

Congratulations and welcome to the Northern College Early Childhood Education program. A major component of this program is working directly with children on a regular basis throughout the two years you are with us. It is important that you take the necessary steps to ensure your safety and the safety of the children by meeting a number of health and safety requirements.

One of the first steps as a first-year student in this program is to complete the **Placement Permit** process. This permit is a record that confirms you have submitted valid documentation to indicate your readiness to work with children. To assist you in completing and verifying that you have met the requirements, you will be provided access to a software platform called "Synergy Verified".

How Do I Access “Synergy Verified”?

Login credentials to access your Synergy Verified account will be emailed to your Northern College student email account. Please check your inbox, spam, and junk mail folders for an email from the “Synergy Help Desk”. You will be required to create a new password upon logging in. Be sure to view the video user guides and student guidebook to learn how to use the Synergy Verified platform.

What Is “Synergy Verified” For?

- Uploading the required immunizations, records, certificates, and forms.
- Booking your Electronic Requirements Verification (ERV) review. This service reviews the documents you have uploaded and provides you a status indicating your eligibility for working with children in the ECE Lab and Fieldwork Placement
- Tracking your ongoing requirements compliance.
- [Frequently Asked Questions](#)

How Can I Get Started?

1. Download and print the [Year 1 ERV Package](#).
2. Find Your Immunization Record - [Ontario Sample](#).
3. Use the “Pre-Placement Requirement Checklist” to track what immunizations and blood work you are missing.
4. Book a doctor’s appointment to receive missing immunizations.
5. Record completed immunization dates on your “Pre-Placement Immunization Form” (be sure you have received the at least one dose of all required immunization series before moving to the next step).
6. Book an appointment with your healthcare provider to sign and stamp your “Pre-Placement Immunization Form” (your form will be valid as long as you have received at least one dose for all required immunization series).

Note: Students should aim to complete these steps before the first day of classes. Otherwise, they may be ineligible to register for some first-semester courses and may need to defer them to their third semester.

How Long will the Process Take?

This process typically takes 2-3 months to complete because it can be difficult to track down previous immunization records, then book a series of doctor's appointments to receive all the required immunizations.

What Is the Cost?

There is no cost to create your account, but there are costs associated with the verification of your documents as listed below (prices subject to change):

Initial Clearance Review \$ 50.50 + tax

Missed Review \$ 50.50 + tax

Follow-up Review \$ 10.00 + tax

The deadline to complete your placement permit is September 30, 2024.

Please reach out to Shawn Smith at smithsh@northern.on.ca if you have any questions or concerns.

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