



## Criminal Record Checks (CRCs)

Before a student in the BC ECE Basic Certificate program can be permitted to participate in a practicum course, you will need to complete a Criminal Record Check (CRC) through the Criminal Record Review Program (CRRP).

UBC is subject to the requirements of the *Criminal Records Review Act* (CRRRA), which means that all students who are enrolled in programs that include a practicum component involving work with children or vulnerable adults must undergo a criminal record check before they will be permitted to register in the practicum. See [Criminal Record Checks](#), Office of the University Counsel, for more information.

*Note: the CRRRA Check must be carried out by the Criminal Record Review Program (CRRP) through UBC, even if you have previously completed a criminal record check for your employer.*

**Please apply for your CRC as soon as possible at the start of your program.** The CRC is valid for up to five years from the clearance date, so will cover you for the duration of your program.

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There are two ways to complete this process:

### 1. Apply through the Ministry of Justice with a BC Services Card (*preferred*)

If you have a BC Services Card (all students, including international, are eligible for a [BC Services Card](#)), complete the CRC process through the Ministry of Justice website:

<https://justice.gov.bc.ca/eCRC/home.htm>

- The non-refundable fee is **\$28**
- The access code is: **TUN8NGNP4Z**
- Select **'Request a New Criminal Record Check.'** If you have completed a CRC through the Ministry of Justice within the past 5 years, you may choose to **'Share Previous CRC'**.
- Please ensure the **Organization Information** listed is the **Faculty of Education at UBC**. Your role will be listed as "employee", this does not need to be changed.

See the [eCRC Online Service – User Guide 2021](#) instructions for further assistance.

### 2. Apply through the UBC Teacher Education Office

If you do not have a BC Services Card (all students, including international, are eligible for a [BC Services Card](#)), you can complete the Criminal Record Check process this way:

- Go to this link and complete the **consent form**:  
[https://ubc.ca1.qualtrics.com/jfe/form/SV\\_3kLkckuBguKAG0u](https://ubc.ca1.qualtrics.com/jfe/form/SV_3kLkckuBguKAG0u).
- In the Program Details field, please enter: **ECE**.
- Next, **pay the non-refundable application fee (\$45)** at this link:  
<https://payment.teach.educ.ubc.ca/crc-for-diplomas-certificates-visiting-and-unclassified-students/>

Note, it can take several weeks for a criminal record check to be completed and cleared.