FHS Practicum Application Process and Pre-Placement Requirements

As a part of the practicum application process, you must complete some pre-placement requirements to ensure you are prepared and safe while you are on your placement.

All of these requirements are **mandatory**, and you **cannot start the placement without completing them**.

TIP: START EARLY. Many of the requirements can take a few weeks to complete, so ensure you start early so that your placement start date is not delayed.

Below, you will find a step-by-step breakdown of the requirements and how to complete them.

Questions? Email experiencefhs@uwo.ca

In-Person and Hybrid Pre-Placement Requirements

Synergy is the online platform our faculty uses to ensure your certifications, records, and immunizations are reviewed and cleared.

You will receive your login information directly from the Registrar's office. You **can start on your Synergy requirements even if you have not received your login information**. We encourage everyone to start as soon as possible.

ACCESS SYNERGY HERE

All students will receive one of following statuses from Synergy:

- **Synergy Basic:**
  - Requirements:
    - **Vulnerable sector check (VSC) - Optional:**
      - If your placement requires a VSC, you must upload this to Synergy (check your match email to see if it is required or email experiencefhs@uwo.ca).
      - If you do need a VSC, apply for it as soon as possible. VSCs can take up to 10+ weeks and can seriously delay your start date, so we want to make sure you are getting a head start on this.

- **Mask fit – Optional:**
  - If your placement requires a N-95 mask fit test certification, you must upload this to Synergy (check your match email to see if it is required or email experiencefhs@uwo.ca).
  - Google test centers near you and get the test done there.

** Synergy Basic requires an **ERV Review** ($27.50 +HST), which is the appointment you make within Synergy for someone to review the above certifications. Once you have the above documents, book the ERV Review. When you have Pass, the EL team will be notified.

- **Synergy Basic, Enhanced:**
  - **Requirements:**
    - ALL Synergy **Basic requirements** (VSC if required, mask fit if required)
    - **Immunizations**
      - Tuberculosis, Td/TDAP, TB test (2 step), and influenza
      - COVID is optional, unless specified as mandatory by the organization.
      - NOTE: These tests can take some time to complete (e.g. TB 2-step can take 4+ weeks), so start early.

** Synergy Basic, Enhanced requires the ERV Review **PLUS** the immunization add-on review. These will both happen at the same time ($52.50) and you do not need to book the immunization review separately.

You will not receive a pass until you have been cleared for both.

Navigating Synergy

If you experience any issues while using Synergy, you can **fill out a ticket** that will go directly to the Synergy team.

Here's the link:
https://www.synergyhelps.com/portal/en/newticket?departmentId=62376500000006907&layoutId=623765000000074011

Other resources for using Synergy and FAQs are here:
https://www.synergyhelps.com/portal/en/kb

Once you have logged into Synergy, you will see a Dashboard. On the left-side menu, click "Important Forms" for various **user guides and resources for navigating Synergy**.

To **upload your documents**, click "Document Uploads" on the left-side menu, and upload each one under the corresponding header.

To **schedule your ERV Review and/or your immunization review**, click "Scheduler" on the left-side menu. Select the date/time, pay, and confirm.
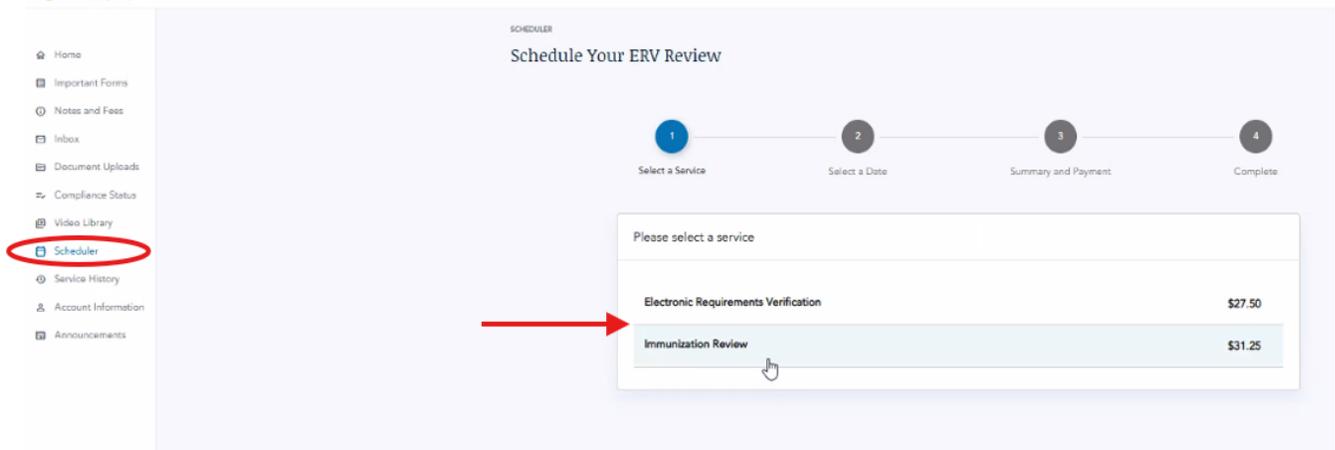
IMPORTANT: If you are a Rehabilitation Sciences student, your ERV Review and immunization review are built in together (for a total cost of $52.50). You need to only book the ERV Review and the reviewer will also look at your immunizations.

After the appointments, **check on your status** by clicking "Compliance Status" on the left-side menu.
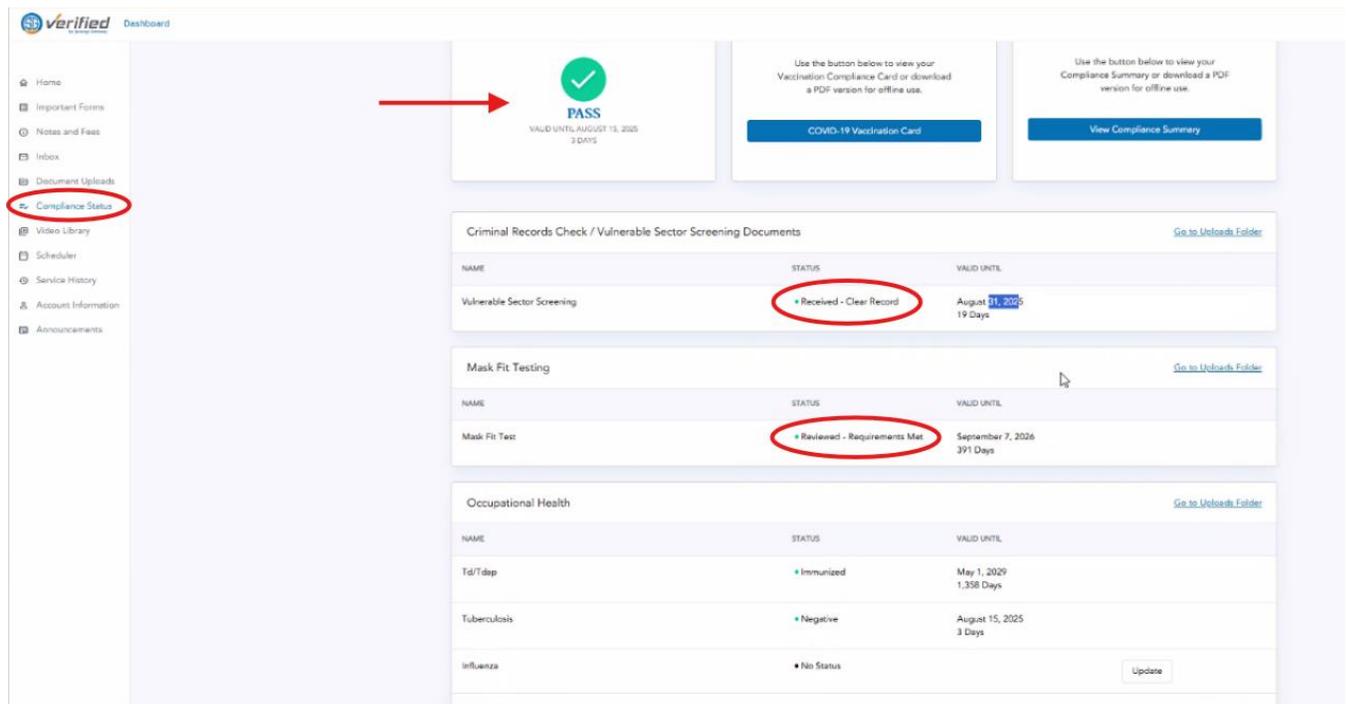
If you have received a Fail or there are other matters that need your attention, the **Synergy team will leave you messages** under the "Inbox" tab. You will also get these sent directly to your @uwo.ca email so be sure to check that regularly.

Here's what it looks like:
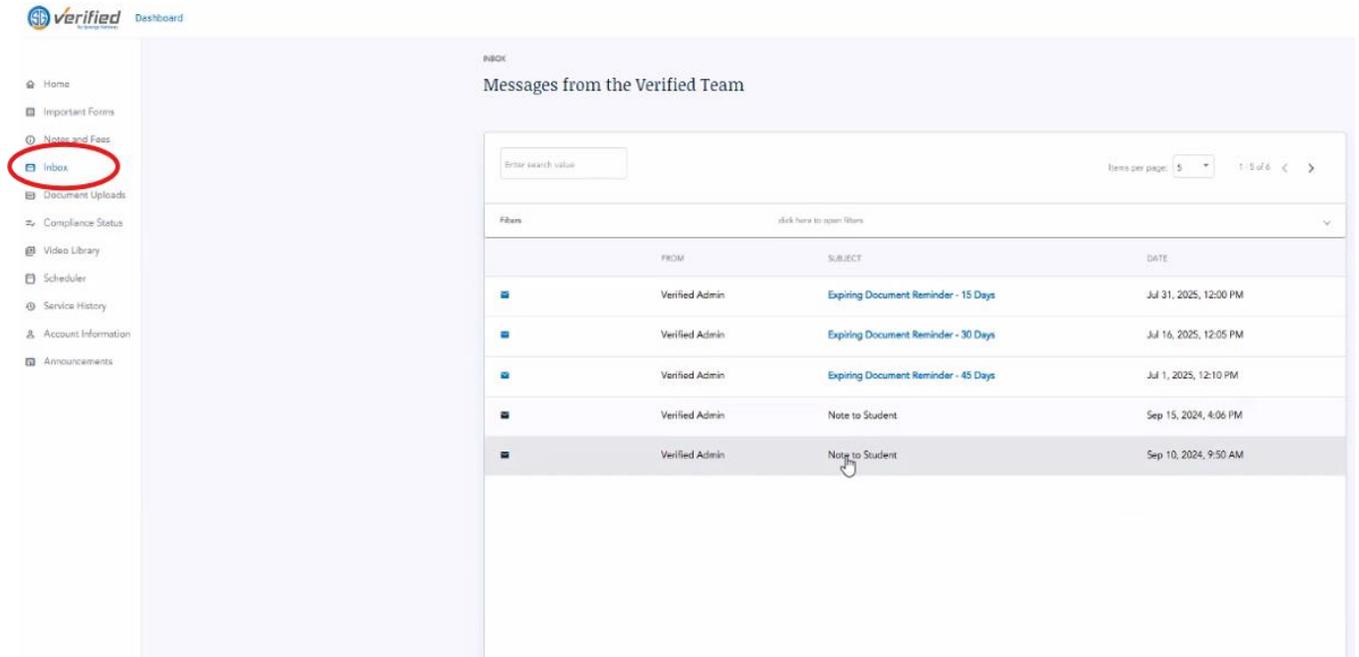
Organization-Specific Requirements

IMPORTANT: Some organizations have their own pre-placement requirements, like CPR or First Aid training. **It is your responsibility to ask what additional requirements there are during your interview**.

You do NOT need to upload proof of completion of these to Synergy. Just bring a printed copy of the certificates with you on your first day and give them to your supervisor.

Ergonomics at Work

If your placement is hybrid, you must complete Western's Ergonomics at Work module.

You will be given access to the module AFTER you have enrolled in the practicum course. You must complete this module and upload the certificate ==within two weeks== of enrollment.

 Upload the certificate of completion under My Details in InPlace.

Here's what it looks like:

Placement Confirmed - Next Steps

Student Declaration & Office Ergonomics at Work certification

Upload your student declaration

Verified | Submitted | Rejected

For the student declaration template, instructions and example, please refer to your email (subject line: Placement Secured - Next Steps!)

☑

Attachment

⊞ Drag and drop files here or Browse

Student Declaration of Understanding - Tara Yang.pdf 🗑

Office Ergonomics at Work certificate

Verified | Submitted | Rejected

If your placement is remote or a mix of remote and in-person, upload your certificate from Western's Office Ergonomics at Work: uwo.ca/hr/learning/required/index.html. ?The modules takes approximately 15-20 minutes to complete.

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Attachment

⊞ Drag and drop files here or Browse

Office-Ergonomics-at-Work_2025_08_26.pdf 🗑

Remote Placements

Students doing remote placements DO NOT have to do the Synergy requirements.

However, you must complete Western's Ergonomics at Work module. **You will be given access to the module AFTER you have enrolled in the practicum course.** You must complete this module and upload the certificate **within two weeks** of enrollment.

Student Declaration

Every student (in-person, hybrid, or remote) must complete a student declaration of understanding, which is required by Western for all unpaid placements. You will receive an email from the Experiential Learning Team with the form and instructions for completing it.

The Student Declaration must be **signed (not typed initials)** and **uploaded to InPlace under My Details**.

Here's what it looks like:

Placement Confirmed - Next Steps

Student Declaration & Office Ergonomics at Work certification

Upload your student declaration

Verified | Submitted | Rejected

For the student declaration template, instructions and example, please refer to your email (subject line: Placement Secured - Next Steps!)

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