**Procedure for Vulnerable Sector Police Record Check**

**Enrichment Mini-Courses Program**

1. At the beginning of December 2018, the Center for Continuing Education will confirm the courses selected for the 2019 program to instructors and faculty representatives. Instructors whose courses have been selected will now have to obtain a vulnerable sector police record check by submitting an application to their local police.

   a. Expenses incurred by instructors will be reimbursed by the Center for Continuing Education upon presentation of a receipt. These fees can range from $15 to $100.

   b. Vulnerable sector police record check may take between a few hours and several weeks. It is therefore important to apply as soon as possible.

   c. Vulnerable sector police checks obtained for a different purpose (volunteer work, for example) may be used if they are less than one year old from the start of the course.

   d. Questions: please contact Dan Szyjka, Office of Risk Management (613-562-5800, ext. 1309 or dszyjka@uottawa.ca).

2. The person who applies for a vulnerable sector police record check will receive the results directly from the police service.

3. The original vulnerable sector police record check is to be forwarded, in person or by regular mail, to Dan Szyjka, Office of Risk Management. The deadline for submitting a vulnerable sector police check to the Office of Risk Management is March 1, 2019.

4. If the police check has noted an issue, it will be reviewed by a Review Committee to determine if the police check will be considered ‘clean’ for the purposes of the EMCP.

**Resources**

**Ottawa:**
- On-line submissions are recommended. For information, visit [https://www.ottawapolice.ca/en/about-us/Level-3---Vulnerable-Sector-Check.asp](https://www.ottawapolice.ca/en/about-us/Level-3---Vulnerable-Sector-Check.asp)
- To apply in person, visit the Ottawa Police Station at 2670 Queensview with the completed form available at: [https://www.ottawapolice.ca/en/about-us/resources/WEBSITE_LEARN_LEVEL_THREE.pdf](https://www.ottawapolice.ca/en/about-us/resources/WEBSITE_LEARN_LEVEL_THREE.pdf).

**Gatineau:**