

Applicant Declaration For Check Documents

The program you applied to requires **submission of this form within 30 days** of applying.
If you applied within 6 weeks of the start date of the program, submit this form within 5 days.

Complete and submit this form only. Do not submit your check documents at this time.

APPLICANT INFORMATION Complete all fields	
Last Name:	First Name:
Student #:	Program:

I, THE ABOVE NAMED APPLICANT, DECLARE:	
<p>I understand I will be required to submit and I agree to submit the official check documents as listed in the program's Program Progression Requirements:</p> <ul style="list-style-type: none"> • Adult Criminal Record Check including Vulnerable Sector Search (ACRVS). I understand an official Criminal Record Transcript must also be submitted if I have a record. • Child Abuse Registry Check (provincial) • Adult Abuse Registry Check (provincial) <p>I agree to confirm which check documents are required for my program by referencing the Program Progression Requirements section of my program's Admission Requirements webpage at www.rrc.ca/calendar</p> <p>I understand I may not be able to complete the academic program if I have a criminal record.</p> <p>I understand I will not be able to complete the academic program if I am listed on either the Child Abuse Registry or Adult Abuse Registry.</p> <p>I understand the above check documents are the College's requirement, and that work experience/practicum employers may have additional requirements I must meet.</p> <p>I understand the College requires the check documents to be recent, and recent is considered to be dated no earlier than the timelines indicated below. I agree to begin the process of obtaining these documents as per the timeline indicated for my program:</p>	
<p>No more than 6 months prior to my first day of classes</p> <ul style="list-style-type: none"> Bridging Pathway for Internationally Educated Nurses Disability and Community Support Early Childhood Education Early Childhood Education – Workplace Health Care Aide Nursing Nursing – LPN to BN Pathway Power Engineering – 5th Class 	<p>No more than 3 months prior to my first day of classes</p> <ul style="list-style-type: none"> Business Technology Teacher Education – Accelerated Community Development/Community Economic Development Deaf Studies Diagnostic Cardiac Sonography – Echocardiography Diagnostic Medical Sonography – Ultrasound Health Unit Clerk Industrial Arts/Technology Teacher Education – Accelerated Medical Device Reprocessing Technician Medical Laboratory Sciences Medical Radiologic Technology MRI and Spectroscopy Paramedicine – Advanced Care Paramedicine Paramedicine – Primary Care Paramedicine Property and Casualty Insurance Technical Vocational Teacher Education
<p>No more than 2 weeks prior to my first day of classes</p> <ul style="list-style-type: none"> Child and Youth Care 	<p>After I start attending classes</p> <ul style="list-style-type: none"> Educational Assistant Certificate Health Information Management Legal Assistant Library and Information Technology Nurse Prescriber Registered Nurse Refresher Therapeutic Recreation Facilitator for Older Adults

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I agree to submit the check documents to the College when requested to do so. I understand if my check documents are not recent or if I do not obtain the check documents it may result in a delay in my participation in the work experience/practicum course which may delay completion of and graduation from the program.

I understand I am responsible for any costs associated with obtaining these check documents.

I understand my check documents will be reviewed by the program staff, and should the check documents indicate I have a criminal record:

- I understand I am responsible for submitting an Official Criminal Record Transcript
- I understand my Adult Criminal Record/Vulnerable Sector Check and Criminal Record Transcript will be forwarded to and reviewed by the College's Criminal Record Check Committee (CRCC). The CRCC will determine my eligibility or ineligibility to participate in the work experience/practicum course or the program.
- If it is determined I am eligible to participate in the work experience/practicum course and the program, I understand the College cannot guarantee my criminal record will not affect my future employment, certification, or licensing opportunities.
- If it is determined I am ineligible to participate in the program or the work experience/practicum course due to a criminal record or abuse registry listing, I understand 1) I will not be able to complete the program and may be required to withdraw from the program prior to completing theory courses, 2) I will not graduate, and 3) I will not be eligible for a refund outside of normal College refund policies.

I understand future criminal charges, convictions, or registry listings obtained during my time in the program will necessitate an automatic review of my status in the program.

APPLICANT SIGNATURE Complete all fields

Applicant's Signature:

Date:

SUBMISSION INSTRUCTIONS

Electronic Submission

If you applied online, you may scan and upload your signed Applicant Declaration form to your online application account:

- Scan your completed, signed, and dated form and save the file on your computer
- Go to www.rrc.ca/apply and log in
- Click on Apply Online
- Find your submitted application
- Under Supplemental Items click View
- Find the Applicant Declaration for Check Documents supplemental item and click on Browse
- Find the file you saved to your computer and double click on it
- Click on Upload. The Submission Status should read Received.

Fax

Fax your completed, signed, and dated form to 204-697-0584 or your nearest [Regional Campus](#)

Mail or In-Person

Submit your completed, signed, and dated form to one of the locations listed below or your nearest [Regional Campus](#)

Registrar's Office

Notre Dame Campus
D105 – 2055 Notre Dame Ave.
Winnipeg, MB R3H 0J9
P:204.632.2327

Student Service Centre - NDC

Notre Dame Campus
D101–2055 Notre Dame Ave.
Winnipeg, MB R3H 0J9
P:204.632.2327

Student Service Centre – EDC

Exchange District Campus
P104-160 Princess St.
Winnipeg, MB R3B 1K9
P:204.632.2327