

Package D
POLICE INFORMATION CHECK with Vulnerable Sector Clearance
Health Sciences Programs
Health & Safety Requirements 2022–2023

ALL Red Deer Polytechnic (RDP) Health Sciences students are required to provide a **Police Information Check with Vulnerable Sector Clearance** (also called a **Criminal Record Check or PIC/VSC**) which will be processed by the Placement Office. Please read the following instructions carefully.

A Police Information Check (PIC) with Vulnerable Sector Clearance **must be submitted any time after your admission and before the start of your program.**

INSTRUCTIONS

1. The PIC including Vulnerable Sector Clearance must be dated **no earlier than 90 days** prior to **submission to the RDP Placement Office**. *For example: If your PIC is dated May 30, 2022, RDP Placement Office MUST receive the original BEFORE August 30, 2022.*
2. Request your PIC with Vulnerable Sector Clearance once you have received final admission to your Health Sciences program. Request your PIC/VSC at **the police service of the community in which you reside**. **All students must provide a PIC/VSC completed in Canada: International Police Information Checks are not accepted.**
 - It is recommended that you contact your community police service to determine their process. When you request your PIC/VSC, you will require proof of local address and 2 pieces of ID including one government-issued photo ID (DL, passport and your international PIC if applicable).
 - **NOTE:** depending on the police service location and time of year this report can take several weeks to be ready. Request it as soon as you have received final admission to a program.
 - A processing fee may be charged by the police service to complete the PIC. To waive the fee, some police services accept a Confirmation of Enrollment letter, which is available on TheLoop under “Registration” on the side menu.
 - ***Please contact the Placement Office via phone or email if you have any questions regarding police services (Calgary and Edmonton) that provide ELECTRONIC Police Information Checks.***
3. **As soon as you receive it, submit, via MAIL,** your **original** Police Information Check with Vulnerable Sector Clearance document:
 - **Mail ORIGINAL (a copy or an email is NOT acceptable):**
Red Deer Polytechnic - Placement Office
Room 1506 - 100 College Blvd.
Box 5005
Red Deer, Alberta T4N 5H5 CANADA
 - **Place ORIGINAL** (a copy is not acceptable) in the locked box outside Room 1506

NOTE: a photocopy, screenshot, or scan of your Police Check sent by email is **not acceptable**. You must mail or drop off the **original** document.

4. **START EARLY in case your PIC is positive or unclear** (police information does or may exist in your name) – see below.

IMPORTANT! If your Police Information Check with Vulnerable Sector Clearance is positive or unclear (i.e. police information does, or may exist in your name) the following information is important:

- Request your Police Information Check with Vulnerable Sector Clearance as soon as possible after final admission to your program.
- Ask the police to provide additional original documentation that explains the details of the police information on file in your name. Include this additional document in your submission of your PIC/VSC to the RDP Placement Office.
- **If the additional police documentation will be delayed** (e.g. you need to wait for fingerprint results) submit your PIC/VSC document without waiting for the additional documentation. The RDP Placement Office needs to see your original report **within 90 days of the date on the form**, even if you are waiting for additional documentation.

If your PIC is unclear, practicum agencies (Alberta Health Services and Covenant Health) will review your documents to determine if you can participate in practicum experiences at their site. If your PIC is unclear you must notify the Placement Office immediately so that the review process can be started (403-342-3420).

Additional Information:

- Health Care Agencies that provide practicum may require a PIC/VSC at other times in your program. It is the decision of each agency or institution to accept or reject a student for practicum based on the results of the police information check.
- A new Police Information Check (PIC) with Vulnerable Sector Clearance (VSC) is due upon return after any interruption in your registration in the program.
- Students are expected to report to their Associate Dean any change in their police information status due to criminal charges and/or conviction throughout their enrolment.
- Your original documents will be returned to you at the address on the PIC/VSC report. **NO COPIES ARE KEPT** by RDP Placement Office.
- **RCMP** <http://www.rcmp-grc.gc.ca/index.htm> or your local municipal police force
- **Red Deer City RCMP** detachment <http://www.reddeer.ca/city-services/police-rcmp/>

If you have **any questions** about the PIC with Vulnerable Sector Clearance requirement, please contact the Placement Office:

Email: Placement.HealthSciences@rdpolytech.ca
Phone: 403-342-3420

***THE EXISTENCE OF POLICE INFORMATION OR A CRIMINAL RECORD MAY PREVENT PRACTICUM PLACEMENT, PROGRAM COMPLETION, OR PROFESSIONAL LICENSURE AND THEREFORE AFFECT FUTURE EMPLOYMENT PROSPECTS.**

FOIP NOTIFICATION: The personal information that you provide on the forms in this set of packages is being collected under the authority of the *Post-Secondary Learning Act* and the *Freedom of Information and Protection of Privacy Act of Alberta* relative to "information required and necessary to operate a program or service". Your information will be used by Red Deer Polytechnic (RDP), including the Placement Office and the Health, Safety and Wellness Centre in order to communicate with you about your health and wellness requirements, to communicate with and share information with practicum agencies, and to monitor and confirm your eligibility to participate in practicum experiences. The information will be protected in compliance with the provisions of the *Freedom of Information and Protection of Privacy Act of Alberta* as well as in compliance with RDP institutional policies, procedures and agreements. If you have any questions about the collection and use of this personal information, please contact the Placement Coordinator 403-342-3420 or the FOIP Coordinator, Red Deer Polytechnic, 100 College Blvd., Box 5005, Red Deer, Alberta, T4N 5H5, Telephone 403-342-3400.