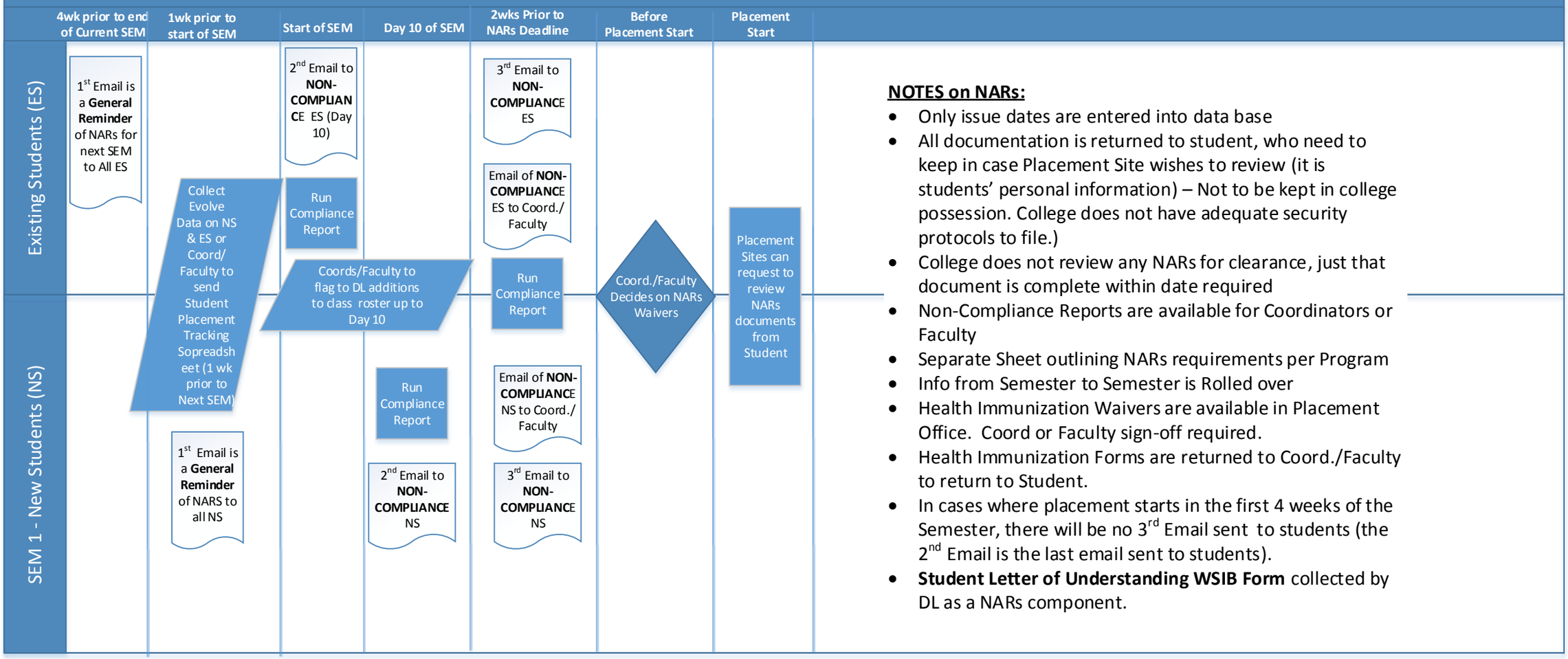
NARs Process Map



NOTES on NARs:

- Only issue dates are entered into data base
- All documentation is returned to student, who need to keep in case Placement Site wishes to review (it is students' personal information) – Not to be kept in college possession. College does not have adequate security protocols to file.)
- College does not review any NARs for clearance, just that document is complete within date required
- Non-Compliance Reports are available for Coordinators or Faculty
- Separate Sheet outlining NARs requirements per Program
- Info from Semester to Semester is Rolled over
- Health Immunization Waivers are available in Placement Office. Coord or Faculty sign-off required.
- Health Immunization Forms are returned to Coord./Faculty to return to Student.
- In cases where placement starts in the first 4 weeks of the Semester, there will be no 3rd Email sent to students (the 2nd Email is the last email sent to students).
- **Student Letter of Understanding WSIB Form** collected by DL as a NARs component.