

E2005 – CRIMINAL RECORD CHECK

PROCEDURES

1. Obtaining a Criminal Record Check (CRC)

1. At the point of admission, Registrar and Enrolment Services (RES) will communicate instructions on how to request and submit a Criminal Record Check.
2. The deadline to provide a CRC and its validity period will be established by the program department and will be included in available program information.
3. The applicant is responsible for submitting the request to the Ministry of Public Safety and Solicitor General (“the Ministry”) along with required payment.
4. As processing times may vary, it is the applicant’s responsibility to ensure the CRC request is submitted with sufficient time to meet program deadlines.
5. The CRC must be sent directly to RES from the Ministry.
6. RES will notify the department of the results of the CRC.
7. Where a criminal record prevents an applicant from entering a program, the department will inform the applicant they are not eligible to continue.
8. Reconsideration (appeal) of the findings of a CRC rests with the Ministry as described in the Criminal Records Review Act.
9. The CRC is considered a part of a student’s academic record. An electronic copy of the CRC is retained by RES.

2. Options for Submitting a Criminal Record Check

1. **Online CRC consent form** – RES will provide the applicant a link to the online CRC consent form and an access code. The completed form is submitted electronically to the Ministry by the applicant.
2. **Paper CRC consent form** – May be completed by an applicant who: does not have a BC personal health number; has lived in Canada for less than one year; or is unable to complete an online CRC consent form. Government issued ID from the applicant is required. The form is sent directly to the Ministry by an authorized College representative.
3. **Existing CRC** – At the discretion of the department, applicants may be permitted to share a current and satisfactory CRC for working with children and vulnerable adults.

Applicants who do not have a BC personal health number, have not lived in Canada for at least a year, or are unable to complete an online Criminal Record Search form

- i. The applicant will contact RES for instructions on how to complete a CRC consent form. The completed form must be submitted to RES by email as a PDF with a copy of their government issued photo ID, or as a printed form submitted to RES by the applicant in person. Government issued photo ID is required.
- ii. The CRC consent form is sent to the Ministry by an authorized College representative.
- iii. The Ministry will contact the applicant for payment.
- iv. RES will hold the CRC consent form for 5 years, as required by the Ministry.

Applicants who already have a current and satisfactory Schedule B Record Check for working with children and vulnerable adults

- i. The applicant will complete a request to share the CRC form online with an access code provided by RES.
- ii. If the applicant is unable to complete the online form, they can complete a paper request form in person from the RES office. Government issued photo ID is required.
- iii. The form is sent to the Ministry by an authorized College representative.

3. APPENDIX I – List of Regular Studies programs that require a Criminal Record Check

1. Early Childhood Education
 - a. Certificate in Early Childhood Education
 - b. Diploma in Early Childhood Education
2. Education Assistant
 - a. Certificate in Education Assistant
 - b. Diploma in Education Assistant
3. Gerontology
 - a. Certificate in Social Service Worker (Gerontology)
 - b. Diploma in Gerontology
4. Library and Information Technology
 - a. Diploma in Library and Information Technology
5. Nursing
 - a. Bachelor of Science in Nursing
 - b. Advanced Entry BSN
 - c. Post Degree Diploma in Nursing Practice in Canada
6. Nutrition and Food Management
 - a. Diploma in Nutrition & Food Service Management
 - b. Diploma in Nutrition & Food Service Management (Advanced Entry)
7. Social Service Worker
 - a. Certificate in Social Service Worker

4. APPENDIX II – List of Continuing Studies programs that require a Criminal Record Check

1. Career Development Professional
 - a. Certificate in Career Development Professional
2. Registered Massage Therapy
 - a. Diploma in Registered Massage Therapy