
Number:	Org-4212
Key Process:	4200 - Registration and Client Services
Edition:	2009-12-22
Effective:	2009-12-21
Title:	Criminal Records Checks of Students

GUIDING PRINCIPLE

Certain NBCC and CCNB programs, as part of the course outcomes, require students to successfully complete practicums or work placements in community and institutional settings. The College enters into agreements with various agencies for practicum training and is required to follow the agencies' policies and procedures and comply with all the standards and requirements prescribed by regulations.

POLICY STATEMENT

It has become a general standard in all organizations who work with children and vulnerable persons that staff, students and volunteers are required to undergo a Police Record Check and in some cases two to three reference checks. Some organizations may also require a personal interview before students are placed in a practicum, co-operative placement or work experience.

Some College programs include practicums, work experiences or in some cases volunteer work with children or vulnerable persons in organizations that require a Police Record Check. Police Record Checks will only be requested of students who meet admission requirements in a particular program. Once admission requirements have been met, further information will be provided in the admission information sent to accepted students on how to obtain a Police Record Check.

Students are responsible for ensuring that a Police Record Check is completed prior to the start of practicums and work placements and to inform the instructor. Failure to comply with this policy may result in the inability to participate in certain practicums or work placements which can delay program completion or the ability to meet graduation requirements. Students are also required to report immediately changes or offences that occur after submission of a Police Record Check. Failure to report the latter may

result in dismissal from the practicum or work placement.

All cost associated with Police Record Checks are the responsibility of the student.

DEFINITIONS

- [Police Record Check](#)
- [Vulnerable Persons](#)

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
08_1591	Sample - Consent for Disclosure of Criminal Record Information	Guides and Standards	Educational Consultant - Program Standards	Educational Consultant - Program Standards	Director - QSS Branch

APPROVAL: *by designated authority via the Integrated Document Management System (IDMS)*

(1) If this document is reproduced in whole or in part, the reproduction becomes an uncontrolled copy.

(2) The use of one gender only in this document is done to lighten the text and without any intent to discriminate.