GEORGIAN COLLEGE HEALTH, WELLNESS AND SCIENCES
CLINICAL PREPAREDNESS PERMIT FOR ESPA and MSCT

Notice: *Upon your **acceptance** into this program, it is your **responsibility** to start and meet all of the requirements outlined below. This process will take **10 – 12 weeks** to complete and it is your sole responsibility to ensure you maintain and update these requirements as needed for the duration of your program.*

This is the Georgian College Health, Wellness and Sciences Clinical Preparedness Permit for Esthetics and Medical Skin Care Therapies students. Georgian College works in collaboration with Synergy Gateway, a third party, for recordkeeping and tracking program requirements. ***Georgian College reserves the right to issue a pass or a fail for a clinical permit.***

*If you **fail** to MEET these requirements by the given deadline, you **will be excluded** from clinical practice which can jeopardize your academic standing and lead to program **withdrawal without refund**. All costs, service fees and fines associated with the overall requirements and potentially the program withdrawal are the responsibility of the student.*

_____ Student Initials

MANDATORY REQUIREMENTS

Please apply for your police criminal record check and certificates below and upload all originals for your scheduled Electronic Requirements Verification appointment on Synergy Gateway's Verified system.

Please read and follow all details and instructions in this document.

- ✓ Police Criminal Record Check
- ✓ Standard First Aid
- ✓ WHMIS Certificate
- ✓ Ministry of Labour Worker Health and Safety Awareness Certificate
- ✓ WSIB Declaration
- ✓ Any other requirements specific to your status or program *(see #6)*
- ✓ Fill-out & complete all of the top sections with your Name and Student number
- ✓ Verified by Synergy Gateway – Electronic Requirements Verification (ERV) Appointment & Service Fees

Once you have everything completed and uploaded to your profile on Synergy Gateway's Verified system, your **FINAL STEP** is to book an Electronic Requirements Verification (ERV) appointment online at https://verified.sgappserver.com/. It is mandatory that you submit all of the original documents and pay the Service Fees at your scheduled appointment. **Synergy Gateway, a third party, will review your submissions.** There is a cost to the student to have these documents reviewed so ensure everything is in order. Please **DO NOT** book a Permit Checking Appointment with INCOMPLETE forms, otherwise they will **charge you** a Follow up Appointment Fee.

You must begin completion of this information **as soon as possible** as some of the components may take weeks to complete. Read through and familiarize yourself with all of the components. If you have any questions, please contact your program coordinator or Synergy Gateway Help Desk: www.synergyhelps.com.

Georgian **Student Name:** _____ **Student Number:** _____

Clinical Preparedness Permit – Esthetician-Spa Management and Medical Skin Care Therapies
MANDATORY REQUIREMENTS

1. **POLICE CRIMINAL RECORD CHECK (PCRC) – Valid for 12 months. Please visit your local police departments website or a local detachment for information on how to apply for this.**

Notice: *ESTH and MSCT students are required to provide a current Police Criminal Record Check (PCRC) from a recognized police service.* ***Individuals who have been charged or, convicted criminally and not pardoned, will be prohibited from proceeding to work placement*** *as per Georgian College Academic Policy 2.7: http://cat.georgiancollege.ca/academic-regulations/admissions/ and Policy 4.2.4: http://cat.georgiancollege.ca/academic-regulations/registration/ .*

Students should check their Program Outline for more information. These checks are required prior to the placement start.

Accordingly, if a student is registering in a program with a clinical placement component, it is the ***student's responsibility to ensure that they are eligible to participate****. Further, Georgian College assumes no responsibility for these matters and students should be aware that tuition and related fees would not be refunded in the event that access to a clinical or placement course is denied. Students should also be aware that some professions and licensing boards also have a criminal record check provision to ensure suitability to practice in the profession. Accordingly, it is recommended that students who have a criminal record contact the appropriate professional association or licensing agency prior to starting their college studies. The costs associated with the provision of the criminal record check are to be borne by the student.*

Required annually in lieu of a new record check: The initial check for Esthetics and Medical Skin Care Therapies students is valid for 12 months. Students are required to sign the Clinical Placement Criminal Record/Vulnerable Sector Check Declaration Form (found under Important Forms on Synergy Gateway's Verified system) and upload to your profile in Verified.

Please note: depending on the police service this process may take 12 weeks or more, so be sure to apply early.

For students who currently reside in Barrie:

- To apply or renew your Barrie Police check, please find all instructions on their website.

For students who currently reside in South Simcoe:

- To apply or renew your South Simcoe Police check, please find all instructions on their website.

Toronto region:

- To apply or renew your Toronto Police check, please find all instructions on their website.

For students who currently reside in an area serviced by the Ontario Provincial Police:

- All checks are currently being completed in a central department. Please visit the Ontario Provincial Police website for specific instructions.

2. **STANDARD FIRST AID**, **refer to card for expiry date -** Standard First Aid from a Canadian training agency is required upon entry into the program. In person, blended (online + in-person) or online courses are all accepted.

3. **WHMIS CERTIFICATE**
   The WHMIS module is available through this link:
   Http://portal.mycampus.ca/mycampusfiles/dc/fieldplacement/WHMIS/story.html

Students require a minimum grade of 80% to pass. Please print your certificate following completion of the module, remembering to select Georgian College so it appears on the certificate.

4. MINISTRY OF LABOUR – WORKER HEALTH AND SAFETY AWARENESS CERTIFICATE

This certification is available on the Ministry of Labour website, via a free eLearning module. Students must access the eLearning module from any computer, complete the training and print the certificate of completion.

It is crucial you print your own certificate at the time of completion because the Ministry does not maintain a database. You need to complete the module in a single sitting, it is not possible to stop part way through and resume at a later time/date. The website indicates that the module takes 45-60 minutes to complete.

To access the eLearning module:

1. Use a computer with audio and a printer.
2. Visit this website: https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php
3. Click the link titled "Access the eLearning Module".
4. Complete the eLearning module.
5. Print your certificate of completion.
6. Keep your printed certificate of completion with your permit and upload to your Verified profile.

5. WSIB STUDENT DECLARATION

The WSIB Student Declaration form is available in the Important Forms tab on Synergy Gateway's Verified system. By signing the form, students acknowledge they have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Colleges and Universities while they are in their unpaid clinical placement that is required by their program of study. They also agree to immediately report any workplace related injury or disease to their placement agency as well as my Georgian College Monitor/Placement Supervisor.

6. For INTERNATIONAL students ONLY – Work Permit:

The Canadian Government requires all international students in a program with a placement component have a valid Study Permit with Work Authorization and it must NOT contain any restrictions against working in a health care setting.

- It is critical that your Immigration Medical Exam (IME) is completed and linked to your study permit application before you arrive in Canada. This will help prevent permit restrictions which may stop you from participating in placements related to healthcare. Having such restrictions can severely impact your ability to fulfill your program requirements.

If you would like to contact the immigration support team, please book an assessment appointment through Navigate 360.

Synergy Gateway Information:

To assist you in completing and verifying you have met Georgian College's Clinical Preparedness Permit requirements, you will be provided access to Verified- a software platform by Synergy Gateway, via a secure username and password (check your school email). You will use Verified to book your permit checking appointments, upload this form along with supporting documentation requirements and check your clinical placement eligibility status.

To access Verified: https://verified.sgappserver.com/

Need help? Open a ticket through Synergy Gateway's Help Desk by visiting: www.synergyhelps.com

GEORGIAN COLLEGE AGREEMENT FORM

(Complete prior to your permit checking appointment)

Student Name: _____

Program: _____

I, _____ (Print Name), understand that any false statement is grounds for cancellation of admission.

I understand that the college has the right to cancel my admission privilege based on medical information submitted or withheld. I understand that it is my responsibility to inform my Program Coordinator of any communicable disease, special need, exception or medical condition, which may place me at risk or pose a risk to others at Georgian College or on placement.

I will pay all the services fees and authorize Synergy Gateway to review the above information.

I have read and understand what a "Failed Permit" means as stated on Page 4 of the Information Package.

x_____ _____

(Signature) **(Date)**

Student to read and sign regarding immunizations:

While Georgian College does not require me to provide evidence of immunity or vaccination for vaccine preventable diseases, I understand that I may be at a greater risk of contracting potentially life-threatening illnesses while participating in my placement if I am not immunized.

x_____ _____

(Signature) **(Date)**

ELEMENT OF RISK

All experiential learning programs, such as field trips, clinical and field placements or job shadowing involve certain elements of risk. These may occur while participating in experiential learning activities without any fault of the student, the placement or the college. By taking part in these activities, I am accepting that there are certain risks and dangers including but not limited to illness, infection, bodily injury, or exposure to communicable diseases. By signing below I hereby release Georgian College, its employees, board of governors, faculty, agents, contractors and assign ("Releasees") and waive any and all claims that I have or may in the future have against the Releasees and to release the Releasees from any and all liability for any loss, damage, expense or injury including death that I may suffer, or that my next of kin may suffer as a result of my participation in activities, due to any cause whatsoever, including but not limited to, negligence, or breach of any statutory or other duty of care, including the failure on the part of the Releasees to take reasonable steps to safeguard or protect me from the risks, dangers and hazards of the activities referred to above. This Release Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity.

x_____ _____

(Signature) **(Date)**

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY ACT The personal information on this form is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1980, Chapter 272, Section 5, R.R.O. 1990, Regulation77 and the Public Hospital Act R.S.O.1980 Chapter 410, R.S.O. 1986, Regulations65 to 71 and in accordance with the requirements of the legal Agreement between the College and the agencies which provide clinical experience for students. The information is used to ensure the safety and wellbeing of students and clients in their care.