

Introduction

Employment with Rocky View Schools (RVS) is conditional upon the employee providing a Criminal Record with Vulnerable Sector Check (CRC) to Human Resources (HR). A current original CRC (within 12 months) or a receipt of payment confirming the application, must be provided to RVS HR before the employment start date. The original CRC must be provided to RVS HR within 30 days from the employee's start date.

Failure to provide this document will affect your start date or employment with Rocky View Schools.

There are two ways to apply for a CRC:

- If you live within Calgary city limits, you must apply for a Police Information Check (PIC) through Calgary Police Service (CPS).
- If you live outside Calgary city limits, you must either apply in-person at a Royal Canadian Mounted Police (RCMP) detachment that offers CRC services or through your current city's Police Service.

Please Note: Consider the time it takes to obtain a Criminal with Vulnerable Sector Check (CRC) and apply in advance.

Police Information Check (PIC) – Applying Online through Calgary Police

If you live within the Calgary city limits, you can apply for a PIC through [Calgary Police Service online website](#) 24 hours a day. All aspects of the process – including verification of your identification, fee payment and completed PIC results – are handled electronically.

Sharing Your CPS Online PIC:

Once your PIC results are available, you will receive an email from CPS that contains a secure link to view your results, and instructions on how to share your PIC results.

To share the secure link to your police check:

1. Log into your Calgary Police account
2. On the screen under the 'Seal download PDF' button, you will see a 'Lock' icon in a cloud. Click this.
3. The page will then generate more information. Scroll down the page and click the option to consent to share your PIC.
 - a. Important: This step does not automatically share your cleared PIC results with RVS; this step just provides consent for others to be able to access your PIC results through the secure link.
 - b. Failure to complete this step will result in RVS HR being unable to access your cleared PIC results through the secure link.
4. Email the secure link and other required information to HR@rockyview.ab.ca for verification.

Please be aware the secure link and passcode from Calgary Police Information Check (PIC) is only available to share for 90 days from the date it was completed. **RVS will not accept any downloaded PIC results past the 90 days. Printed copies or downloads, screenshots, and/or scans of the PIC results will not be accepted.**

Please Note: If you apply online and have a criminal record and/or pending charges, once your PIC is processed, CPS will send your PIC results to your mailing address. The onus is on you to share the original PIC with RVS Human Resources. See the Police Information Check – In-Person section below for details on how to share your original PIC. For more details visit the [Calgary Police Service online website](#).

Police Information Check – Applying In-Person through Calgary Police or RCMP

If you live within Calgary city limits and are not able to apply for your PIC online, you must go in-person to the CPS Westwinds Headquarters to apply. Please visit the [Calgary Police Service website](#) for more details.

If you live outside the City of Calgary, you must apply in-person to an [RCMP detachment](#) that offers Criminal with Vulnerable Sector Check (CRC) services. All RCMP CRCs must be completed in-person. Please visit the Royal Canadian Mounted Police (RCMP) [Criminal Record Checks website](#) for more details.

Sharing Your PIC or CRC results In-Person

- Once your completed PIC/CRC results are ready, Calgary Police or RCMP will send those results to your mailing address.
- You must provide the original results to RVS Human Resources. **Printed or downloaded copies, screenshots, and/or scans of the PIC/CRC results will not be accepted.**
- The options for sharing your original PIC/CRC results with RVS Human Resources are listed below:

*Mail to the Education Centre:
Attention: Human Resources
2651 Chinook Winds Drive SW
Airdrie, AB T4B 0B4

*Blue Box Delivery to the Education Centre (RVS Inter-Office Mail):
Attention: Human Resources

In-Person Delivery to the secure drop-box at the Education Centre:
A secure drop-box is located next to the main reception area.
This drop-box is for PIC/CRC results only
Drop-off hours are Monday to Friday between 8:00 am and 4:30 pm

Please Note: If you would like your original PIC/CRC returned to you, you must include a self-addressed stamped envelope when mailing or delivering in-person to the Education Centre. If no envelope is provided, your original PIC/CRC will not be returned.

If requested, PIC/CRC results that are sent to the Education Centre via Blue Box will be returned to the school it was sent from.

***Disclaimer:** RVS Human Resources is not responsible for any lost or misplaced criminal with vulnerable sector checks that are sent to or from the Education Centre via mail or Blue Box (RVS Inter-Office Mail).