

Police Information Check Including Vulnerable Sector Check (PIC) Information

All applicants admitted to the School of Health and Public Safety (HPS) are required to provide **one current clear PIC** for the entire length of the program with the exception of the following programs:

- Healthcare Leadership
- Ophthalmic and Optometric Assisting
- Optician
- Nutrition for Healthy Lifestyles

<p>Where do I go to obtain my PIC?</p>	<p>Complete this process at the place where you currently reside. For example – If you live outside of Calgary, or Alberta, or Canada, then you must complete this process at your current place of residence prior to moving to Calgary, and submit an original document to your student profile to have it reviewed through <i>Verified by Synergy Gateway</i>.</p> <p>If you live in the Calgary area, please follow Calgary Police Services (CPS) specific instructions on how to order your PIC found here: https://policeinformationcheck.calgarypolice.ca/ using the “PIC for Non-Registered Agencies (Agency Not Listed)” ordering process.</p>
<p>Which “Agency” do I choose when ordering a PIC from Calgary Police Services?</p>	<p>The School of Health and Public Safety is not a “Registered Agency” with CPS, so you would use one of the following:</p> <p>If ordering your PIC using the CPS online ordering option, please follow the instructions provided by them as follows: PIC for Non-Registered Agencies (Agency Not Listed) - Applicants will type the name of the Agency and will receive their Police Information Check in the mail. Applicants can electronically share their result with other registered ePIC agencies that accept shared results.</p>
<p>What if I accidentally selected on of the Registered Agencies that SAIT is associated with instead of selecting “Agency Not Listed” when ordering my PIC through my CPS?</p>	<p>If you selected one of the Registered Agencies associated with SAIT in error, you would not receive a hard copy, and would have to apply for a new PIC.</p> <p>CPS does not issue refunds for this error, and the cost of obtaining a new PIC would be the sole responsibility of the student.</p>
<p>What do I do if my PIC says “We Recommend that a search be conducted where the applicant previously resided”</p>	<p>Once you receive your PIC, please review it to ensure that it is accurate and does not contain any statement such as:</p> <p style="text-align: center;">“We recommend that a search be completed where the applicant previously resided”.</p> <p>If this or a similar statement exists, then you are obligated to make every reasonable attempt to get a second PIC from your previous jurisdiction and will not be cleared for practicum without it.</p>

<p>What if I am not able to get a PIC from my previous jurisdiction?</p>	<p>If, for any reason, you are not able to obtain a PIC from your previous jurisdiction/detachment, you will need to contact the HPS Student Liaison to begin the risk-assessment process Risk assessments can take up to 3 months to complete, so you will need to start the process early</p> <p>If that statement does not exist on your PIC, then you are not required to submit a PIC from your previous place of residence.</p>
<p>What does the Validation Process Look Like?</p>	<p>SAIT has partnered with Verified by Synergy Gateway to provide you with services to assist you in the successful completion this requirement through the introduction of Electronic Student Permit Checking (ESPC). Students will upload the documentation of their PIC into their student profile in order to have it validated from the comfort of their homes.</p> <p>Read More about our partnership with <i>Verified by Synergy Gateway</i> and the validation process.</p>
<p>Is there a deadline to have the PIC completed?</p>	<p>Yes. The deadline for submission will be communicated to you via email Titled “Program Readiness Checklist”, that will be sent by the HPS Student Liaison within 2 weeks of your seat acceptance. It is an expectation that the PIC be uploaded into your student profile through <i>Verified by Synergy Gateway</i> at the start of your program, but no later than the deadline that will be communicated; regardless of when your practicum is scheduled to take place.</p> <p>The PIC must be dated <u>on or after June 1st</u> if you start your program in the fall term (September).</p> <p>If you start your program in the winter term (January), then the PIC should be dated <u>on or after October 1st</u>.</p> <p>If you start your program in the spring term (April/May), then the PIC should be dated <u>on or after January 1st</u></p> <p>If the date on your PIC does not meet the requirements as stated, then you will be asked to obtain another one that does meet the requirements.</p>
<p>I already have a PIC; why do I need to get another PIC?</p>	<p>As a requirement of the practicum agreement, you require a recent clear PIC.</p> <p>If you have recently obtained a PIC for other purposes, then it may be used to satisfy the practicum agreement; provided that it meets the following criteria:</p> <ol style="list-style-type: none"> 1. You have possession of the original PIC (photocopies will not be accepted) 2. The PIC falls within the timeline requirements stated above. <p>If you are no longer in possession of the PIC, or the PIC is too old, then you will require a new one.</p>
<p>How long does the process take to complete?</p>	<p>Depending upon your jurisdiction, the PIC process may take up to 6-8 weeks to complete, and is subject to each regional Police or RCMP agency’s processing times; so, start the process early.</p>
<p>What will happen if I don’t have a PIC uploaded into my student profile on Verified by Synergy Gateway by the deadline for submission?</p>	<p>If you have not provided the PIC by the deadline for PIC submission that will be communicated to you, then you will not be permitted to attend your practicum placement until the deficiency has been rectified.</p> <p>If there is no practicum site available for you by the time you meet this requirement, then you will need to apply to return to the program to complete the practicum component.</p>

<p>Is there a fee involved?</p>	<p>Yes, Each Police or RCMP station location in every province may have a slightly different processing fee. Some Police or RCMP locations will provide a discount if a student has a letter for unpaid practicum.</p> <p>The School of Health and Public Safety will automatically issue a personalized letter for unpaid practicum outlining that you are a SAIT student who is completing a practicum in the health care profession. This letter will be auto-generated upon completion and submission of your required electronic consent forms, and will be automatically emailed to you as part of the PDF package confirming your submission.</p>
<p>What do I ask for or say when I go to the Police or RCMP station?</p>	<p>You will indicate that you are a student enrolled at the Southern Alberta Institute of Technology (SAIT), in a School of Health and Public Safety program; and that you require a Police Information Check with Vulnerable Sector Check (PIC) for an unpaid practicum, and will have contact with patients.</p>
<p>What do I do with my PIC letter once I have received it?</p>	<p>You will upload your PIC into your <i>Verified by Synergy Gateway</i> student profile for validation.</p>
<p>What if I know that I have a conviction, or my PIC is not clear?</p>	<p>You will still be required to complete the PIC process. If you are concerned about the content of a criminal record, you should contact the police department to discuss the process for eliminating or erasing such a record.</p> <p>If you are not able to eliminate or erase such a record, then you will need to submit to a risk assessment that will be conducted by the clinical practicum sites with Alberta Health Services and/or Covenant Health. This process for the risk assessment is lengthy and you will require several months to have it completed as follows:</p> <ol style="list-style-type: none"> 1. Order and receive your PIC with the convictions clearly outlined. 2. Contact the HPS Student Liaison to obtain the risk assessment request form 3. Send your risk assessment request form and your original PIC to AHS/Covenant Health who will review your charges and make a final decision regarding your eligibility to serve practicum. 4. Your original documents will be mailed back to you by AHS and the decision will be sent to the HPS Student Liaison for documentation. 5. The HPS Student Liaison will provide you with the necessary clearance document to submit to <i>Verified by Synergy Gateway</i>. 6. You will submit the clearance documents and the original PIC to <i>Verified by Synergy Gateway</i> through your student profile. <p>If your PIC is not clear, or has any of the boxes checked for records that “may or may not exist”, then you must follow up with your service to verify whether a record exists. You will provide the detailed final results to SAIT. The results must include a printed report of any information provided by the Police/RCMP.</p>
<p>What if my PIC status changes during the program?</p>	<p>You understand that by signing the “Declaration of Criminal Record” electronic form you are aware that you must contact the HPS Student Liaison immediately in the event that your criminal record status changes during your program; including practicum. A risk assessment will then need to be completed to ensure that you are eligible for practicum.</p>
<p>What do I do with my original PIC document?</p>	<p>You are required to carry the original PIC with you continuously while on your practicum assignment.</p>

