

Student Criminal Record Check

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1. What are the security screening requirements for AHS?

AHS requires that all students and instructors completing a practicum placement within AHS submit an original Criminal Record Check (CRC) and where applicable, a Vulnerable Sector Search (VSS) for positions of trust or authority towards patients to the educational institution. Educational institutions should not accept CRC documents that have been faxed, scanned, emailed, or shown to a third party who then relays the information to the educational institution.

2. What is a Criminal Record Check (CRC) and who requires one?

A CRC is a detailed criminal and police history, or a confirmation of the absence of any information, based on the personal information provided. It includes a search for criminal convictions, outstanding charges and other local police information, such as court records and withdrawn charges. All students and instructors completing a placement within AHS require a CRC.

3. What is a Vulnerable Sector Search (VSS) and who requires one?

A VSS includes a search of pardoned sexual offences. Applicants for positions of trust or authority towards patients – for example, a RN student – will be required to undergo a VSS.

4. What is a position of trust and authority?

Criteria indicating existence of a position of trust or authority toward a vulnerable person (includes one or more of the following):

- Some type of relationship exists between the individual and the vulnerable person (more than a momentary interaction)
- Unsupervised access (not of a fleeting nature)
- Responsibility for the provision of health care or related services to the vulnerable person, including:
 - Medical Care
 - Handling and/or administering medication
 - Counseling
 - Personal care services (personal hygiene, dressing, etc.)
 - Transportation or accompaniment services
 - Security or protective services
 - Responsible for the safety or well-being of the vulnerable person
 - Responsible for handling or safekeeping of the vulnerable person's possessions (money, credit/debit cards, jewelry, identification, etc.)
 - The individual exercises some degree of control or decision-making or power over the vulnerable person
- The vulnerable person is otherwise dependent or reliant upon the individual

5. When should educational institutions advise students/instructors that AHS requires a satisfactory CRC and/or VSS as a condition of a placement?

Educational institutions should notify students/instructors as early as possible. The educational institution is obligated to ensure that it does not receive a CRC from a student dated more than 90 days from the set date of collection however, once it is known to the educational institution that the student's CRC discloses the existence of a criminal record or any other police information, it must notify AHS immediately. Delay in doing so may require the student obtain a new CRC, which could delay the start of their placement.

6. How is a CRC and/or VSS obtained?

CRCs and VSSs are conducted by the applicant's local police service or RCMP detachment, in the local area/town/city where they reside. In some instances, where an individual has not resided locally for a sufficient period of time, a local police service may recommend checks be completed by the local police service in the community the applicant previously resided.

7. If an applicant has recently moved to the area, will they require a check from their former residence?

If on the CRC the issuing Police Services has recommended that the applicant provide a local check from their previous place of residence; and if the applicant resided outside of Canada, then they are required to make all reasonable efforts to obtain a local check.

8. How does an applicant obtain a VSS from Toronto, Ontario?

If a student is currently residing in Toronto they may obtain a Criminal Record Check from the Toronto Police Service for the purposes of a placement with AHS, but will need to submit an application form to obtain the Vulnerable Sector Search. The student or instructor will need to contact student.crc@ahs.ca to obtain the application form if the educational institution does not have this form.

9. Why are originals, rather than a copy, of the CRC and/or VSS required?

An original of these documents is required in order to ensure that the seal is attached, the VSS is clear, and that no tampering has been done to the document. Once reviewed and verified, a copy of these original documents should be placed on the student's/instructor's file.

10. What if the security screening documents are in a language other than English?

It will be the student's, instructor's or educational institution's responsibility to have the documents translated into English by an accredited translation service for the purposes of placement with AHS. A confirmation from the accredited translator should be maintained with the translation.

11. What is a clear check?

A clear result means that no information of potential concern has been identified by the agency (i.e. police service) that conducted the check. A clear result is generally indicated by statements such as "negative", "clear" or "none located" on the CRC and/or VSS documents.

12. What is a non-clear check?

A non-clear result means that some information has been identified by the agency conducting the check; it is then up to AHS to review that information to determine whether it impacts the individual's suitability for the placement sought and whether any other measures are warranted. A non-clear check is generally indicated by statements such as "non-clear" or "may or may not exist" on the CRC and/or VSS documents.

13. What is the Vulnerable Sector Check form issued by the RCMP?

The RCMP have recently changed their processes and forms, you will now see all Criminal Record Checks completed on a form called Vulnerable Sector Check. If "Negative" is checked off the check is deemed clear. If any other box is checked off the detachment may include supporting documentation, please submit all documents and supporting documentation to student.crc@ahs.ca for adjudication.

14. What does the supporting documentation consist of?

Supporting documentation for a non-clear CRC is a document from law enforcement detailing the summary of occurrences on the CRC. Supporting information will be in the form of a police report or letter on police letterhead from the issuing detachment. Letters from lawyers or letters of reference are not accepted.

15. What happens to a completed clear CRC and/or VSS?

Educational Institutions will verify the authenticity and integrity of the original CRC and/or VSS. A copy of the CRC and/or VSS must then be placed on the student's/instructor's file. The original documentation should be returned to the applicant.

16. What happens to a non-clear CRC and/or VSS?

If an applicant's Criminal Record Check indicates any previous criminal history, they must follow up with their local police detachment to verify whether a record exists and then provide the final result (including a printed report of any information provided by the police, also known as, the declaration of criminal record check) to AHS. The documents must not be dated more than ninety (90) days prior to the date received by the education institution for the purpose of the Placement.

Please send a copy of the original Criminal Record Check, the declaration of criminal record check, and the [Student Security Screening Intake Form](#) to student.crc@ahs.ca

Educational institutions will verify the authenticity and integrity of the original CRC and/or VSS.

AHS will review all of the documentation provided and once the adjudication process is complete, the education institution will be contacted with the recommendation and result of the student's risk assessment outcome.

If the original is required, our Student Placement team will reach out to the Education Institution representative listed on the [Student Security Screening Intake Form](#).