

Pre-Placement Requirement Clearance Information (for New Members of DDS Class of 2028).

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/>

2024 – 2025 DEADLINE

Pre-Placement Requirements: August 14, 2024

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 once your access to the Verified system is activated:

- 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 (2024 - 2025)

Initial Clearance Appointment	\$ 52.50 +HST
Missed Appointment	\$ 52.50 +HST
Follow-up Appointment	\$ 10.00 +HST
Late Cancellation/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.