

Steps to Obtain Criminal Record Check (CRC) and Child Abuse Registry Check (CARC)

1. Apply for a CRC at your local police or RCMP Detachment. The Child Abuse Registry Self-Check Application forms are available online at http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html. CARC forms are also available at the Faculty of Education Main Office. You will require 2 pieces of identification such as: SIN#, Band & Status #, Passport, Birth Certificate, MHSC (6 digit #), Driver License, Baptism Certificate, Marriage/Divorce Certificate, Government Issued ID, Professional Cards – Nursing Card, Pilot License, Canadian Citizenship Card or Firearms License. Credit Cards or Photo ID Cards from universities are not accepted as forms of identification.
2. Any Criminal Records Check that indicates a possible record will be examined to determine whether the record is relevant to the applicant's honesty, integrity and or suitability to the profession and whether the offence(s) constitute reasonable grounds to deny admission to the program and/or for teacher certification. Terms, conditions or limitations on registration, in accordance with the Professional Certification Unit may be applied.
3. The Field Experience office will require a record of the disposition of charges. A "Certification of No Criminal Record" can only be obtained with a submission of a set of fingerprints. This is the students' responsibility.
4. A school may deny entrance of a Student Teacher depending on the severity and circumstances of charges.
5. If a student incurs charges after the CRC & CARC are submitted it is imperative that the circumstances are discussed with the Director of Field Experience immediately. Failure to do so may jeopardize continuation in the Faculty of Education.
6. Remember that it can take 8 to 10 weeks to receive a CARC & 1 week for a CRC to be returned.