

NON-ACADEMIC REQUIREMENTS (NARs) SUBMISSION TIMELINE – COLLABORATIVE PROGRAM

Year & Semester	Electronic Student Permit Checking (ESPC Appointments)	Criminal Record Check with Vulnerable Sector Search	CPR (Level C, HCP or BLS)	Mask Fit	Immunization & Communicable Disease Form (Including initial TB test)	Annual TB Test	Online Health and Safety Modules (Found on the TFSON Intranet in Blackboard)	Forms (Found in “Important Forms” on Synergy)
Year 1 Fall Winter	Appointment #1 Deadline & initial NAR submission deadline: <u>November 15th</u>	SUBMIT	SUBMIT	SUBMIT	SUBMIT		SUBMIT <ul style="list-style-type: none"> MOH Health and Safety Awareness Training Workplace Violence and Harassment Training WHMIS AODA Training 	SUBMIT All Consent forms – Collaborative Program
Year 2 Fall Winter	Deadline and NAR renewal deadline: If you have NARs expiring during the month (30 days) prior to the start of the term, you must ensure they are updated and verified by Synergy 30 days before the start of term If you have NARs expiring during the term you must ensure they are updated and verified in Synergy prior to expiring	SUBMIT Note: Must remain up to date (annual renewal)	SUBMIT Note: Must remain up to date (annual renewal)			SUBMIT Note: Must remain up to date (annual 1 step test required)		
Year 3 Fall Winter	Deadline and NAR renewal deadline: If you have NARs expiring during the month (30 days) prior to the start of the term, you must ensure they are updated and verified by Synergy 30 days before the start of term If you have NARs expiring during the term you must ensure they are updated and verified in Synergy prior to expiring	SUBMIT Note: Must remain up to date (annual renewal)	SUBMIT Note: Must remain up to date (annual renewal)	SUBMIT Note: Must remain up to date (semiannual renewal)		SUBMIT Note: Must remain up to date (annual 1 step test required)		

Year 4 Fall Winter	Deadline and NAR renewal deadline: If you have NARs expiring during the month (30 days) prior to the start of the term, you must ensure they are updated and verified by Synergy 30 days before the start of term If you have NARs expiring during the term you must ensure they are updated and verified in Synergy prior to expiring	SUBMIT Note: Must remain up to date (annual renewal)	SUBMIT Note: Must remain up to date (annual renewal)	SUBMIT Note: Must remain up to date (semiannual renewal)		SUBMIT Note: Must remain up to date (annual 1 step test required)		
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Please note:

- **INFLUENZA VACCINE: proof of influenza vaccination is due DECEMBER 1, 2021.** There are no fees associated with the submission of this document. Synergy will provide you with submission instructions at the time of your initial appointment.
- CPR, TB skin tests and vulnerable sector searches are valid for one (1) year. TB chest x-rays and N95 Mask fit tests are valid for two (2) years.
- While the Trent/Fleming School of Nursing offers CPR and Mask Fit sessions, dates and spots are limited. You are advised to have your TB Test administered by your health care provider as this service is not offered at the University.
- Online health and safety modules are available on Blackboard via the MyTrent Portal to registered students.
- Students are required to keep original copies of all NAR documents, as some placement sites require to view originals.

An appointment at full-service fees will be required to update any expiring documents, so if you have more than one document expiring, we suggest you update them together in one appointment to avoid multiple appointments/fees. Following the guidelines above will ensure your non-academic requirements remain valid.

Failure to obtain/renew your NARs will result in your removal from clinical.

OUT OF SYNC/OFF TRACK STUDENT DISCLAIMER: Please note if you are returning to school after a leave of absence, part-time studies, partial load etc., you will be required to book an ESPC appointment to have any of your expired documents updated.