



Criminal Record Review Program for TWU Education Students

As of January 2008, all Education students participating in practicum placements as part of an educational program leading to certification by the BC College of Teachers are required to have a Criminal Record Check done by the Criminal Records Review Program.

What is the Criminal Record Review Program?

The CRRP is a program established and administered by the Ministry of Public Safety and Solicitor General's office, particularly the Policing and Community Safety Branch. The intent of the program is to ensure children are safe when in the care of adults. Information about the program can be found at <http://www.pssg.gov.bc.ca/criminal-records-review/index.htm>.

What does it check?

This CRC checks 62 criminal offenses determined to be relevant to the protection of children, including any offenses that have been pardoned or have resulted in peace bonds.

What if I already have an RCMP Criminal Record Check?

You will still need to get the CRRP CRC because it captures more relevant offenses, is national and international, identifies if a person has relevant offenses and adjudicates those cases.

What responsibilities does the University have?

The University is required to provide consent forms, check ID when consent forms are completed, and keep the original consent forms and clearance letters on file for five years.

Once I complete the consent form, what happens?

If you have no relevant offenses a letter will be sent to the University indicating that you have clearance to work with children.

What happens if I have a relevant offense?

The Deputy Registrar of the Criminal Record Review Program will send a letter to the University notifying them that there is a relevant offense and that clearance is being adjudicated. If the offense is relatively minor or happened when the student was very young, and the student is cooperative throughout the adjudication, the student can be placed in a practicum setting while the adjudication is happening. If the offense is considered to be very serious, the University will receive a letter of "compelling circumstances" preventing the University from placing that student in a practicum until the adjudication is complete. The nature of the offense will not be revealed to the University. The adjudication will occur between the student and the Deputy Registrar. The University will only be notified if the student is unwilling to cooperate with the Deputy Registrar. If, after adjudication the student does not receive clearance, the student will be unable to continue his/her concurrent or post degree B.Ed. program. The student can still take Education courses, but the student will not be able to do any practicum placements and will not be able to qualify for certification.

How often will I need to get a CRRP CRC?

The intent is for this CRC to be good for five years. If you leave the University for the length of time that requires re-enrollment (i.e. currently one semester), you will need a new CRRP CRC.

Is this CRRP CRC portable?

The intent is that this CRC will be portable. The CRRP is working with independent schools and school districts to ensure that the CRC clearance our students get can be communicated to the independent schools and school districts so that additional CRCs are not required. However, those agreements are still in process and it may be necessary to get an additional CRC in the interim. The intent is also that this CRC will be portable to other institutions should you choose to leave TWU to attend another university. However, as yet, the CRC is not portable to other institutions. The SOE office will keep you informed about developments in these areas. The Dean is also communicating with School Districts and Schools regarding this new legislation.

How do I get a CRRP Criminal Record Check?

All Education Students:

- Obtain a Criminal Record Check Consent form from the School of Education office.
- Obtain a Credit Card approval form from the School of Education office if you intend to process the \$20 fee using your credit card. You may also pay by cheque, payable to TWU School of Education.
- Complete both forms and, **with two pieces of ID**, return them to June Smith, SOE Office Administrator, **during her office hours**. June is required to check the completion of the forms and your ID. One piece of ID must be a Drivers' License, Passport or Birth Certificate. The second piece of ID should be photo ID if you used your Birth Certificate for the first piece of ID. You can also use a Social Insurance Card or Credit Card (basically anything that identifies you as being the person on the form).
- The form asks for a BC Driver License #. However, if you do not have a BC Driver License, you are still able to submit the form.

Education Students who are US citizens:

- Complete the CRRP CRC process immediately. Normally you would be required to have your FBI check done first, but due to the length of time required for an FBI check, the Deputy Registrar is willing to do the CRRP check first during this implementation phase. Once we have received your FBI check we will forward it to the Criminal Records Review Program.
- Begin the process of completing an FBI Criminal History Record and give the School of Education a copy of your application.
- Applications are available on line using this link: <http://www.fbi.gov/hq/cjisd/fprequest.htm>
- You will also need to obtain fingerprints for your FBI application. This link will give you information about how to do that in Vancouver.
http://www.amcits.com/police_certificate.asp
- The cost is \$18 for the Criminal History Record and \$20-25 for fingerprinting.
- Once the FBI check is received by our office, we will make a copy and forward it to the Criminal Record Review Program.

Education Students who are citizens of countries outside of the US and Canada:

- Complete the CRRP Criminal Record Check immediately as outlined above.

- Begin the process of getting a Criminal Record Check from your country of origin. Provide the School of Education office copies of your communication with regard to getting a CRC.
- Once the CRC is received by our office, we will make a copy and forward it to the Criminal Record Review Program.

Education Students who are Canadian citizens and have spent time outside of Canada prior to their entrance into TWU:

- Complete the CRRP Criminal Record Check process immediately as outlined above.
- If you are returning to Canada after spending at least 6 months outside of Canada, you are required to get a CRC from your host country. Begin that process immediately and ensure the School of Education office has copies of your communication with the host country.
- Once the host country CRC is received by our office, we will make a copy and forward it to the Criminal Record Review Program.