

**ADULT CRIMINAL RECORD/VULNERABLE SECTOR (ACRVS) CHECK,
PROVINCIAL CHILD ABUSE REGISTRY (PCAR) CHECK
AND
ADULT ABUSE REGISTRY (AAR) CHECK
FOR PART-TIME PROGRAMS**

Red River College has a responsibility to ensure that students are aware of the requirements of their program, and the requirements that each student must meet in order to be a part of the Program. Student placement sites for the practicum or workplace experience components of the programs that are listed on page 4 of this document require students to have Adult Criminal Record/Vulnerable Sector (“ACRVS”) checks, Provincial Child Abuse Registry (“PCAR”) checks and Adult Abuse Registry (AAR) check. The exact ACRVS, PCAR and AAR check requirements for each program are more particularly described on page 4 of this document.

In order to be eligible to register in one of the programs listed on page 4, students must submit the following documents to Red River College (as required):

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

PROCESS FOR SUBMISSION OF DOCUMENTS

1. The ACRVS, PCAR and AAR checks must be submitted to the program’s designated individual (see page 4) by the deadlines identified by the program. Failure to submit these documents by the program deadline date may prevent the student from entering the practicum.
2. Students will not be eligible to attend their practicum/workplace until the required documents have been reviewed and approved.

ADULT CRIMINAL RECORDS/VULNERABLE SECTOR (ACRVS) CHECK

A fee will be charged for obtaining the ACRVS Check document. Any such fee is the sole responsibility of the student. Red River College recommends that students allow six weeks to receive a completed ACRVS check document. Red River College reminds students that the time frame for the processing of ACRVS checks is beyond the control of Red River College, and may vary from time to time

1. It is the student’s 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 the student’s community.

For information related to City of Winnipeg, go to: http://winnipeg.ca/police/pr/info_request.stm

For information related to RCMP Vulnerable Sector Verifications, go to:
<http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm>

2. The ACRVS check document will be provided directly to the student. The original ACRVS check must be sent to the student's program's designated individual (see page 4) by the program deadline date. The ACRVS document will be reviewed, documented as received, and returned to the student.

IMPLICATIONS OF A CRIMINAL RECORD

Should a student have a criminal record, the student's application/program status will be reviewed to determine the implications of the conviction in relation to whether the student is eligible to proceed to the practicum component of the program.

The following criteria 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

PROCESSING OF ADULT CRIMINAL RECORD/VULNERABLE SECTOR CHECK DOCUMENT (ACRVS) CHECK

1. In normal circumstances, the individual collecting and reviewing the documents will be the only RRC staff member to have access to the documents.
2. If the ACRVS check document is clear, this will be recorded as received and reviewed. The original document will be returned to the student.
3. If the ACRVS check document is not clear, the record will be forwarded to the Program Manager for review.
4. The Program Manager will determine if the ACRVS check document should be referred to the ACRVS Review Committee.
5. If it is determined that the ACRVS Review Committee must review the student's ACRVS check document and make recommendations about the student's eligibility to participate in the program's practicum or work experience, 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 student cannot be identified.
6. Once the ACRVS Review Committee has rendered their recommendation, the original documents will be returned to the student. RRC will keep one copy of the documents on file for the duration of all applicable appeal periods to which the student may use in order to dispute a finding of the ACRVS Review Committee. Once all appeal periods have lapsed, or a student's appeal has been concluded (whichever is later), the student's documents will be destroyed in a secure manner.

PROVINCIAL CHILD ABUSE REGISTRY (PCAR) Check

A fee will be charged for obtaining the PCAR check document. Any such fee is the sole responsibility of the student. Red River College recommends that students allow 8 - 10 weeks to receive your completed PCAR check documents. Red River College reminds students that the time frame for the processing of PCAR checks is beyond the control of Red River College, and may vary from time to time.

1. It is the student's personal responsibility to obtain the PCAR check. For information, go to: http://www.gov.mb.ca/fs/childfam/child_abuse_registry.html
2. The official, written PCAR check will be provided directly to the student. The original PCAR check must be sent to the program's designated individual (see page 4) by the program deadline date. The form will be reviewed, recorded, as received, and returned to the student in due course.

ADULT ABUSE REGISTRY (AAR) CHECK

A fee will be charged for obtaining the AAR check document. Any such fee is the sole responsibility of the student. Red River College recommends that students allow 8 - 10 weeks to receive your completed AAR check documents. Red River College reminds students that the time frame for the processing of AAR checks is beyond the control of Red River College, and may vary from time to time.

1. It is the student's personal responsibility to obtain the AAR check. For information, go to: http://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html
2. The official, written AAR check will be provided directly to the student. The original AAR check must be sent to the program's designated individual (see page 4) by the program deadline date. The form will be reviewed, recorded, as received, and returned to the student in due course.

IMPLICATIONS OF BEING LISTED ON THE PCAR AND AAR LIST

In the event that a student has been listed on the Provincial Child Abuse Registry and/or Adult Abuse Registry List, the student will not be eligible to register for the practicum/workplace component of the applicable program.

FAILURE TO DISCLOSE

Failure to formally disclose a charge or conviction of a criminal offense, or a listing on the Provincial Child Abuse Registry and/or Adult Abuse Registry may invalidate an applicant's ability to complete their program. Discovery of an applicant's failure to disclose after the applicant has been admitted to the program will result in the applicant's status in the program being reviewed by the Program's Director. This review may result in dismissal from the program.

Failure to formally disclose a charge or conviction of a criminal offense, or a listing on the Provincial Child Abuse Registry and/or Adult Abuse Registry, that occurs at any time during the program, will result in the student's status in the program being reviewed by the Program's Director. This review may result in the student's dismissal from the program.

APPEAL OF DECISION RELATED TO THE ACRVS/PCAR/AAR CHECK

Please see College policy [Student Appeals \(S3\)](#).

WHAT DOCUMENTS ARE REQUIRED, AND WHERE TO SEND THEM

ACRVS Checks shall be required for all of the programs noted below.

Students must send their ACRVS, PCAR and AAR check documents (where required) to the designated person responsible for the program to which the student is attending.

Contact the program’s designated individual regarding deadline date.

Students must follow the submission deadlines of their program of choice.

PROGRAM	DESIGNATE	ACRVS	PCAR	AAR	Document Submission
LEGAL ASSISTANT	Eva Weidman Red River College P104-160 Princess Street Winnipeg, MB R3B 1K9 Tel: 204-949-8353	Yes	No	No	Documents must be dated within six months of the start of the practicum
THERAPEUTIC RECREATION FACILITATOR FOR OLDER ADULTS	Marita Perez Red River College C106 – 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 204-632-2127	Yes	Yes	Yes	Documents must be dated within six months of the start of the practicum
APPLIED COUNSELLING	Marita Perez Red River College C106 – 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 204-632-2127	Yes	Yes	No	Documents must be dated within three months of the start of the practicum
EARLY CHILDHOOD EDUCATION EDUCATIONAL ASSISTANT	Marita Perez Red River College C106 – 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 204-632-2127	Yes	Yes	No	Documents must be dated within six months of the start of the practicum
LIBRARY AND INFORMATION TECHNOLOGY	Marita Perez Red River College C106 – 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 204-632-2127	May be required based on placement. Check with designate.	May be required based on placement. Check with designate.	May be required based on placement. Check with designate.	Documents must be dated within six months of the start of the practicum
MEDICAL DEVICE REPROCESSING TECHNICIAN	Kayla Vandal Red River College FM28 - 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 204-632-2099	Yes	Yes	Yes	Documents must be dated within six months of the start of the practicum

PROGRAM	DESIGNATE	ACRVS	PCAR	AAR	Document Submission
HEALTHCARE AIDE HEALTH UNIT CLERK	Staphnie Chuhai Red River College FM28 - 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 204-632-3081	Yes	Yes	Yes	Documents must be dated within six months of the start of the practicum
RECREATION FACILITATOR FOR OLDER ADULTS	Marita Perez Red River College C106 – 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 204-632-2127	Yes	Yes	Yes	Documents must be dated within six months of the start of the practicum
STUDIES IN SPECIAL NEEDS	Marita Perez Red River College C106 – 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 204-632-2127	Yes	Yes	No	Documents must be dated within six months of the start of the practicum