail folder. If you are still unable to locate your login credentials, please open a Help Desk ticket by visiting: [www.synergyhelps.com](http://www.synergyhelps.com)
- Know when your clinical start dates are so that you can book your ERV review accordingly.
- Make sure you have reviewed what your clinical placement requirements are and have planned out when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete. Please refer to your program permit document and plan accordingly.

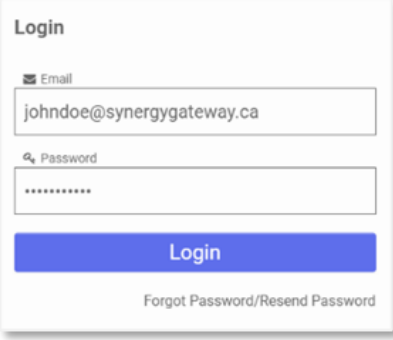
## Important Note:

1. Your required clinical placement documents and supporting documents must show your name and student number clearly written on them before being uploaded to Verified.
2. Please upload only original documents.

## Video User Guides:

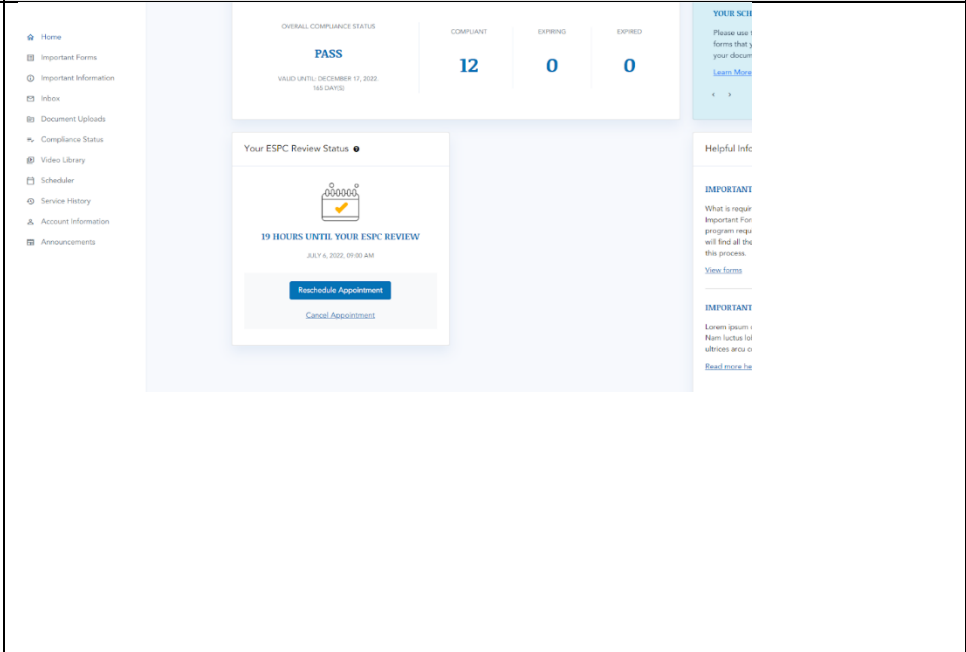
To assist students with ERV, we have created specific user guides on how to access and use the Verified system. To access any of these videos, simply navigate to the Video Library page from the left panel of your Verified account.

## Please follow the steps below to complete your ERV Review

Item	Description	Image/Graphic
<p><b>Log In</b></p>	<p>Login to Verified using the login credentials emailed to you from Synergy to your SCHOOL EMAIL address</p> <p>Example: samplestudent@sampleschool.ca</p> <p>You will be taken to your student portal Home page.</p>	

Item	Description	Image/Graphic
<p><b>Student Home Page</b></p>	<p>The Home page provides you with useful summaries, information and quick access to important functionality, including the option to book an ERV review using the Scheduler application.</p>	
<p><b>Book ERV review</b></p>	<p>1. Click the Book an ERV button.</p> <p>NOTE: You can get to the Scheduler app also via the Scheduler tab on the left navigation panel.</p>	
<p>2. Select the review you need and click Next.</p>		

Item	Description	Image/Graphic
	<p>3. Select a highlighted date and click on Next.</p>	
	<p>4. On the Booking summary page:</p> <ol style="list-style-type: none"> <li>i. Please double-check the review type and date.</li> <li>ii. Read and accept the Verified terms &amp; conditions and the ERV consent.</li> <li>iii. Enter your payment information in the required fields.</li> <li>iv. Click on Book Review.</li> </ol>	
	<p>5. A confirmation message will appear on the screen to indicate that you successfully booked a review.</p>	

Item	Description	Image/Graphic
<p><b>Track ERV Status</b></p>	<p>To check the status of your review, please return to your Home page.</p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>i. You will be able to make changes to your review (i.e., cancel or reschedule) up until the day before your scheduled review.</li> <li>ii. Make sure to upload all your documents before 9 am on the review date.</li> <li>iii. You do not need to attend this review in person or online.</li> </ol>	 <p>The screenshot displays a user dashboard with a navigation menu on the left. The main content area shows an 'OVERALL COMPLIANCE STATUS' of 'PASS', valid until December 17, 2022. It also features three summary cards: 'COMPLIANT' (12), 'EXPIRING' (0), and 'EXPIRED' (0). A central card titled 'Your ESPC Review Status' indicates a review is scheduled for July 6, 2022, at 09:00 AM, with '19 HOURS UNTIL YOUR ESPC REVIEW' remaining. Below this card are buttons for 'Reschedule Appointment' and 'Cancel Appointment'. On the right side, there are sections for 'YOUR SCHEDULE' and 'Helpful Info'.</p>