

CRIMINAL RECORD CHECKS



COMMUNITY CARE FACILITIES LICENSING PROGRAM

Who Needs to Obtain a Criminal Record Check?

Under the *Criminal Records Review Act*, anyone who works with children (any persons under the age of 19) or vulnerable adults, or who has unsupervised access to children or vulnerable adults, must submit to a Criminal Record Check. As of January 2008, individuals required to have criminal record checks under the *Criminal Records Review Act*, have to be re-checked every five years. The *Criminal Records Review Act* helps protect children and vulnerable adults from individuals whose criminal record indicates they pose a risk of physical or sexual abuse. Criminal Record Checks under the *Criminal Records Review Act* are mandatory for

- All licensed child care providers and operators of other facilities that provide health services to vulnerable adults.
- All employees working in (and/or any persons, age 12 and older, ordinarily present at) licensed community care facilities where one or more persons in care are under 19 years of age.
- All employees working in long term care facilities and other facilities that provide health services to vulnerable adults.
- All volunteers in child or residential care facilities.
- All residents and/or any persons ordinarily present, age 12 and older, at licensed child or residential care facilities.

Where Can I Get the Consent Forms?

The Vancouver Island Health Authority, Community Care Facilities Licensing Program, provides copies of the consent forms and directions for completing the forms to all new and existing Licensees, Managers, and employees of licensed community care facilities in the Licensing Application Packages and Change of Manager Packages. The consent forms are also available online from the Criminal Records Review Agency (CRRA) website (contact information follows).

Where Do I Send My Completed Consent Forms and Payment?

Completed consents to obtain Criminal Record Checks and all associated fees for obtaining Criminal Record Checks are to be submitted directly to the CRRA.

How Much Does a Criminal Record Check Cost?

There is a \$20.00 non-refundable processing fee for **each** criminal record check and it must be submitted with the completed and signed consent form directly to the CRRA (not the Community Care Facilities Licensing Program). Payment must be in the form of:

- Certified cheque (payable to the Minister of Finance); or money order (payable to the Minister of Finance); or
- VISA or MasterCard using the Application for Pre-Authorized Credit Card Usage form.

For fee waiver information, refer to the "Application for Fee Waiver" form or the CRRA website (contact information follows).

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South	Central		North
Victoria 201 – 771 Vernon Avenue Victoria, BC V8X 5A7 Ph: 250.519.3401 Fax: 250.519.3402	Nanaimo 29 – 1925 Bowen Road Nanaimo, BC V9S 1H1 Ph: 250.739.5800 Fax: 250.740.2675	Courtenay 355 – 11 th Street Courtenay, BC V9N 1S4 Ph: 250.331.8620 Fax: 250.331.8596	Campbell River 200 – 1100 Island Highway Campbell River, BC V9W 8C6 Ph: 250.850.2110 Fax: 250.850.2455

What Schedule Type Do I Use?

- **Licensees who are hiring a Manager (e.g., corporations, non-profit societies, etc.)**
Use Schedule E for all the employees that are being hired, **including the manager for the facility.**

Criminal Record Checks for employees that become Managers for the same Licensee:

According to information received from the CRRA, consents and results that are less than 5 years old are considered valid; therefore, Criminal Record Checks that are less than 5 years old do not have to be repeated when the employee becomes a Manager for the same Licensee. If the consent and results for an employee that moves into the Manager role are greater than 5 years old, the Licensee should redo their Criminal Record Check at the time of the employee's change in position at the facility. If a different Licensee hires the employee, whether as an employee or as a Manager, the new employer must obtain a new Criminal Record Check at the time of hiring.

- **Licensees who are also the Manager of the Facility (owner/operator, e.g. family child care facilities, family-model group homes, etc.)**
Use Schedule D for their own Criminal Record Check and for all residents at a licensed child or residential care facility that are 12 years of age or older and not a person in care.

What do I do with the Criminal Record Check Consent Forms and Results from the Criminal Record Review Agency?

- **If Schedule D, the original consents and results are to be kept by the Community Care Facilities Program:**

The Licensing Program **must** hold the original copy of the "Consent to a Criminal Record Check" form and the results form from the CRRA for all Criminal Record Checks obtained using Schedule D. Owner/operators completing **Schedule D** consent forms must:

- Fill in Part 2 Section A with the following information:
 - **Organization Name:** Vancouver Island Health Authority
 - **ID Number:** 115795 for South applicants
513363 for Central applicants
114512 for North applicants,
- Send **copies** of their completed "Consent to a Criminal Record Check" forms to the Criminal Record Review Agency, and
- Send the **original** "Consent to a Criminal Record Check" forms to Licensing with their application for licence.

The results from Schedule D Criminal Record Checks will be forwarded automatically to Licensing by the CRRA.

- **If Schedule E, the Licensee keeps the originals:**

The Community Care Facilities Licensing Program **does not** need to hold either the originals or any copies of any Criminal Record Check consents and results (from the CRRA) obtained using **Schedule E (including the consents and results for the manager of the facility)**; the licensee is responsible for holding all original Criminal Record Check consents and results (from the CRRA) and keeping these originals on-site at their facility (accessible for review by Licensing during inspections).

What If I Have Questions?

If you have any questions regarding the process, the consent forms, or the fees you may either contact the CRRA (contact information below) or the Community Care Facilities Licensing office in your area.

To contact the Criminal Record Review Agency:

Phone: (250) 387-6981 or toll free 1-800-663-7867

Fax: (250) 356-1889

Mailing Address: P.O. Box 9217 STN PROV GOVT, Victoria, BC V8W 9J1

Website: <http://www.pssg.gov.bc.ca/criminal-records-review/>