



## Criminal Record Transcript (with Vulnerable Sector)

Students are advised that all clinical sites require a completed current Criminal Record Transcript (with vulnerable sectors), Adult Abuse registry check and Child Abuse Registry check prior to the first day of any placement in a Clinical Course.

Following the initial submission of the Criminal Record Transcript/Child Abuse/Adult Abuse Registry Check, if at any time prior to completing the program (regardless of admission date), any student charged with or convicted of a criminal offence or listed on any of the above check's 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. Criminal offences will be reviewed by the College of Rehabilitation Sciences for the implications of the conviction 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.

Students will be required to provide proof of satisfactory status in each of Criminal Record Transcript, Adult (with vulnerable persons) and Child Abuse Registry checks to the Clinical Education Coordinator.

Application forms for Adult and Child Abuse Registry checks will be completed at the campus with the Clinical Education Coordinator as a group. These forms will be submitted directly from the program free of charge for students. If you do not complete these applications with your group, you are responsible to complete and pay for the Adult and Child Abuse Registry checks along with the Criminal Records checks. Please bring the original copies and a photocopy with you to your meeting with the clinical coordinator during the first week of classes.

Students are responsible for obtaining the Criminal Record Check. Application should be made 6 weeks in advance of the first day of class. If applicable, on the application please request that these forms be sent directly to the Respiratory Therapy Department - University of Manitoba electronically through the Winnipeg Police Service. If documentation is not sent electronically to the school, **BOTH THE ORIGINAL DOCUMENT and A PHOTO COPY** must be submitted at the first meeting with the Clinical Education Coordinator. This meeting will take place during the first week of classes in every year of the RT program.

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

## **Criminal Record Transcript (with Vulnerable Sectors)**

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-transcript-and-vulnerable-sector-checks#rc>

### **\*NOTE\***

- 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 identification acceptable.
- 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 Records 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.