

Clinical Preparedness Permit (CPP) Tip Sheet

CPP Documents

- Use the [CPP Document](#) located on the NPCO webpage under “[NPCO Documents, Forms & Policies – Undergraduate Programs](#)”. Read each page thoroughly as the details for each requirement are outlined very clearly.
- Use the CPP Tracker on p.12 of the CPP Document to ensure you have the appropriate requirement and to keep track of the expiry date of each document.

Uploading Documents to Synergy

1. Log into [Synergy Verified](#).
2. On the left-hand side of the page, there is a tab called “Document Uploads”. Click “Document Uploads” to begin uploading your documents.



3. Under each of these headings, please upload the following documents:
 - a. CPR
 - Upload your Basic Life Support (BLS) certificate.
 - b. Health and Safety Certificates
 - Upload your Workplace Hazardous Materials Information System (WHMIS) certificate.
 - Upload your Worker Health & Safety Awareness (WHSA) certificate.
 - c. Annual Vaccinations
 - Upload your Tuberculosis (TB) skin test.
 - Upload your chest x-ray (*if required*).
 - Upload your Waiver Form (*if required*).
 - Upload your influenza vaccination (*in October/November*).

- d. Mask Fit
 - Upload your Mask Fit Test.
- e. Permit Form/Medical Documents
 - Upload your serology results for: Measles, Mumps, Rubella, Varicella, Hepatitis B.
 - Upload your Waiver Form (*if required*).
 - Upload pp.1-11 of the CPP Document.
 - Upload proof of your vaccination history.
- f. Criminal Records Check/Vulnerable Sector Screening
 - Upload your Vulnerable Sector Screen (VSS) or Vulnerable Sector Check (VSC) from your local police department.
- g. Other Documents
 - Upload your COVID vaccination receipt(s).

Please ensure that your documents are valid for the duration of the term when you are in a practicum course. Details can be found in the CPP Document.

Booking an Appointment with Synergy

1. Once all your documents are uploaded, you will need to book an “Electronic Requirements Verification (ERV)” with Synergy.
2. On the left-hand side of the page, there is a tab called “Scheduler”. Click “Scheduler” to begin the process of booking and paying for your ERV.



3. Click on “Electronic Requirements Verification (ERV)”. Follow the prompts to choose a date for your ERV.
4. Once you choose a date for your ERV, you will be shown a summary and be prompted for a payment. You will not get your documents reviewed by Synergy unless you pay for the ERV.

The ERV does not require you to log on or be present for the ERV appointment. Once you pay for the ERV, Synergy will review your documents behind the scenes and provide you with a status update within 2-3 business days.

Receiving Your Compliance Status

- Within 2-3 business days of your ERV, Synergy will issue you a compliance status of: Pass, Fail, Pending.
- An update to your compliance status will be emailed to you. You can also review your compliance status on the left-hand side of the page using the tab called “Compliance Status”. If you received a Fail or Pending status, click on the tab called “Notes and Fees” where you will find detailed information sent by Synergy indicating the reason for your Fail or what is required for your Pending status.



Important CPP Reminders

- Synergy does not offer ERV appointments on Friday/Saturday/Sunday.
- Failure to receive a compliance status of Pass prior to the deadline outlined in the [CPP Document](#) and the [CPP Policy](#) will result in you being ineligible to continue with your clinical placement for the upcoming term. No exceptions or extensions will be given.
- If you require support, please contact the NPCO (npc@yorku.ca) **well in advance of the CPP deadline**.

Support for Students

- All students can [book a virtual, 15-minute appointment \(via Microsoft Teams\) with a member of the NPCO team](#). This meeting will address specific questions that students have about their CPP requirements. The member of the NPCO team will **not** review each document.
- Send an email to the NPCO (npc@yorku.ca).