Criminal Record Check Include Vulnerable Sector

Prior to starting any clinical course, each clinical education site requires confirmation of a valid, without notation, dated Criminal Record check with vulnerable sector, Adult Abuse Registry check and Child Abuse Registry check. The RT Clinical Education Coordinator and RT Program Assistant will be collecting these documents during the first week back to classes each year. If you do not have the above mentioned documentation prior to the start of any clinical course, or if the documents are no longer valid within the suitable allowed time limit, you will not be permitted to start the clinical course. You may also be asked to withdraw from 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 through the Winnipeg Police Service (WPS) online only. WPS is currently not accepting in person registry checks. Please request that your WPS criminal record check application approval results be sent directly to the Respiratory Therapy Department - University of Manitoba (select that as the agency name when submitting your application request). This may not be the only U of M option to select, so be cautious to select Respiratory Therapy Department – University of Manitoba and not another U of M or CoRS option.

We kindly ask that the criminal record check including the vulnerable sector, be received by us prior to the first day of classes, or at the latest, within the first week of classes. As stated above, if we do not receive your documentation, you may be asked to withdraw from the BRT Program.

Due to the Covid -19 pandemic there is a change as to how the Adult and Child registry checks will be processed. A copy of the Child Abuse and Adult Abuse application form will be emailed to you with instructions on completion, and where you need to sign the document. Please print the application, complete all the highlighted areas which require your information, and sign it with a blue or black pen, then scan the document and attach it in an email, to Darlene at Darlene.bowes@umanitoba.ca.

Copies of two pieces of ID must be included in the email, eg. MB Health card, Driver’s license.

A digital signature will be accepted if you are unable to print and scan it back.
These forms will be sent for processing in one group submission – free of charge to you. If you miss the deadline, or should you choose not to complete these applications in this fashion, you will be responsible to complete and pay for the Adult and Child Abuse Registry checks.

Students need to apply for Criminal Records with vulnerable sector included, individually. Students will need to pay for this out of pocket. See below for further details.

If at any time prior to completing the BRT program, a student is charged with, or convicted of a criminal offence, or incurs a notation on any of the aforementioned, the student is required to report this information to the RT Department Head, as soon as possible. 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 of the nature of the offense, in view of the professional mandate to protect the public. A notation on the Child Abuse Registry or failure to report an incident resulting in notation, will be cause for dismissal from the program.

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

---

**Criminal Record Check including Vulnerable Sector**

_(Note: WPS is currently not accepting in person Record Checks)_

An official Adult Criminal Record Transcript Search can be obtained from the following: Police Information Check Online System [https://www.winnipeg.ca/police/pr/pic.stm](https://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 department.

Due to COVID-19, this will be the only option this year, in person checks are not available.

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 to be submitted to the RT Department.

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

If a paper transcript is sent to you please mail the original and a copy to:

Darlene Bowes
70 Rizzuto Bay
Winnipeg, MB R2C 3Y8

*NOTE*

- A student may not be permitted to remain enrolled in the BRT program if there are any notations on 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 may not be permitted to attend clinical courses, and may be asked to withdraw from the BRT program.
- Criminal Record checks sent electronically to the college through the Winnipeg Police Service, by students, do not require a printed version, the electronic copy is your record for the RT Department.
- If a student does not release the Criminal Record Transcript information electronically to the RT Department, the original document, as well as a photocopy are required.