



VELA

CRIMINAL RECORD CHECK EMPLOYER ENROLLMENT INFORMATION

For Microboards and Individualized Funding Agents

About Criminal Record Checks:

The Criminal Records Review Act (CRRRA) mandates specific employers in BC to ensure that staff working with children and/or vulnerable adults complete a criminal record check (CRC) through the Criminal Records Review Program (CRRP). Employer, as defined in the CRRRA, includes any organization that is provincially funded (50%+), licensed, or contracted.

CRCs for employees and contractors of Microboards and IF Agents must be done online or manually via your registered employer account with the CRRP and **not** through your local police department. The only checks that can be done at your local police detachment are *Police Information Checks with Vulnerable Sector Screening (PIC-VS Check)* for any adult (18 years of age or older), other than the primary caregiver or other CLBC eligible individuals, that live in the home where home sharing or respite services are being provided.

There is a \$28 fee to complete a CRC for employees via the CRRP, for volunteers there is no charge. It is up to the Microboard or IF Agent to decide if they will cover the cost of the CRC from their CLBC funding. If the applicant is cleared to work and you have decided to pay the CRC fee, you can reimburse the applicant afterwards. An independent contractor, like a respite care provider or home share provider, must pay for their own CRC.

If the employee(s) also work part-time for other agencies, they likely would have been required to have a CRC done. Current CRC's can be shared amongst employers if they meet certain conditions, and if the employer is registered with the CRRP and enrolls in the Applicant-Based Online Service described below.

NOTE: Decide who will pay for the following:

- the CRC;
- updates to the CRC every 5 years;
- fingerprinting, should it be necessary; and
- repeat requests for a new CRC due to new charges or convictions.

Record your decision. It is recommended that you include this information in your Policy and Procedure Manual and in your Staff Orientation Sheet. Ask your Vela Mentor if you need a sample of these documents.

Enrollment in the Criminal Record Review Program (CRRP):

The first step in the criminal record check process is for each Microboard or IF Agent to register with the CRRP as an employer.

In order to do this process online you will need:

- To be able to download, fill, and save PDF form from the CRRP website
- To know how to put an electronic signature on the form; or have the ability to print, sign, and scan the form back to your computer
- To be able to upload the saved form from your computer into the online registration process

NOTE: If you do not have computer or internet access, or the above-mentioned capabilities, you can request a manual package from the CRRP by phone (Toll Free: 1-855-587-0185 press option 2) or email criminalrecords@gov.bc.ca. This package can be filled in by hand and either mailed back to the CRRP (Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC, V8W 9J1), or scanned and emailed as a package, along with any supporting documentation. For information on how to fill the forms – please see page 5.

1. The step-by-step application process can be found at the following URL by clicking the “Register organization” button:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/account#register>

← → www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/account#register ☆ Relaunch to update

BRITISH COLUMBIA Search Q Menu ☰

A Criminal Records Review Program (CRRP) organization account is for employer and volunteer organizations that fall under the Criminal Records Review Act. You can submit criminal record checks online through your account.

On this page

- [Registration](#)
- [Update account](#)
- [Authorized contacts](#)
- [Online services](#)
- [Schedule types](#)

Registration

You must register your organization to do criminal record checks through the CRRP. To register, the [Criminal Records Review Act](#) must apply to your organization.

[Register organization](#) ←

Update account

2. After starting the process, the first screen will let you choose whether you are opening a volunteer or employee account. You will have to do the process twice if you require both types. If you are hiring any paid staff (employees or contractors) you will choose "employee account":

The Criminal Records Review Act ensures people who work with or may have potential for unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP).

If you represent an organization that is not registered with the CRRP and needs to have applicants screened, click the appropriate option below and complete the step-by-step registration process.

Please note, two separate applications will need to be submitted if you require both a volunteer and employer account.

*Internet Explorer will no longer be supported, please use a different browser such as Chrome, Edge or Safari to access this form.

If you already have an account and are looking to update your account information, including your Authorized Contacts, or are looking to register with the eCRC please click [here](#)

Please ensure to save your PDFs before uploading, if you are using the fill and print option, to ensure we receive the forms properly.

What type of account are you registering for? *

Volunteer Account

Employee Account



Please select which account type you are applying to.

Next

3. Decide who the Authorized Contact(s) will be – this will either be 1-2 directors from your Microboard, or yourself if you are an IF Agent. (The PSSG recommends having two Authorized Contacts per account if possible, so that if your primary contact is unavailable there is someone else who can request information from the CRRP in their place.) Enter the first Authorized Contact's email, as well as the organization name:

Enrollment

Criminal Records Review Program (CRRP) – Organization Registration & Enrollment

Step 2 of 9 - Email and Org Name

11%

Email and Org name

Contact Email *

In case we need to contact you

Organization Name *

Microboard or IF Agent's Name

Previous Next

*Required Field

Questions?

The Criminal Record Review Program staff are available Monday to Friday from 8:30 a.m. – 4:30 p.m.

Phone: Toll free – 1 855 587-0185 (Option 2)
Email: criminalrecords@gov.bc.ca

4. Download, complete, sign, and save the Employer Enrollment Form and Questionnaire. (See next pages for instructions to fill this form.) Upload the completed form where it says “choose file.”

- Licensed childcare facilities
- Registered assisted living facilities
- School districts
- Post secondary institutions, and
- Provincially funded organizations

Authorized Contacts

The CRRP requires organizations to choose one or two Authorized Contact person(s) who will be responsible for handling their organization’s criminal record check process, making the submission process more efficient.

The Authorized Contact responsibilities support consistent ID verification, submission and maintenance requirements which comply with the national standards for criminal record checks across Canada.

Instructions

Click the link below to download the Employer Enrolment Form.

[Download the Employer Organization Enrolment Form](#)



Use the space provided to upload your completed form.

Form Upload *

No file chosen

Accepted file types: pdf, Max. file size: 32 MB.

Above is the list of documents you are submitting.
You may add or remove files before continuing.



To fill out the employer enrollment form and questionnaire:



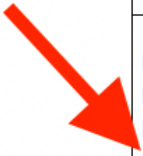
Criminal Records Review Program (CRRP) Employer Organization Enrolment Form

To enrol with the program, employer organizations must:

- Be employers under the *Criminal Records Review Act* (CRRA)
- Have employees work with or who have potential unsupervised access to children or vulnerable adults

This questionnaire helps us determine whether your organization can enrol with our program. Please answer the following four questions. If you are unsure how to respond, please contact our client service centre.

Choose this option



Are you an employer under the CRRA?

Section 1 of the CRRA defines which employers can enrol with our program. Please select one option that best describes your organization from the list below.

- A childcare facility or daycare
- A health board, hospital, or care facility
- A school board, district, or education authority
- An organization or person who receives operating funds from the province
- A mainly government-owned corporation
- A provincial government ministry or related agency
- A registered health professional or social worker
- A governing body under the Health Professions Act or the Social Workers Act
- An Act or minister appointed board, commission, or council
- None of these options apply to my organization

Choose this option



Does your organization receive operating funds from the B.C. government?

The CRRA defines "operating funds" as ongoing, regular funding for core programs or staff. Please select one option that best describes your organization from the list below.

- My organization receives operating funds from the B.C. government
- I am not sure if my organization receives operating funds from the B.C. government
- My organization does not receive operating funds from the B.C. government

Do your employees work with or have potential unsupervised access to children or vulnerable adults?

To access our program, your employees must:

- Work with children or vulnerable adults, *or*
- Have potential unsupervised access to children or vulnerable adults in their day-to-day work

The CRRA defines a “child” as an individual under 19. The CRRA defines a “vulnerable adult” as an individual 19 and over who is receiving ongoing, non-emergency health services. Please select one option that best describes your employees from the list below.

Choose whether your staff work with children (under 19) or adults (19 and over)



- My employees work with, or have potential unsupervised access to, children
- My employees work with, or have potential unsupervised access to vulnerable adults
- My employees work with, or have potential unsupervised access to, children and vulnerable adults
- My employees do not work with, or have potential unsupervised access to, children and vulnerable adults

Use this specific language to show you have CLBC funding.



Please tell us how your employees will work with children or vulnerable adults:

We receive Individualized Funding(IF) from CLBC to provide services

(including respite/wellness services) to vulnerable adults with developmental disabilities.

CRRP may ask your organization to provide further documentation to assist us in determining your eligibility for our program

Telephone: 1-855-587-0185 (Option 2)

Email: criminalrecords@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations>

**Ministry of Public Safety and Solicitor General
Criminal Records Review Program**

ORGANIZATION INFORMATION			
Organization Name: Microboard/IF Agent Name - CLBC			
Phone:			
Organization Email for Receiving Record Check Results:			
Mailing Address:			
City:	Province:	Country:	Postal Code:
Physical Address (if different from above):			
City:	Province:	Country:	Postal Code:
Organization Employees Work With (select one): Select the default category of Criminal Record Check to be performed for your organization. <input type="checkbox"/> Children or <input checked="" type="checkbox"/> Vulnerable Adults or <input type="checkbox"/> Children and Vulnerable Adults			
AUTHORIZED PRIMARY CONTACT			
Authorized Primary Contact Name: Microboard Director or IF Agent's Name			
Job Title: Position on Microboard/Signatory on IF Contract			
Date of Birth (Year/Month/Date):			
Personal Organization Email:			
AUTHORIZED SECONDARY CONTACT			
Authorized Secondary Contact Name:			
Job Title:			
Date of Birth (Year/Month/Date):			
Personal Organization Email:			
AUTHORIZED SECONDARY CONTACT			
Authorized Secondary Contact Name:			
Job Title:			
Date of Birth (Year/Month/Date):			
Personal Organization Email:			

You will need to input the Microboard or IF Agent’s information in the “organization information” section. After the organization name make sure you also put “CLBC” so the CRRP knows you have CLBC funding. You will also need the name and title for your authorized contact(s) – the title will either be the Microboard Director’s position (ex. President) on the board, or “Signatory on Individualized Funding Contract”.

If you would like a second person on the account as a contact, make sure you complete this section(s) as well.

The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the **Freedom of Information and Protection of Privacy Act (FOIPPA)**. The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA. If you have questions about the collection of your personal information, please contact the Criminal Records Review Program.

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 Email: criminalrecords@gov.bc.ca
 Website: <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations>

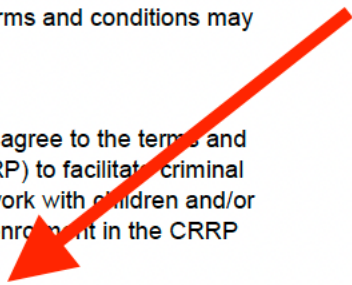
Ministry of Public Safety and Solicitor General
Criminal Records Review Program

Terms and Conditions for Employers that Enrol in the CRRP

- The CRRP will confirm enrolment of your organization by email.. Your organization will be provided a unique link and access code. Only authorized contacts should provide access codes to employees to initiate checks.
- If your organization has volunteers and employees covered under the Criminal Records Review Act, you must enrol two separate profiles for the online service, one for 'volunteers' and one for 'employees'.
- If you enrol to conduct checks and sharing requests for employees, you must not use your unique link to the online service for employees for volunteer checks.
- Upon confirmation of enrolment into the online service, your organization will direct employees to the CRRP online service via the unique website link reserved for employees.
- For employee CRRP checks, there is a \$28 processing fee which may be paid by credit card within the online service when submitting a request for a criminal record check.
- Individuals may request to share their criminal record check results between one or more organizations registered with the CRRP. There is no fee for an employee to request to share a criminal record check result.
- If the online service electronic identity verification fails for any reason, or the criminal record check or sharing request cannot be completed online, the organization must re-confirm the identity of the applicant in person and submit a paper consent form by fax, email, or mail to the CRRP.
- Should the Authorized Contact leave the organization, have a new Authorized Contact complete the Organizations Account Information Update process.
- Misuse of the CRRP online service or disregard for the terms and conditions may result in suspension or cancellation of services.

Don't forget to write your name, sign, and date the last page.

On behalf of the above noted organization, I hereby certify that I agree to the terms and conditions for using the Criminal Records Review Program (CRRP) to facilitate criminal record checks on our employees, contractors, or students who work with children and/or vulnerable adults, including the above terms and conditions for enrolment in the CRRP online service.



<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature (on behalf of organization)	Date Signed (YYYY/MM/DD)

Telephone: 1-855-587-0185 (Option 2)
 Email: criminalrecords@gov.bc.ca
 Website: <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations>

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5. After sending in your submission, it will take some time to process your registration. If you have not received confirmation with 1-2 weeks after you submit, we recommend calling the CRRP (Toll Free: 1-855-587-0185 press option 2) to ensure they have received your submission. Once processed, the CRRP will confirm your enrolment via email and then you will be able to move on to submission of CRCs.

Criminal Records Review Program (CRRP) – Organization Registration and Enrollment



Thank you for your submission.

The registration and enrollment department will contact you if further information is required.

Please note any future correspondence will be sent by email to the address provided on your application.

For more information on the CRRP, please [visit our website](#).

*Required Field

Questions?

The Criminal Record Review Program staff are available Monday to Friday from 8:30 a.m. – 4:30 p.m.

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