



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.

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:

- Go to this link to complete the application: <https://justice.gov.bc.ca/criminalrecordcheck>
- The non-refundable fee is **\$28**
- The access code is: **TUN8NGNP4Z**
- Please ensure the Organization Information is for the **Faculty of Education at UBC**.
- Your Role will be listed as "Employee" on the Introductory Page.
- When it comes time for you to enter your Position Information, please enter your actual status under "Position Information: Applicant's Position/Job Title" (e.g., "Teacher Candidate", "Administrative Staff", etc.)
- Select '**Request a New Criminal Record Check**.' Note, if you have completed a CRC through the Ministry of Justice within the past 5 years, you may choose to '**Share Previous CRC**'.

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_1GIYNbres27veg6
- In the Program Information field, please select "Student in Early Years Education (EYED) Program"
- 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 up to several weeks for a Criminal Record Check to be completed and cleared.