

Pre-Placement Requirement Clearance Information Midwifery Education Programs

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

Toronto Metropolitan University 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)** appointment 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

Placement Requirements Annual Deadline: **September 7** (book appointment with Synergy before September 1 to be verified to the MEP by this deadline.)

YOUR ERV APPOINTMENT

Be sure to review the list of placement requirements provided by your program 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 appointment 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. Please note the days and hours when review appointments are available.

You are encouraged to *book* your appointment 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 appointment; appointment times will fill. Please note, it takes several days for the verification status to be updated for reporting to the MEP.

Ensure all placement requirement documents are uploaded to your account by 9:00 AM (EST) on the day of your appointment. You do not need to be “present” on the day of your appointment – this is the date that Synergy Gateway retrieves your documents for review.

To avoid paying additional appointment fees, ensure all your documentation has been uploaded *before* 9 am (EST) of your ERV appointment 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 appointment for an additional fee.

You will receive a Pre-Placement Completion Certificate (stamped document) once your documents have been reviewed. *Keep this for your records.*

If you need to cancel an appointment, ensure you cancel **at least 24 hours** prior to your appointment, or *you will be charged for a missed appointment.*

Synergy Gateway Inc. is *not* the authority on the Midwifery Education Program policies and deadlines. Please contact the Midwifery Education Program at midwiferyplacements@torontomu.ca if you have questions related to placement requirements.

Please upload for your appointment:

- Health Screening Record completed by your HCP, and supporting documents including lab reports and relevant appendices, or TB Status Verification Form from MWF 121 entry year and above
- Yellow immunization card or other proof of immunization if results not recorded on the Health Screening Record
- Receipt for payment for Police Reference Check-Vulnerable Sector Check will be accepted; PRC-VSC certificate must be uploaded within 2 months (without additional review fees)
- Certifications cards/certificates (as required from MWF 121 entry year and above)
- Keep originals of all documents if they are required by the placement site
- Please note, NRP certification is submitted to the MEP for verification (not Synergy)

STUDENT FEES

Initial Clearance Appointment	\$ 49.50 + HST
Missed Appointment	\$ 49.50 + HST
Follow-up Appointment	\$ 10.00 + HST

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 appointment at FULL service fees. To avoid multiple appointment fees, we suggest you update all expiring documents in one appointment.