

**Adult Criminal Record/Vulnerable Sector (ACRVS) Check,  
Child Abuse Registry (CAR) Check,  
and Adult Abuse Registry (AAR) Check**

**Requirement For All Applicants/Students To The Health Care Aide And Nursing Programs**

Red River College (RRC) has a responsibility to ensure that students and graduates of its programs have not engaged and do not engage in behavior that is harmful to the public. Therefore, facilities used for clinical practice courses require RRC to verify that applicants/students have satisfactory ACRVS, CAR and AAR checks.

You are required to provide the following:

1. An original official Adult Criminal Record/Vulnerable Sector (ACRVS) Check
2. An original official Child Abuse Registry (CAR) Check
3. An original official Adult Abuse Registry (AAR) Check

**Nursing and Nursing LPN to BN Program**

These checks are only valid for 6 months and should not be dated prior to March 1 of the year you are admitted to the program. Obtaining these checks usually takes anywhere from 6 to 12 weeks, therefore you must begin the process of obtaining these checks as soon as requested to do so by RRC.

**Health Care Aide (HCA) and Bridging Program for Internationally Educated Nurses (BPIEN) Programs**

Obtaining these checks usually takes anywhere from 6 to 12 weeks. Once you receive an offer of admittance to your program, you should begin the process of obtaining these documents to ensure you can submit them one month prior to clinical practice.

If you already have these checks, ensure they are not dated more than 6 months prior to your program start date. If your checks are dated earlier, you will be required to obtain new documents.

**Registered Nurse Refresher (RNR) Program**

Obtaining these checks usually takes anywhere from 6 to 12 weeks. Ensure you begin the process of obtaining these documents early enough to submit them one month prior to clinical practice.

**General Implications Of A Criminal Record**

Your document will be reviewed and if you have a criminal record, RRC will determine the implications of the conviction in relation to:

- whether or not you are able to complete the requirements of the program
- the professional mandate of nursing and nursing-related programs to protect the public

The following will be considered in making this determination:

- the nature of the crime/criminal record
- the time frame of the record
- the extent of the record and the number of convictions
- your record since the crime occurred
- the rules regarding pardons under the Criminal Code of Canada

In the case of programs leading to the practice of Registered Nursing, the following factors will also be considered when reviewing an applicant/student's criminal record:

The regulations of the Registered Nurses Act of Manitoba, Section 5(2) (d), requires all applicants for initial registration with the College of Registered Nurses of Manitoba to disclose "*a conviction for an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) and the Food and Drugs Act (Canada).*"

If you have a conviction as described above, you may be unable to obtain a license as a Registered Nurse (RN), regardless of whether or not you successfully complete a nursing education program.

**Implications of Being Listed on a Registry**

If you are listed on either the Child Abuse Registry or Adult Abuse Registry you will not be admitted to the program (Nursing) or will not be able to complete the program (HCA).

## ACRVS, CAR and AAR Checks

### How to Obtain the Checks

It is your personal responsibility to obtain and submit the checks.

- **Adult Criminal Records/Vulnerable Sector (ACRVS) Check**  
City of Winnipeg: [http://www.winnipeg.ca/police/pr/info\\_request.stm](http://www.winnipeg.ca/police/pr/info_request.stm)  
City of Brandon: <http://police.brandon.ca/services/criminal-record-check>  
RCMP: <http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>
- **Child Abuse Registry (CAR) Check**  
[https://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html)
- **Adult Abuse Registry Check (AARC)**  
[https://www.gov.mb.ca/fs/pwd/adult\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html)

You must submit the three official original check documents to the individual designated on the attached Demographic Information Sheet **by the deadline specified in your conditional offer letter (Nursing and LPN programs) or by your instructor (HCA, BPIEN, and RNR programs)**. The check will be examined, recorded, and returned to you.

If your checks are received **later than the specified deadline**, you will be unable to proceed into the program or clinical practice.

### Failure to Disclose

Failure to formally disclose a charge or conviction of a criminal offense may invalidate your admission to the program. Discovery of failure to disclose will result in your application status or the status in the program being reviewed. The review may result in cancellation of your application or your dismissal from the program.

Failure to formally disclose your listing on the Child Abuse or Adult Abuse Registries will result in your application being cancelled or your dismissal from the program.

In order to obtain a license to practice Registered Nursing in the Province of Manitoba following completion of an approved RN education program, an individual must disclose to the College of Registered Nurses of Manitoba (CRNM) information about any "*conviction for an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) and the Food and Drugs Act (Canada)*" as per the regulations of the Registered Nurses Act of Manitoba, Section 5(2) (d).

### Concerns About The Checks And The Confidentiality Of Documents

In normal circumstances, the Nursing Department individual charged with collecting and reviewing your documents will be the only RRC staff member to have access to the documents.

If there is nothing of concern in the documents, they will be recorded as received and returned to you. No copy of the documents will be kept on file at RRC.

If the staff member in charge of reviewing the documents has a concern about information in the documents, that concern will be shared with the Chair of Nursing.

The staff member in charge of the documents and the Chair of Nursing will determine if the concern raised needs to be reviewed by the College's Criminal Record Check Committee.

If it is determined that the Criminal Record Check Committee must review and make recommendations about the issue in question, the information of concern will be shared with the ACRVS Review Committee members. The information will be shared with the committee in a blind review process so that the individual cannot be identified.

Once the Criminal Record Check Committee has rendered their recommendations and a decision has been reached, the original documents will be returned to you. No copy of the documents will be kept on file at RRC. The decision of the committee will be kept on file at RRC.

If you would like more information or have questions about these checks, please contact:

Laurie-Ann Nichol  
Red River College, Nursing Department  
Room C517 - 2055 Notre Dame Avenue  
Winnipeg, MB R3H 0J9  
204-632-2230

## DEMOGRAPHIC INFORMATION SHEET

Indicate the program for which you have applied:

\_\_\_\_ Nursing    \_\_\_\_ LPN to BN    \_\_\_\_ HCA    \_\_\_\_ BPIEN    \_\_\_\_ RNR

Program start date: \_\_\_\_\_ (mm/dd/yyyy)

Student Number: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone – Home: \_\_\_\_\_ Phone – Cell: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form along with your checks directly to:**

Laurie-Ann Nichol  
Red River College  
Room C517 -2055 Notre Dame Avenue  
Winnipeg, MB  
R3H 0J9  
204-632-2230

**FOR OFFICE USE ONLY**

I have reviewed and accepted the following as required by the above indicated program:

\_\_\_\_\_ Original Official Adult Criminal Record/Vulnerable Sector Check

\_\_\_\_\_ Original Official Child Abuse Registry Check

\_\_\_\_\_ Original Official Adult Abuse Registry Check

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date