



# Frequently Asked Questions Ongoing Criminal Record Checks (CRC)

## **I recently had a criminal record check done for my employer. Do I need to do another one for the College?**

Yes. Under the *Criminal Records Review Act*, professionals who work with children are required to have ongoing criminal records checks (CRC) every 5 years. In the case of teachers, the checks must be processed by the College.

## **I heard the College is opposed to the CRC on a five-year cycle, do I still have to do one?**

Yes. If your last name begins with A through P and you have not completed a CRC through the College in the last 5 years, you are required to complete it. While the College council is in discussions with our partner agencies to find alternatives to this process, the law is now in effect and all members with A-P last names are required to complete a CRC this year.

## **Why do teachers have to do this? What about other professionals?**

Under the *Criminal Records Review Act*, all professionals who may come into contact with a child during the course of their practice are required to have a CRC conducted once every 5 years.

## **How often will I have to have a record check completed?**

Every 5 years. Under the Act, if you complete a CRC this year, you will need to complete the next one in 2015.

## **Does the check cost me anything?**

No. You just need to provide your authorization.

## **The College did a criminal record check on me when I certified less than five years ago, do I need to do it again?**

No. If you have completed a CRC through the College after December 31, 2004, you will not need to do one this year. You will not be contacted by us this year but you will be contacted when your five-year period expires.

## **I recently changed my last name to one starting with a letter between A and P. Do I need to have the check done?**

Maybe. If the official last name we have on file for you as of January 1, 2010 begins with a letter between A and P and you have not completed a Criminal Records Check through the College in the last 5 years, you will need to have the CRC done. If you had not yet submitted change of name documentation to the College before this date, you will be included in the CRC process next year.

## **When will I need to do my CRC?**

- 2010: Members whose surname starts with a letter A through P and who were last checked before January 1, 2005
- 2011: Members whose surname starts with a letter A through U and who were last checked before January 1, 2006
- 2012: All members who were last checked before January 1, 2007

## **My last name starts with a letter outside of the A through P range. Do I have to do anything?**

Not this year. Only those members with last names starting A – P who have not completed one in the last 5 years must authorize a CRC this year.

## **I'm retired and haven't worked with children in years. Do I still have to complete the CRC?**

Yes. The *Criminal Records Review Act* requires all certificate holders, regardless of whether they are practising or non-practising, to complete a CRC authorization. If you are retired and have no plans to ever return to the classroom and do not want to complete the CRC, you might consider relinquishing your certificate prior to January 1, 2011 to avoid the CRC. You can do this by completing the Notice of Relinquishment Form, which you can download from our website at [www.bcct.ca/MemberServices/RetirementRelocationReassignment.aspx](http://www.bcct.ca/MemberServices/RetirementRelocationReassignment.aspx).

## **What happens if I don't authorize the CRC?**

If you are required to complete an authorization this year and you do not, under the *Criminal Records Review Act*, as of January 1, 2011 you are not permitted to work with children and could be fined \$50 per day by the Ministry of Public Safety and Solicitor General. The College is also obliged to issue a citation against you and refer the matter to a disciplinary hearing. Your certificate will also be suspended pending the hearing.

## **I coach a sports team and recently did a police check. Can I just turn that in as proof?**

No. Under the *Criminal Records Review Act*, every regulatory authority is required to process a CRC for their members. You need to complete the CRC through the College.

**How long will the CRC take?**

The online CRC authorization will take less than 5 minutes. Once it is received by the College, it is sent securely and directly to the Ministry of Public Safety and Solicitor General. It is difficult to estimate how long the Ministry will take to report back any relevant convictions to us.

**Will I remain a member in good standing and continue to teach while the check is being done?**

Yes, as long as you pay your annual College certificate fee.

**Will I be told if anything shows up on my record?**

Yes. If the CRC discloses a criminal record, you will be notified by the Criminal Records Review Program and contacted by the College if any further process will follow.

**What are the relevant criminal records that the Solicitor General will report to you?**

A list is posted on the Criminal Records Review Program's website at [www.pssg.gov.bc.ca/criminal-records-review](http://www.pssg.gov.bc.ca/criminal-records-review)

**What do I need to have in order to complete the CRC?**

You will need to have your certificate number, which will be on the letter you receive from the College. You will also need to confirm your name and contact details with the College, and then enter any previous names or aliases. You will also be asked to provide your Driver's Licence number (if you have one). The Ministry uses this to verify identity in cases where there may be duplicate names.

**What if I don't have a driver's licence?**

Simply leave that field blank.

**What is the deadline for completing the check?**

The College is asking members to complete their CRC authorization by November 30, 2010 to allow for processing.

**Can the College accept a Criminal Records Check from the RCMP if it was done recently?**

No. The *Criminal Records Review Act* requires the College to process the authorization for the CRC.

**I need a password to login to the online system. How do I get one?**

Go to [www.bcct.ca](http://www.bcct.ca) and click on 'Member Login', and then click on 'If you have not visited this page before' to generate a password. All you need is to provide some detail on yourself that we can check against our existing file, and your certificate number (L and then 6 digits) which you can find on your membership card or on the letter that was sent to you regarding your need to complete the CRC.

**Who else may request or be given information regarding my CRC from the College?**

The College will not disclose your CRC details to any third party. If the College is notified by the Criminal Records Review Program of a criminal record of which we were previously unaware, the College must notify the employer of any steps the College is taking, as required under the *Criminal Records Review Act*.

**My employer has given me a paper copy of your CRC form to complete. Should I complete this copy or complete the College's CRC online?**

Do not use the employer form to complete the College's process, as we can not accept it. If you receive notification from the College that you need to complete the CRC this year, you should utilize the online CRC made available through the College's website.

**I don't want to do the check online. What are the alternate methods to authorize the check?**

There is a longer-form paper version available on our website which you may print and send to the College. Please consider using the online CRC authorization as it is the easiest and most secure way of completing your CRC.

**How do I withdraw my consent to an ongoing CRC after this one is completed?**

Simply send us a signed letter indicating that you are withdrawing your consent for an ongoing CRC. When your next authorization is due, you will be sent a letter by the College indicating that you need to complete the CRC process again.

**Do the College's education partners support the completion of the CRC?**

Yes. All of our partners (BC Teachers' Federation, BC Retired Teachers Association, BC School Superintendents Association, First Nations Schools Association, and the Federation of Independent Schools Association) agree that we must comply with the legislation and last year encouraged their members to complete the CRC.

However, all partners agree that this process is not the most effective way to ensure that relevant criminal records are reported to the College. Working with our partners, the College will continue to lead efforts to develop a better system.