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# Placement Permit - Program requirements Year 1

## Overview

Congratulations and welcome to the Northern College Early Childhood Education program. A major component of this program is working directly with children throughout the two years you are with us. All students must complete a number of health and safety requirements to ensure their safety and the safety of the children. Once completed, students will receive their Placement Permit.

One of the first steps as a first-year student in this program is to complete the Lab Pre-Approval process. This includes a record of immunizations and certificates that confirms your readiness to work with children in our ECE Lab. It can take 1-4 months to complete immunizations in Canada, so it is strongly recommended that international students complete immunization requirements before arriving. Domestic students should begin the immunization process as soon as they have received their acceptance into the ECE program.

## Deadlines

**Lab Pre-Approval:** Day 10 of your first semester

**Placement Permit:** Day 10 of your second semester

## Lab Pre-Approval

In order to be eligible to begin working with children in the ECE Lab, students will require Lab Pre-Approval from Marissa Dean. This pre-approval will be granted to students who meet **all three** of the following requirements:

1. Locate your Immunization Record
2. Complete the “Non-Medical Requirements” on page 3 of this document
3. Email Marissa Dean ([ncrequirements@northern.on](mailto:ncrequirements@northern.on)) to book an appointment to:
  - a. provide her with your Immunization Record
  - b. provide her with your “Non-Medical Requirements”
  - c. complete your TB Test(s)

In order to maintain Lab Pre-Approval, students are required to email Marissa Dean within 48 hours of every doctor's appointment or bloodwork appointment to:

1. share proof that they attended their appointment.
2. provide evidence of the results of their appointment (bloodwork/immunization receipts, etc.).
3. share their new appointment card (doctor's appointment and/or bloodwork).

Failure to attend and complete any healthcare appointments, or failure to complete any steps listed above will result in Lab Pre-Approval being revoked.

## **Placement permit**

Once students have received their Lab Pre-Approval from Marissa Dean, they will continue to work towards completing all required immunizations that are listed on page 2 of this document. Once completed, students will receive their Placement Permit.

## **Pre-Placement Requirements Checklist**

### **Medical Requirements**

Students with certifications/requirements expiring must renew (before expiry) and provide updated documentation to Marissa Dean to continue to be eligible for ECE Lab and Fieldwork Placement.

<b>Tetanus/Diphtheria/Pertussis</b>	
Documented proof of the primary series.	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
Last dose within the last 10 years.	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
<b>Polio</b>	
Documented proof of the complete series of vaccines.	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
<b>Measles, Mumps, Rubella (MMR)</b>	
Documented proof of two vaccinations or blood work results showing immunity.	
Vaccination #1	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
Vaccination #2	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
Blood work showing immunity (if no vaccination records only)	Met <input type="checkbox"/> Required <input type="checkbox"/>
<b>Varicella</b>	
Documented proof of two vaccinations or blood work results showing immunity.	
Vaccination #1	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
Vaccination #2	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
Blood work showing immunity (only if no proof of 2 vaccination)	Met <input type="checkbox"/> Required <input type="checkbox"/>
<b>Influenza</b>	
Influenza immunization is not usually available until October and takes 2 weeks to become effective therefore students should obtain the vaccine as soon as it becomes available.	Met <input type="checkbox"/> Required <input type="checkbox"/>
<b>COVID-19 Vaccination Receipts</b>	
Vaccination #1	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
Vaccination #2	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
<b>Tuberculosis (Mantoux) – 2-Step TB Skin Test (+ 1-Step Test if required)</b>	
Proof of a baseline 2-step TB Skin Test (TST) is required (valid for one year). If 2-Step TST was completed more than 12 months ago, please submit it along with a current 1 step TB test (also only valid for one year). A medical follow-up with chest X-Ray is required if a person has EVER had a documented positive TB Skin Test. Chest X-Ray is valid for four years. Skin Tests are not required if you have a valid chest X-Ray.	
TB 2 Step Skin Test	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
TB 1 Step Skin Test	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
Chest X-Ray (For Positive Test)	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
<b>Hepatitis B Surface Antibody Serology – Mandatory.</b>	
You must submit proof of Hepatitis B Surface Antibody blood test results	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
<b>Hepatitis B Vaccinations</b>	
Proof of the primary series of vaccinations is required if bloodwork does not show immunity. If your serology results show you are not immune, then primary series and/or boosters will be required. You can have up to 3 additional boosters. Blood work will be required after each booster. To obtain conditional clearance you will need to show proof that a booster has been administered.	
Primary Series	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>
Booster	Met <input type="checkbox"/> Required <input checked="" type="checkbox"/>

## Non-medical requirements

Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.

<b>Vulnerable Sector Check (VSC) – Student Placement</b> Visit your local police department’s website to request an online VSC. Download and fill out the “ <a href="#">ECE VSC Letter Template</a> ”. You will be asked to submit it during your VSC Application.	\$17.95
<b>Criminal Record Check from Home Country</b> (International Students ONLY) Required – Does not expire. Must be issued after January 1 <sup>st</sup> of the current year.	N/A
<b>Workplace Hazardous Materials Information System (WHMIS)</b> Required – Does not expire. The training module and test can be accessed on <a href="#">Blackboard</a> . A score of 90% or higher is required.	FREE
<b>Statement of Confidentiality – ECE Lab</b> Required – Does not expire. <a href="#">Sign Confidentiality Form here</a> .	FREE
<b>Behaviour Standards Contract</b> Required – Does not expire. <a href="#">Behavioural Standards Contract</a>	FREE
<b>International Study Permit (International Students ONLY)</b> Required – Valid until date listed on certificate	N/A

## Contact information

For general questions, contact Northern College’s Admissions Office at 1.866.736.5877 or 705.235.7222. You can also email Admissions at [admissions@northern.on.ca](mailto:admissions@northern.on.ca).

For additional program information, contact:

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