



Criminal Record Check – Instructions for Students

The Criminal Records Review Act requires that all students in your program undergo a criminal record check by the Criminal Records Review Program (CRRP). You are required to complete a Schedule Type “B” CRC. The WORKS WITH category will depend on the requirements of your program (please check the specific requirements for the program you are applying for):

- WORKS WITH: Children
- WORKS WITH: Children and Vulnerable Adults

If you have already completed a Schedule “B” CRC, you may elect to Share the result with NLC. You can only share results for the same category, for example, if you have a CRC for Working with Children, but your program requires that you have one for Working with Children and Vulnerable Adults, you would have to submit a completely new CRC.

For programs at NLC, we do not accept a CRC completed through your local RCMP or police office.

eCRC

All NLC students are required to attempt to consent to their criminal records check using the BC Ministry of Public Safety and Solicitor General **eCRC service**. The eCRC service is an online criminal records check consent that does not require you to complete any paper forms, nor come in person to NLC.

To complete your eCRC:

1. Go online to <https://justice.gov.bc.ca/eCRC/>
2. If your program requires that you have a CRC for:
 - i. **Working with: Children and Vulnerable Adults**, then enter the access code: **AA723GSTVT**
 - ii. **Working with: Children only**, then enter the access code: **W9SKGUDRRZ**
3. Choose:
 - i. **Request a New Criminal Record Check** if you do not have a shareable criminal records check.
 - ii. **Share the result of a Completed Criminal Record Check** if you already have completed a CRC prior for another institution or work place. Note: if you are sharing a request, please make sure it matches with the correct “works with” category that you need for your program and that you are using the correct access code listed above.
4. Complete the required information.

5. Complete the Electronic Identity Verification (EIV).
6. Pay (credit card or Interac Online).
7. Contact admissions@nlc.bc.ca and let them know the date you completed the check.

What if the eCRC does not work?

If you are unable to complete the eCRC, the system will allow you to print a special form as a manual application. The manual form is not available without first attempting to apply for an eCRC. Once you have printed the form, contact admissions@nlc.bc.ca for further instructions.

Results

NLC will receive your CRC results directly from the Ministry of Justice and update your NLC records as required. You will be notified once all your post-admission requirements are complete.

* Students that have lost or require an additional copy of their Clearance Letter that NLC received previously, may request a copy by emailing records@nlc.bc.ca.

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