

## **Criminal Record Check – For BSN Students**

All Nursing students participating in practicum placements as part of an educational program leading to registration by the British Columbia College of Nursing Professionals (BCCNP) 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. The intent of the program is to ensure children and vulnerable adults are safe when in the care of adults.

Please review the following:

- [\*Criminal Record Check: Information about the Program\*](#)
- [\*Criminal Record Check Fact Sheet\*](#)

### **What does it check?**

This CRC checks criminal offenses determined to be relevant to the protection of children and vulnerable adults.

Please review the following:

- [\*BC Provincial Policing Modeling Policy Guidelines\*](#)

### **What if I already have an RCMP Criminal Record Check?**

You will still need to get the CRRP CRC because the School of Nursing requires CRCs to be completed by the Ministry of Public Safety and Solicitor General.

### **What responsibilities does the University have?**

The University is required to provide a mechanism by which consent forms are provided, student identification is verified when consent forms are completed, and clearance letters on file for five years.

In cases where consultation is required, the School of Nursing will consult with, and refer to, the counsel of the CRRP.

## **Once I complete the Criminal Record Check, what happens?**

If you have no relevant offenses a letter will be sent to the School of Nursing indicating that you have clearance to work with children and vulnerable adults.

## **What happens if I have a relevant offense?**

The Deputy Registrar of the Criminal Record Review Program (CRRP) will send a letter to the University notifying them that there is a relevant offense and that clearance is being adjudicated. In some cases, at the discretion of the Deputy Registrar of the CRRP, the student can be placed in a practicum setting while the adjudication is happening. The Deputy Registrar of the CRRP may determine that the student is not eligible for clinical practice settings, and 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 adjudication will occur between the student and the Deputy Registrar. The University will be notified at the discretion of the Deputy Registrar CRRP. If, after adjudication the student does not receive clearance, the student will be unable to continue the BSN Program.

## **How often will I need to get a CRRP CRC?**

The intent is for this CRC to be good for five years. However, you are also required to report any subsequent charges or convictions to the School of Nursing. In such instances, an additional criminal record check may be required. In addition, you will need to sign a document each year you are in the program to confirm you have no new criminal offences during that time. If you leave the BSN Program for the length of time that requires re-enrollment (i.e. one term / 4 months), you will need to sign a document on your return to confirm you have no new criminal offences.

## How do I get a CRRP Criminal Record Check?

### All Nursing Students:

- Will receive instructions from the School of Nursing on how to complete the criminal record check online through a secure mechanism provided by the Ministry of Justice.
- Will need to pay the fee online through the secure mechanism using a credit card in the student's own name.
- If a student is not eligible for the online mechanism, that student is required to report this to the School of Nursing immediately via email (with name, student number, and rationale). The BSN Admissions Assistant will work with the student to use an alternative process set by the Ministry of Justice. The email for the BSN Admissions Assistant is [information@nursing.ubc.ca](mailto:information@nursing.ubc.ca)

### Nursing Students who are US citizens:

- Begin the process of completing an FBI Criminal History Record immediately you receive your welcome letter and give the School of Nursing a copy of your application, based on the instructions you receive from the BSN Admissions Assistant.
- Complete the CRRP CRC process as specified by the School of Nursing (above).
- Please review: [FBI Identity History Summary Checks](#)
- Fingerprints are needed for your FBI application. Information regarding fingerprinting services available in Vancouver may be found through [The Vancouver Police Department](#)
- The FBI must mail the results of the background check directly to UBC School of Nursing.

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

- Begin the process of getting a Criminal Record Check from your country of origin immediately as outlined above. Provide the School of Nursing copies of your communication with regard to getting a CRC.
- Complete the CRRP Criminal Record Check as specified by the School of Nursing (see above).
- The issuing agency must mail the results of the criminal record check directly to UBC School of Nursing.

Nursing Students who have spent time outside of their home country prior to their entrance into UBC:

- If you are a Canadian Citizen returning to Canada after spending at least 6 months outside of Canada, you are required to get a CRC from your host country in addition to the one obtained via the CRRP. Begin that process immediately and ensure the Nursing department has copies of your communication with the host country.
- If you are a citizen of another country, and have spent at least 6 months outside of your country of residence (where your Criminal Record Check is being issued from), you will be required to complete additional checks from your host country.
- Complete the CRRP Criminal Record Check process as specified by the School of Nursing.
- The issuing agency must mail the results of the criminal record check directly to UBC School of Nursing.