**Tip Sheet for Returning ECE Students**

**Preparing for Placement**

Review the following requirements that were completed in Field Placement Prep as they may need to be updated prior to your start date. Allow time to complete these requirements – do not wait until the week before you start placement.

Students who do not update their requirements will not be able to attend Field Placement.

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| 1. **Form D – TB Skin Test** – check with [preplacementnurse@mohawkcollege.ca](mailto:preplacementnurse@mohawkcollege.ca) to confirm if you need to complete a 1-step TB Skin Test. If so, print Form D and take it to your medical appointments. This will take 2 appointments to complete. |
| 1. **Standard First Aid and CPR-C Certificate** – check the expiry date on the certificate. If your training has expired, register to recertify the training or complete the training again. |
| 1. **Vulnerable Sector Check** – check to ensure it is dated within 6 months of your Field Placement start date. If it is outside of the 6 months, apply for a new Vulnerable Sector Check a minimum of 30 days prior to placement starting. |
| 1. **Fire Safety Certificate** – this training is valid for one year. If it has expired, you need to complete the training again by logging into MyCanvas and clicking on the Preplacement Services course. |
| 1. **WHMIS Certificate** – this training is valid for one year. If it has expired, you need to retake the training by logging into MyCanvas and finding the training within the Preplacement Services course. |
| 1. **Resume** – make sure your resume and references are up-to-date |
| 1. **Picture Profile** – update your Picture Profile with your new placement days and dates. |

\*\*If you have any questions about numbers 2 to 5 above, please email [preplacementservices@mohawkcollege.ca](mailto:preplacementservices@mohawkcollege.ca) for assistance.

\*\*For all Field Placement inquiries, please email [earlychildhoodeducation@mohawkcollege.ca](mailto:earlychildhoodeducation@mohawkcollege.ca) for assistance and next steps.

Once requirements from numbers 1 to 5 are completed, upload the new information to the NirvSystem.

In addition to the requirements above, the following documents should be prepared and in your Field Placement binder. Updates are not required.

* Form C – Immunizations
* Covid 19 vaccines (recommended)
* Workplace Violence and Harassment Certificate
* AODA Certificate
* Health & Safety Awareness in 4 Steps Certificate

Detailed information can be found in the [ECE Student Field Placement Hub](https://ecampusontario.pressbooks.pub/mohawkcollegeecefieldplacementhub/chapter/non-academic-requirements/).