Pre-Placement Requirement Clearance Information
For Schulich Dentistry: Graduate Orthodontics
*In partnership with **Synergy Gateway Inc.***

The Schulich School of Medicine & Dentistry has partnered with Synergy Gateway Inc. to provide support and clearance for pre-clinical 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 for Verified will be sent to your **Western email account** once your personal account has been set up which is expected to be completed by the end of June.

Verified can be accessed here: https://verified.sgappserver.com/

2026 – 2027 DEADLINE

Pre-Placement Requirements: July 1, 2026

BEFORE YOU BOOK YOUR MANDATORY ERV APPOINTMENT

- Make sure you have reviewed the list of pre-placement requirements 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.

- Upload all required documentation to the Verified Platform at least 24 hours prior to your ERV service date. (*For help in navigating the Verified system, please login to the system and go to the section titled: Important Forms. There you will find user guides to assist you with the process*).

- Ensure that ***all requirements have been met and proof of completion has been received BEFORE*** you *book* your scheduled appointment. You will not be cleared until all requirements have been submitted.

If documentation is missing or a requirement is not complete, you will need to book a follow-up appointment for an additional fee.

Synergy Gateway Inc. is *not* the authority on School of Dentistry policies and deadlines. Please check with the Learner Experience Office (learner.experience@schulich.uwo.ca) if you have questions about anything related to pre-placement requirement deadlines.

Please upload for your appointment:
- Blood lab reports (as required)
- Yellow immunization card or other proof of immunization
- Certification cards (as required)
- Clear scans of all documents

YOUR ERV APPOINTMENT

In order to meet the pre-clinical placement requirements, you need to complete the following steps <u>once your access to the Verified system is activated</u>:

- Ensure that all requirements have been uploaded to your profile in the **Verified** platform.

- **Book an ERV appointment through your Verified account** (well before your requirement deadline). This notifies Verified by Synergy Gateway that your profile is ready for verification.

- To avoid paying additional appointment fees, ensure all your documentation has been uploaded *prior* to 9am of your ERV appointment date.

- Please upload for your appointment:
    - Blood lab reports (as required)
    - Yellow immunization card or other proof of immunization
    - Certification cards (as required)
    - Clear scans of all documents

- Please note that you do not need to "show up" for an appointment with Verified. When you book an appointment, you are reserving a time for your documents to be reviewed. Once your documents have been reviewed you will receive electronic notice in the communications tab of the Verified Platform from 24-48 hours of the booked appointment.

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.*

STUDENT FEES (2026 - 2027)

Initial Clearance Appointment	$ 53.50 +HST
Missed Appointment	$ 53.50 +HST
Follow-up Appointment	$ 10.00 +HST
Late Cancelation/Re-schedule	$ NO FEE (done before 9:00am of appointment day)

We're here to help! Contact us at www.Synergyhelps.com - Submit a Help Desk ticket and we will be in touch. Our Help Desk hours are Monday to Friday 10am – 3pm Eastern Daylight Time, excluding holidays.