



Criminal Record Check Include Vulnerable Sector

All clinical sites require a clear and currently dated Criminal Record check including vulnerable sectors, Adult Abuse Registry check and Child Abuse Registry check prior to the first day of any practicum placement at a Clinical Site.

Students are required to have updated Criminal Record, Adult and Child abuse checks done in each year of the BRT program.

Students need to apply for their Criminal Record Check including vulnerable sector a minimum of six weeks in advance of the first day of class. If applicable, on the application, please request that the results be sent by the WPS directly to the Respiratory Therapy Department - University of Manitoba in an electronic format. Students will be required to provide proof of satisfactory status in each Criminal Record Transcript, at the first meeting with the Clinical Education Coordinator during orientation week in each year of the BRT program. Please bring **the original copies and a photocopy** with you to your meeting with the clinical coordinator during the first week of classes.

During Orientation session in year one and during prior debrief sessions in year 1 and 2, students will fill out application forms for Adult and Child Abuse Registry checks. The Clinical Education Coordinator and the RT Program assistant will coordinate this “free of charge” opportunity. Please bring 2 pieces of ID.

Students, who do not complete these applications with the class, are responsible to complete and pay for the Adult and Child Abuse Registry checks along with the Criminal Records checks.

If at any time prior to completing the BRT program, a student is charged with or convicted of a criminal offence or listed on any of the above check's, you are required to report this information to the Department Head of the University of Manitoba, Respiratory Therapy Department. Failure to report a criminal offence may result in dismissal from the program. A criminal conviction would be reviewed by the College of Rehabilitation Sciences for the implications in view of the professional mandate to protect the public. A listing on the Child Abuse Registry or failure to report the listing will result in dismissal from the program.

**Failure to submit forms by the deadline
may result in the inability to register for clinical courses**

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An official Adult Criminal Transcript Search can be obtained from the following:

Winnipeg applicants can obtain an application at:

Winnipeg Police Headquarters

(245 Smith Street, Winnipeg MB)

Phone (204) 986-6074, or <http://www.winnipeg.ca/police/pr/pic.stm>

Monday – Friday 8:00 am – 3:30 pm

Note: Police Information Check Online System <http://www.winnipeg.ca/police/pr/pic.stm>

Select **Respiratory Therapy Department-University of Manitoba** as the “agency” so that your documents will be emailed directly to the college.

This will ensure a much faster completion of the Criminal Records Transcript portion of your required records checks.

The student must request the release of the document to the agency **Respiratory Therapy Department-University of Manitoba** in the online system. The college then receives a verification email.

If you choose not to allow the electronic release of the document to the RT department then the original and a photocopy of the criminal record transcript are required by the college.

Allow approximately 10 days – 6 weeks for processing

Out-of-Winnipeg/province applicants can apply through their home jurisdictions or the RCMP at this link: <http://www.rcmp-grc.gc.ca/en/criminal-record-checks>

NOTE

- **A student may not be permitted to remain enrolled in the BRT program if they do not have clean Criminal Record/ Adult / Child Abuse checks.**
- International applicants will be required to obtain a criminal transcript check and child abuse registry listing from both the RCMP and their home country.
- For purposes of obtaining all official documents, two pieces of identification are required. Refer to the application procedure for the types of acceptable identification.
- Students are responsible for the costs associated with obtaining Criminal Record documents.
- Students are responsible for ensuring that the documents are submitted by the required deadline, or they will not be permitted to attend clinical courses.
- Criminal Record checks sent electronically to the college through the Winnipeg Police Service by you do not require a printed version, that electronic copy is your record for the college
- If a student does not release the Criminal Record Transcript information electronically, the original and a photocopy are required at the Clinical Coordinator’s meeting in September and the original will be returned to you.