Pre-Placement Requirement Clearance Information (for DDS students).

*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 Student Permit Checking (ESPC) 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 or updated which is expected to be completed later in mid to late June.

Verified can be accessed here: [https://verified.sgappserver.com/](https://verified.sgappserver.com/)

**2021 – 2022 DEADLINE**

*For Pre-Placement Requirements: August 16, 2021*

**BEFORE YOU BOOK YOUR MANDATORY ESPC 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 ESPC 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](mailto: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 all documents
YOUR EPSC APPOINTMENT

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

- Ensure that all requirements have been uploaded to your profile.
- **Book an ESPC 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 ESPC 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 (2021 - 2022)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Clearance Appointment</td>
<td>$50.00 +HST</td>
</tr>
<tr>
<td>Missed Appointment</td>
<td>$50.00 +HST</td>
</tr>
<tr>
<td>Follow-up Appointment</td>
<td>$22.60 +HST</td>
</tr>
<tr>
<td>Late Cancellation/Re-schedule</td>
<td>$22.60 +HST</td>
</tr>
</tbody>
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**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 Standard Time, excluding holidays.