



VELA

ENROLLING IN THE CRIMINAL RECORD REVIEW PROGRAM [CRRP]

For Microboards, Person Centered Societies, and Individualized Funding Agents

The Criminal Records Review Act (CRRA) 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 CRRA, includes any organization that is provincially funded (50%+), licensed, or contracted.

CRCs for employees and contractors of Microboards, PCSs and IF Agents must be done online 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 PCS, 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, such as a home share provider, should 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 may be shared amongst employers if they meet certain conditions.

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 would like a sample of these documents.

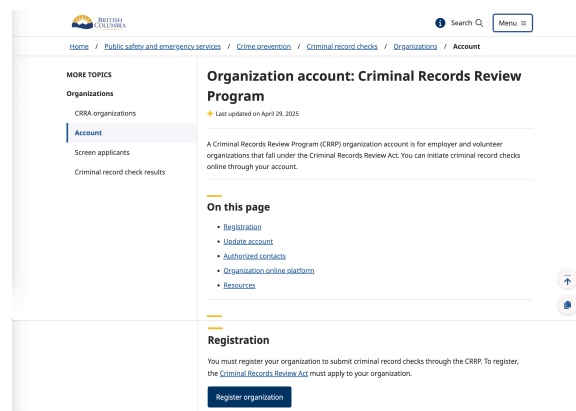
Enrollment in the Criminal Record Review Program (CRRP):

You may hear the term PSSG, which is actually the abbreviation for the Ministry of Public Safety and Solicitor General. The Criminal Record Review Program (CRRP) is part of this Ministry, and this is where you will register your account.

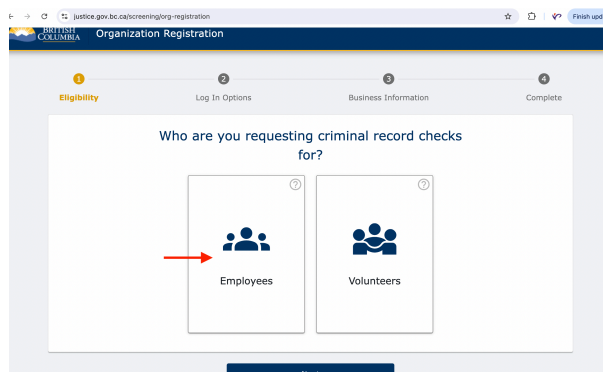
The first step in the criminal record check process is for each Microboard, PCS, or IF Agent to register with the CRRP as an employer.

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>



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 "employees":



3. Next you will choose your organization type. For Microboards, PCSs, and IF Agents you will choose “An organization or person who receives ongoing provincial funding”:

How would you best describe your organization?

 A childcare facility or daycare	 A health board, hospital, or care facility	 A school board or education authority
 An organization or person who receives ongoing provincial funding	 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 descriptions apply to my organization](#)





4. Then choose what type of person is being supported. For CLBC eligible individuals, you will choose “My employees work with vulnerable adults”:

BRITISH COLUMBIA Organization Registration

1 Eligibility 2 Log In Options 3 Business Information 4 Complete

Tell us a bit more about your employees

To “Works With” means to have direct or unsupervised access to children and/or vulnerable adults.

 My employees work with children	 My employees work with vulnerable adults	 My employees work with children and vulnerable adults	 My employees do not work with children or vulnerable adults
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5. The next step is to choose your login option. You can set up a Business BCeID if you would like – this option will give you access to the CRRP’s online platform. Access to the online

platform is not an essential feature – you can choose to register without a Business BCeID and you will still be able to have staff submit their criminal record checks online, but you will not have access to the full online platform as an “organization”.

The screenshot shows the 'Log In Options' step of a registration process. At the top, there is a progress bar with four steps: 1. Eligibility (completed), 2. Log In Options (current step), 3. Business Information, and 4. Complete. The main heading is 'What is your preferred log in option?'. There are two options presented in side-by-side boxes. The left box, titled 'Preferred Method', is for registering 'with' Business BCeID and offers full access to online services. It lists four benefits: sending out new criminal record check requests, seeing application statuses, granting access to other users in the organization, and easily managing expiring criminal record checks. A button at the bottom says 'Register with BCeID'. The right box is for registering 'without' Business BCeID. It states that users can still register without one but includes an 'Important' note: 'By selecting this option, you will not have access to features available to registered users.' A button at the bottom says 'Continue without Business BCeID'.

For users without a Business BCeID (for users who would like to create a Business BCeID please see page 7):

6. You will need input your information as the contact for the account – under “Job Title” you can put “Director” if you sit on a Microboard/PCS, or “Individualized Funding Agent” if you manage IF:

The screenshot shows the 'Business Information' step of the registration process. At the top, there is a progress bar with four steps: 1. Eligibility (completed), 2. Log In Options (completed), 3. Business Information (current step), and 4. Complete. The main heading is 'Provide your work contact information'. Below this, there are five input fields arranged in three rows: 'Given Name' and 'Surname' in the first row, 'Job Title' and 'Your Work Email Address' in the second row, and 'Direct Phone Number' in the third row. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

7: Next you will input your “organization name” – for Microboards and PCS this will be the society name, for Individualized Funding Agents your name will be the “organization name.”

The screenshot shows the 'Organization Registration' page for the British Columbia government. The progress bar at the top indicates four steps: 1. Eligibility (completed), 2. Log In Options (completed), 3. Business Information (current step), and 4. Complete. The main heading is 'Provide us with more organization information'. Below this is a text input field labeled 'Organization Name' with a placeholder text 'Please enter your "Doing Business As" name'. At the bottom are two buttons: 'Previous' and 'Next'.

8. If you have any shared phone or email accounts for your Microboard/PCS where you want results of criminal record checks to go you can put in the information here. For Individualized Funding Agents and Microboards/PCS that don't want to use a shared account you can put in the email you previously shared at step 6.

The screenshot shows the 'Organization Registration' page for the British Columbia government. The progress bar at the top indicates four steps: 1. Eligibility (completed), 2. Log In Options (completed), 3. Business Information (current step), and 4. Complete. The main heading is 'Your organization's shared or generic email account and central phone line'. Below this is a sub-heading 'This is where criminal record check results will be returned to'. There are two text input fields: 'Shared or Generic Email Account' and 'Central Phone Number'. At the bottom are two buttons: 'Previous' and 'Next'. The footer contains links: Home, Disclaimer, Privacy, Accessibility, Copyright, Contact Us, and a small 'BC' logo.

9. Next, you will move onto to putting in your mailing address:

The screenshot shows the 'Organization Registration' page for the British Columbia government. The progress bar at the top indicates four steps: 1. Eligibility (completed), 2. Log In Options (completed), 3. Business Information (current step), and 4. Complete. The main heading is 'What is your organization's mailing address?'. Below this is a text input field labeled 'Address Completed by Canada Post' with a search icon. To the right is a dropdown menu labeled 'Country' with 'Canada' selected. Below the input field is a sub-heading 'Start typing a street address or postal code' and a link '+ Add address manually'. At the bottom are two buttons: 'Previous' and 'Next'.

10. Then you can choose how many criminal record checks you expect to do in a year:

BRITISH COLUMBIA Organization Registration

1 Eligibility 2 Log In Options 3 Business Information 4 Complete

How many criminal record checks do you anticipate your organization requesting per year?

☐ 0 - 100

☐ 100 - 500

☐ More than 500

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11. You can then decide whether you will pay for criminal record checks as an “organization”, or if you want your applicants/potential staff to pay:

BRITISH COLUMBIA Organization Registration

1 Eligibility 2 Log In Options 3 Business Information 4 Complete

Who will pay the criminal record check?

Each employee criminal record check is \$28. You can make changes to who pays when you register using BCeID.

☐ My organization

☐ The applicant

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12. Finally, you can read through and agree to the terms and conditions, check “I am not a robot” and submit your application:

1 Eligibility 2 Log In Options 3 Business Information 4 Complete

Review and agree to the following terms of agreement

TERMS AND CONDITIONS FOR ORGANIZATIONS THAT ENROL IN THE CRIMINAL RECORDS REVIEW PROGRAM (CRRP)

- Upon completion of the online organization registration form, the CRRP will confirm enrollment of your organization via email and will provide your organization with an orientation package. It is your organization's responsibility to review the CRRP orientation package and to ensure that the CRRP's process requirements are met, notably as regards the verification and subsequent confirmation of the identity of applicants who come through your organization.
- If your organization has both volunteers and employees covered under the *Criminal Records Review Act*, you must enroll two separate profiles with the CRRP, one for “volunteers” and one for “employees”.
- If you enroll to conduct checks for both volunteers and employees, you will be provided with two specific access codes: one for use by your **employees**,

On behalf of the above noted organization, I hereby certify that I agree to the terms and conditions for utilizing the CRRP to facilitate criminal record checks

☐ on our employees, volunteers, contractors, or students (working with children)

Once your application has been submitted the CRRP will send you an email confirming that your application to register in the Criminal Record Review Program has been received. It may take up to 15 business days before you receive confirmation of registration with the CRRP. This second email will include an orientation package to guide you through the criminal record check process and your unique "Access Code". Once your account is set up you can then proceed to completing the criminal record checks for your workers.

Obtaining criminal record checks [CRC] for staff:

Once you receive your access code from the CRRP you can share this "Access Code" with your staff for them to submit their criminal record check using this link:

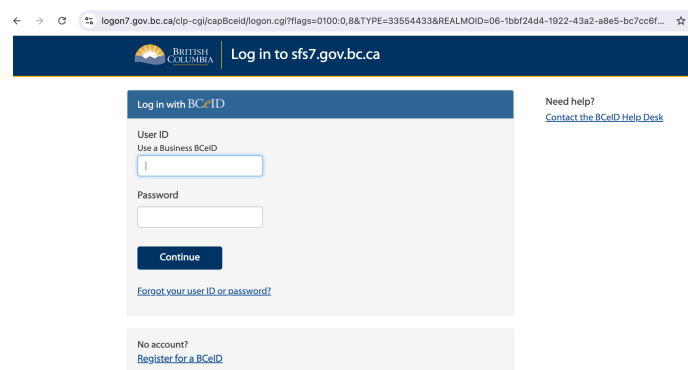
<https://justice.gov.bc.ca/screening/crrpa/org-access>

Here's a link to a helpful video about the **CRC Applicant Process** <https://youtu.be/RP58Vipb-hl>

For a more detailed breakdown of submitting CRCs please see our "Submitting Criminal Record Checks" factsheet.

For users who would like to create a Business BCellD and use the full online platform:

6. You will be re-directed to this page where you can either login with your existing Business BCellD, or register for a new one and then link to the online platform:

The screenshot shows a web browser window with the URL "login7.gov.bc.ca/cfp-cgl/capBceid/login.cgi?flags=0100:0,8&TYPE=33554433&REALMOID=06-1b1f24d4-1922-43a2-a8e5-bc7cc6f...". The page has a dark blue header with the British Columbia logo and the text "Log in to sfs7.gov.bc.ca". Below the header is a white box titled "Log in with BCellD". Inside this box, there are two input fields: "User ID" (with the subtext "Use a Business BCellD") and "Password". Below these fields is a blue "Continue" button. Under the "Continue" button is a link that says "Forgot your user ID or password?". At the bottom of the white box, there is a link that says "No account? Register for a BCellD". To the right of the white box, there is a link that says "Need help? Contact the BCellD Help Desk".

You can find the videos about the new online platform and how to use it from the CRRP here: <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/account#onlineplatform>