



## Pre-Placement Requirement Clearance Information Nurse Practitioner Students

*In partnership with **Synergy Gateway Inc.***

University of Windsor has partnered with Synergy Gateway 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: August 19**

**Please ensure all documents are valid until your last day of clinical for the 2026-2027 school year.**

### YOUR ERV REVIEW

Be sure to review the list of pre-placement requirements below and have a 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 University of Windsor policies and deadlines. Please check with [Brooke.Weurch@uwindsor.ca](mailto:Brooke.Weurch@uwindsor.ca) if you have questions about anything related to pre-placement requirements.



Please upload for your Review:

- Immunization medical form
- Blood work/lab reports (as required)
- Certification cards (as required)
- Originals of all documents

## STUDENT FEES

Initial Clearance Review	\$ 51.50 +TAX
Missed Review	\$ 51.50 +TAX
Follow-up Review	\$ 10.00 +TAX

**Synergy Gateway is here to help! Contact Synergy Gateway at [www.Synergyhelps.com](http://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	Where to upload in Verified
<p><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></p>	
<p><b>Tetanus/Diphtheria</b> Documented proof of vaccination in the last 10 years.</p>	Permit Form/Medical Documents
<p><b>Pertussis</b> Documented proof of vaccination.</p>	Permit Form/Medical Documents
<p><b>Measles, Mumps, Rubella (MMR)</b> Documented proof of two vaccinations OR blood work results (<b>within 5 years</b>) showing immunity.</p>	Permit Form/Medical Documents
<p><b>Varicella</b> Documented proof of two vaccinations OR blood work results (<b>within 5 years</b>) showing immunity.</p>	Permit Form/Medical Documents
<p><b>Hepatitis B</b> Blood work results (<b>within 5 years</b>) showing immunity is mandatory. If blood work results show you are not immune, then proof of 2 doses of a primary series and one dose of a secondary series is required to obtain a conditional pass. Synergy will send you instructions on how to remove the condition.</p> <p>If you have not started your primary series, a minimum of 2 doses will be required to receive a conditional pass. Synergy will send you instructions on how to remove the condition.</p>	Permit Form/Medical Documents
<p><b>Tuberculosis (Mantoux)</b> <b>Year 1 students:</b> Documented proof of a baseline 2-step TB Skin Test (TST) - <b>7-28 days apart</b> <b>Year 2 students:</b> Documented proof of a 1-step TB skin test is required. A medical follow-up to obtain a chest x-ray is required if a person has EVER had a documented positive TB Skin Test. Chest Xray valid for 2 years.</p>	Permit Form/Medical Documents
NON-MEDICAL REQUIREMENTS	
<p><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></p>	
<p><b>Vulnerable Sector Search (VSS)</b> Your local police department can provide a VSS. Valid for 1 year</p>	VSS
<p><b>Attestation of Notification of Change in Criminal Record Status – Required</b> - Valid for 1 Year</p>	VSS
<p><b>Mask Fit Testing</b> - Valid for 2 years. Students must be fit for one of the following N95 models: 1860s, 1860, 1870+, 8210.</p>	Mask Fit Test Certificate
<p><b>Canadian CPR Level BLS or HCP – IN PERSON (Theory portion can be taken on-line / practical portion must be in person)</b> Valid for 1 year (regardless of expiry date on the card). If your certification is different than above, please reach out to your coordinator to assess if an exception letter is required.</p>	CPR Certificate
<p><b>UNIVERSITY OF WINDSOR Initial Non-Violent Health Care Crisis Intervention and Physical Techniques Training bundle course from the Safe Management Group (SMG) – Must be the University of Windsor SMG. No substitutions.</b> Both courses must be completed within 30 days of each other. Valid for 1 Year (<a href="https://windsoruniversity-safemanagement.talentlms.com/catalog/index">https://windsoruniversity-safemanagement.talentlms.com/catalog/index</a>)</p>	Health & Safety Certificates <b>Must upload both certificates.</b>
<p><b>WSIB Student Declaration</b> Ministry of Training, Colleges &amp; Universities Work Safety Insurance Board (WSIB) coverage policy document; student signature required. Available on the Undergraduate Student Information site under “Pre-clearance Information and Forms” ERVs <a href="https://www.uwindsor.ca/nursing/375/pre-clearance-information-and-forms">https://www.uwindsor.ca/nursing/375/pre-clearance-information-and-forms</a> - Valid for 1 Year. <b>**Both pages must be uploaded to Synergy</b></p>	Consent Form
<p><b>Student/Instructor Verification of Health Status</b> <b>**Be sure to tick the box indicating whether you have a Latex allergy.</b></p>	Consent Form
<p><b>Proof of Annual CNO renewal</b> – Renewal receipt (preferred) <b>OR</b> Find a Nurse may be used with current date stating entitle to practice with no restrictions. Valid for 1 year.</p>	Other Documents