

Police Information Check (PIC)

All applicants admitted to the School of Health and Public Safety (HPS) are required to provide a **clear Police Information Check (PIC) that is valid for the entire length of the Program.**

Depending on Your Program, you will need to apply for a Police Information Check (PIC), or a Police Information Check with Vulnerable Sector Search (PIC with VSS).

There are different timelines determined for when the PIC record should be dated, please see the below chart:

Type of Police Information Check	Police Information Check (PIC)	Police Information Check with Vulnerable Sector Search (PIC with VSS)
The record must be dated <u>no older than 90 days before submission.</u>	<ul style="list-style-type: none"> Medical Device Reprocessing Technician Full Time and Part-Time Medical Office Assistant Full Time and Part-Time Health Information Management 	<ul style="list-style-type: none"> Advanced Care Paramedic Primary Care Paramedic Respiratory Therapy Medical Laboratory Assistant Medical Laboratory Technician Diagnostic Medical Sonography Medical Radiologic Technology Nuclear Medicine Technology Rehabilitation Therapy
The record must be dated <u>no older than 6 months before submission.</u>	<ul style="list-style-type: none"> Pharmacy Assistant 	<ul style="list-style-type: none"> Dental Assisting Optician Ophthalmic and Optometric Assisting Fitness and Wellness Management

For the Healthcare Leadership Program (HCL) – Police Information Check is **not required.**

IMPORTANT: Please check the requirements in your **Pre-Orientation and Practicum Readiness Information Letter (PDF document).**

Where do I apply for my PIC?	<p>Complete this process <u>at the place where you currently reside.</u></p> <p><u>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.</u></p> <p>You can either request a PIC in person or online, depending on the possibilities, with your local Police Department.</p> <p>If you live in the Calgary area, you can request a PIC in person at any local Police Station, or online.</p>
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<p>How do I apply IN PERSON for my PIC?</p>	<p>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 for an unpaid practicum. If your program requires a PIC with Vulnerable Sector Search (VSS), you will also need to confirm that you will have contact with patients as part of your practicum experience.</p> <p>IMPORTANT: Do not forget to bring your Unpaid Practicum Letter when applying for your PIC. This letter describes the reason for your application and the circumstances you will be working in as a practicum student. You received this Letter in an email from the Work Integrated Learning Administrator (WIL).</p>
<p>How do I apply ONLINE for my PIC with Calgary Police Services?</p>	<p>For applying online, please follow Calgary Police Services specific instructions for ordering your PIC through an Online Application: https://www.calgary.ca/cps/public-services/police-information-checks.html. You will need to open an Account with Calgary Police Services and Register for your Police Information Check. Once you logged in, you will be prompted to the Application Status Page, where you will be asked to select the type of Police Information Check you are applying for. Depending on the requirements of your Program, you will either choose:</p> <ul style="list-style-type: none"> - Police Information Check with Vulnerable Sector Search (Unpaid Practicum with Letter) costs \$15 - Police Information Check (Unpaid Practicum with Letter) costs \$15 <p>You will be asked to answer some Program specific questions, related to the duties you will have as a practicum student, as well as indicate the vulnerable sector you will be working with. The detailed answers for these questions will be sent to you by email.</p> <p>IMPORTANT: Do not forget to upload your Unpaid Practicum Letter when applying for your PIC. This letter describes the reason for your application and the circumstances you will be working in as a practicum student. You received this Letter in an email from the Work Integrated Learning Administrator (WIL).</p>
<p>What happens if I selected the wrong category (purpose) for a PIC? Can I get my money back and apply again?</p>	<p>Once you submit a request for a Police Information Check, there will be no refund issued. It is your responsibility to request a PIC for the right purpose and to have the correct information.</p> <p>For assistance, please contact Calgary Police Information Check at cps-picunit@calgarypolice.ca or at 403-428-2052</p>
<p>What do I do if my PIC says "We Recommend that a search be conducted where the applicant previously resided"</p>	<p>In case your PIC contains the statement: "We recommend that a search be completed where the applicant previously resided." - 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 you are not able to obtain a PIC from your previous jurisdiction/detachment, you will need to contact the HPS Work Integrated Learning (WIL) Administrator 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. In this case, you may also have to give a Solemn Declaration, that temporarily enables you to receive a Conditional PASS for Practicum Readiness, until you apply for your PIC in Calgary.</p>



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I am not yet 18 years old. Do I need to apply for a PIC?	If your Program requires a Police Information Check, then YES, you will need to apply for a PIC. It may happen that the Police office or RCMP Detachment refuses to provide you with a PIC. In this case, you may have to give a Solemn Declaration, that temporarily enables you to receive a Conditional PASS for Practicum Readiness, until you apply for your PIC once you turn 18.
What do I do after I have received my PIC?	Once you receive your PIC, please review it to ensure that it is valid and accurate . You must have your PIC validated through <i>Verified by Synergy Gateway</i> along with your other practicum documents, as part of your Practicum Readiness Process. You will receive detailed information on the Process in the Practicum Readiness Package – email communication.
What does the Validation Process Look Like?	SAIT has partnered with <i>Verified by Synergy Gateway</i> to validate student pre-practicum documents. Students will be provided with a Synergy profile at the beginning of their program, so they can upload a digital copy of their PIC document and have it validated online. Your Synergy login credentials will be emailed to you 1-2 weeks before you begin your program.
Is there a deadline to have the PIC completed?	Yes. The deadline for submission will be included in your Practicum Readiness Package that will be sent to you by the HPS WIL Administrator about 2 months before you start your program. 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 at your own cost.
I already have a PIC; why do I need to get another PIC?	As a requirement of the practicum agreement, you require a recent clear PIC. If you have recently obtained a PIC for other purposes, then it may be used to satisfy the practicum agreement if it meets the following criteria: <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 outlined in your Practicum Readiness Package. 3. Your PIC includes a Vulnerable Sector Search (if required by your program). If you are no longer in possession of the PIC, or the PIC does not meet the requirements above, then you will require a new one.
How long does the process take to complete?	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.
What will happen if I don't get my PIC verified before the deadline for submission?	If you do not provide a clear and valid PIC by the deadline for PIC submission, you will not be permitted to attend your practicum placement until the deficiency has been rectified. 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.
Is there a fee involved?	Yes, each Police or RCMP station in every province may have a different processing fee. Some Police or RCMP locations will provide a discount if a student has a letter for unpaid practicum. The personalized Unpaid Practicum Letter that you will receive from HPS will outline that you are a SAIT student who is completing a practicum in the Health Care Profession.



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What if I know that I have a conviction, or my PIC is not clear?	<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 a record, then you will need to submit to a risk assessment. The process for the risk assessment is lengthy and you will require several months to have it completed:</p> <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.</p> <p>You will provide the detailed results to SAIT. The results must include a printed report of any information provided by the Police/RCMP.</p>
What if my PIC status changes during the program?	<p>You understand that by signing the “Police Information Check - Awareness” Electronic Consent Form that you are aware that you must contact the HPS WIL Administrator immediately if your criminal record status changes during your program and/or practicum.</p> <p>A risk assessment will then need to be completed to ensure that you are eligible for practicum.</p>
What do I do with my original PIC document?	<p>You are required to carry the original PIC with you continuously while on your practicum assignment.</p>