The Department of Physical Therapy requires all students to complete a Criminal Record Check (also called a Personal Police Information Check on the Winnipeg Police Service website) on admission to the program. **Note that the Criminal Record Check must include a Vulnerable Sector Check.**

For students with a Winnipeg address, the WPS can complete the **Criminal Record Check with Vulnerable Sector Check.** Students who do not have a Winnipeg address must apply to their local police/RCMP office. In Winnipeg, students can apply for the document either in person or online. In-person applications are made at:

Winnipeg Police Headquarters  
245 Smith Street  
Tel: 204-986-6074  
Hours of operation: Monday to Friday from 8:00 a.m. to 3:30 p.m.  
*The office is closed statutory holidays.*

Online applications can be submitted through [https://policeinformationcheck.winnipeg.ca/](https://policeinformationcheck.winnipeg.ca/). In step 3 of the online application, students can select “College of Rehabilitation Sciences – University of Manitoba” as the agency to have the results shared with our office.

Out-of-province students can request a Criminal Record Check from their local police or RCMP office.

As a result of changes to the Vulnerable Sector Search process, some applicants will be required to complete a lengthy process including fingerprinting. If this occurs, please contact Mark Garrett, Academic Coordinator of Clinical Education, immediately at 204-789-3420 or [Mark.Garrett@umanitoba.ca](mailto:Mark.Garrett@umanitoba.ca).

**Please note Criminal Record Checks from the company “BackCheck” are not accepted by clinical sites and therefore are not accepted by the program.**

Criminal Record Checks must be current through all clinical placements in the program. Therefore, Criminal Record Checks for first year physical therapy students **must have an issue date on or after the first Monday of August of the current year.** The issuing of criminal record checks can be subject to prolonged delay. Please refer to the Winnipeg Police Service website for updates: [http://www.winnipeg.ca/police/pr/PIC.stm#pic](http://www.winnipeg.ca/police/pr/PIC.stm#pic).

Students must drop off the original document and one photocopy to the College of Rehabilitation Sciences reception desk (R106) in a sealed envelope addressed to “Clinical Education Support” prior to the first Monday in September of the current year. The copies will be kept on file and the original will be returned to the student for inclusion in her/his Student Educational Portfolio. If you order from the WPS online system and opt to share the results with the program, you do not need to present hardcopies of the document to our office. Note that students MUST be able to present this document at all clinical placement sites they attend while in the program. Students will be required to repeat this process each academic year they are registered in the program. Some clinical sites require these documents to be less than six months old at the start of the placement, so students may need to reorder a check in the same academic year.

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