

Program Requirement for all Applicants to RRC Community Service Programs and the Community Development/Community Economic Development program

Adult Criminal Record/Vulnerable Sector (ACRVS) Check and Provincial Child Abuse Registry (PCAR) Check

Preamble:

Because:

1. Red River College has a responsibility to ensure that program applicants are able to complete the requirements of the program for which they have applied. Facilities used for clinical practice courses in RRC Community Services and Aboriginal Education Programs are requiring students to have ACRVS and PCAR checks.

2. Red River College Community Services and Aboriginal Education Departments has a responsibility to ensure that students in, and graduates from, its programs have not engaged/do not engage in behavior that is harmful to the public for whom they are being educated to care. The Community Services Department programs include Child and Youth Care, Community Development/Community Economic Development, Disability and Community Support and Early Childhood Education. The Aboriginal Education programs include Community Development/Community Economic Development.

.... in order to register in the above Red River College programs, you are required to provide:

1. An current original Adult Criminal Record/Vulnerable Sector (ACRVS) Check
2. An current original Provincial Child Abuse Registry (PCAR) Check

A. General Implications of a Criminal Record

Should you have a criminal record, your application/program status will be reviewed to determine the implications of the conviction in relation to:

- a) whether or not you are able to complete the practicum requirements of the program
- b) the professional mandate of community services programs to protect the public

The following will be considered in making this determination:

- the nature of the crime/criminal record
- the time frame of the record
- the extent of the record and the number of convictions
- your record since the crime occurred
- the rules regarding pardons under the Criminal Code of Canada

B. Implications of Being Listed on the Child Abuse Registry List

In the event that you have been listed on the *Provincial Child Abuse Registry List*, you will be unable to take programs offered by the RRC Community Services.

How to Obtain the Two Checks Needed

Adult Criminal Records/Vulnerable Sector (ACRVS) Check

1. It is your personal responsibility to obtain the ACRVS check. It can be obtained through the City of Winnipeg Police Department, the City of Brandon Police Department or the local RCMP detachment in your community. In the City of Winnipeg contact:

Bureau of Police Records
Public Safety Building - 2nd Floor
151 Princess Street
Winnipeg, MB
R3B 1L1
Phone: (204) 986-6073

You can also acquire processing information on-line at:
http://www.city.winnipeg.mb.ca/police/BPR/record_instructions.htm

****There is a fee charged for the ACRVS check. This fee is the responsibility of the applicant/student. The processing of an ACRVS check usually takes 10 days to 2 to 4 weeks but may take longer.***

2. An current original ACRVS check statement will be provided directly to you. The original (not a copy) of this ACRVS check statement must be sent to the designated individual in the RRC Community Services department (see page 4) ***by no later than 1 week before your program start date***. The check will be examined, recorded and returned to you in due course.
3. If the ACRVS check is received ***later than 1 week before your program start date***, you may be unable to continue in the program.
4. In the event that you do have a criminal record, it will be reviewed in relation to the implications listed above, and a decision will be made as to your suitability to enter in the program.

Provincial Child Abuse Registry (PCAR) Check

1. It is your personal responsibility to obtain the PCAR check. Contact the Provincial Child Abuse Registry Unit at:

201-114 Garry Street
Winnipeg, MB
R3C 4V5
Phone: (204) 945-6967

****There may be a fee charged for the PCAR check. Any such fee is the responsibility of the applicant/student. The processing of a PCAR check may take up to four weeks or longer.***

2. The official, written PCAR check will be provided directly to you. The original (not a copy) of the PCAR check must be sent to the designated individual in the RRC Community Services department (see page 5) ***by no later than 1 week before your program start date***. The form will be examined, recorded and returned to you in due course.
3. If the PCAR check is received ***later than 1 week before your program start date***, you may be unable to proceed into the program.
4. In the event that you are listed on the *Provincial Child Abuse Registry List* you will be unable to proceed into the program.

Currency of the ACRVS Check and the PCAR Check:

Both the ACRVS check and the PCAR check that is submitted to RRC must be current. Over the course of your program, you will be asked to renew these checks, at your costs, at least once and possibly more often depending on practicum requirements.

Failure to Disclose:

1. Failure to formally disclose a charge or conviction of a criminal offense, or a listing on the Provincial Child Abuse Registry, may invalidate an applicant's admission to an RRC Community Services Program. Discovery of failure to disclose after the applicant has been admitted to the program will result in the individual's status in the program being reviewed. This review may result in dismissal from the program.
2. Failure to formally disclose a charge or conviction of a criminal offense, or a listing on the Provincial Child Abuse Registry that occurs at any time during the program after admission, will result in the student's status in the program being reviewed. This review may result in dismissal from the program.

Processing of Concerns about the ACRVS Check and the Confidentiality of Documents

1. In normal circumstances, the Community Services/Aboriginal Education Program individual charged with collecting and reviewing the documents will be the only RRC staff member to have access to the documents.
2. If there is nothing of concern in the documents, they will be recorded as received and reviewed. The original documents will then be returned to the applicant/student. No copy of the documents will be kept on file at RRC.
3. If the staff member in charge of reviewing the documents has a concern about information in the documents, that concern will be shared with the Chair of Community Services or the Chair of Aboriginal Education.
4. The staff member in charge of the documents and the Chair of Community Services or the Chair of Aboriginal Education will determine if the concern raised needs to be reviewed by the ACRVS Review Committee.
5. If it is determined that the ACRVS Review Committee must review and make recommendations about the issue in question, the information of concern will be shared with the ACRVS Review Committee members. The information will be shared with the committee in a blind review process so that the individual cannot be identified.
6. Once the ACRVS Review Committee has rendered their recommendations and a decision has been reached, the original documents will be returned to the applicant/student. No copy of the documents will be kept on file at RRC. The decision of the committee will be kept on file at RRC.

Mechanism for Appeal of Decisions related to the ACRVS and/or PCAR Check

Appeals of decisions made in relation to issues of concern associated with an ACRVS check or a PCAR check can be filed in writing with:

Dean of Student Services
Office C715
Red River College
2055 Notre Dame Avenue
Winnipeg, MB
R3H 0J9

Where to send the Documents

With notice of offer acceptance into a program, you will receive information on where to send the ACRVS check and PCAR check. ***Do not submit these documents with your application to the program.***

Questions:

If you have questions regarding this matter, please contact the following individuals:

1. Applicants for the Child and Youth Care Program:
Dawne MacKay-Chiddenton - 632-2343.
2. Applicants for the Community Development/Community Economic Development Program:
Jeff Chartrand – 632-2235.
3. Applicants for the Disabilities and Community Support Program:
Debbie O'Donnell-Weigelt - 632-2573.
4. Applicants for the full-time Early Childhood Education Program:
Pat Hogue – 632-2279
5. Applicants for the full-time Early Childhood Education Workplace Program:
Kim Hanna – 632-3070
6. Applicants for the Early Childhood Education Prior Learning and Recognition Program:
Conni Cartlidge – 632-2353