



Police Information Check (PIC) including a Vulnerable Sector Check (VSC) Information

All applicants admitted to the School of Health and Public Safety (HPS) are required to provide one current clear PIC and VSC for the entire length of the program.

<p>Where do you go to obtain your PIC and VSC?</p>	<p>NOTE: Electronic Police Information Checks are not accepted at this time.</p> <p>Complete this process at the place where you currently reside. For example - If you live outside of Calgary, or Alberta, or Canada you must complete this process at your current place of residence prior to moving to Calgary and bring an original document to SAIT.</p> <p>If you have lived in Calgary more than 12 months you must visit: Calgary Police Service - Police Information Check Unit http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks-locations.aspx</p>
<p>Is there a deadline to have this completed?</p>	<p>Yes.</p> <p>The PIC and VSC letter must be dated no earlier than June 1st if you start your program in September.</p> <p>If you start your program in January, the PIC and VSC letter should be dated no earlier than October 1st.</p> <p>You will be asked to collect another PIC if the date does not meet the requirements as stated.</p>
<p>I already have a PIC and VSC; why do I need to get another PIC and VSC? How long does the process take to complete? What will happen if I don't have a PIC and VSC at orientation?</p>	<p>The process may take up to 6-8 weeks to complete and is subject to each regional Police or RCMP agencies processing times so start the process early.</p> <p>If you have not started the process, your name may be moved to the end of the list for the site allocation process as you require this for practicum.</p>
<p>Is there a fee involved?</p>	<p>Yes. Each Police or RCMP station located in every province may have a slightly different processing fee.</p> <p>*** Note: The School of Health and Public Safety does not issue a separate personal letter outlining you are a student in a SAIT program who is completing practicum in the health care profession. You will be required to pay the fee as stated by the station.</p> <p>You may provide the police/RCMP with your official SAIT Acceptance letter, or the School of Health and Public Safety Welcome letter, or your SAIT Identification card and that station may give you a discount. Please note that the practice is different at every police or RCMP station.</p>
<p>What do I ask for or say when I go to the station?</p>	<p>Indicate "You are a student enrolled at SAIT in a School of Health and Public Safety program. You require a PIC and VSC for an unpaid practicum and will have contact with patients."</p>
<p>Where do I take my PIC and VSC letter at SAIT?</p>	<p>You will hand deliver the original letter along with photo identification to the HPS Program Information Specialist located in NR502, in the Senator Burns Building. You may also submit this prior to your program orientation.</p> <p>Do not fax, mail, email or leave a copy or the original PIC and VSC on the desk as we are not responsible for a loss.</p>
<p>What if my PIC and VSC is not clear?</p>	<p>You must complete the process and present the letter to the HPS Program Information Specialist located in NR502 of the Senator Burns Building. 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 your PIC and VSC is not clear or has any of the boxes checked for records that "may or may not exist" 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. The Program Information Specialist will assist you in the next steps of your process.</p>
<p>What if my PIC and VSC status changes throughout</p>	<p>You understand that signing the "Declaration of Criminal Record" form means you must contact the HPS Program Information Assistant immediately in the event your criminal record status changes during your program including practicum.</p>
<p>What do I do with my original letter?</p>	<p>You are required to carry the original PIC with you continuously while on practica.</p>