

Program Requirements

Dear Personal Support Worker,

Congratulations and welcome to Northern College! We are quite pleased to welcome you to the Personal Support Worker Program.

An essential part of your PSW education consists of clinical placement, which you are introduced to in the 2nd semester.

This package contains information related to the mandatory clinical requirements all students must complete and submit to participate in clinical placements/practicums:

- [Submitting Clinical Requirements to Northern College](#)
- [Clinical Requirements Checklist](#)
- [Clinical Requirements Table](#)
- [Immunization and Communicable Disease Testing Requirements Form](#)
- [PSW Annual Forms for Review and Agreement](#)
- [Criminal Record Check and Vulnerable Person Sector Check Information](#)

Students must complete and submit all mandatory clinical requirements by the **due date of August 15th**. PSW department staff require time before the fall semester starts to process student documents.

You are responsible for reviewing and completing all the clinical requirements included in this package and submitting the required documents by the stated deadlines.

Contact Information

For general questions contact Northern College's Admissions Office at 1.866.736.5877, or 705.235.7222. You can also email Admissions at admissions@northern.on.ca.

For questions about the content of the program, contact the Program Coordinator, Tracy Bayley, at 1.705.235.3211 ext. 2281 or Email: bayleyt@northern.on.ca

If you have any questions about the contents of this package. Please contact:
clinicalrequirements@northern.on.ca

Submitting Clinical Requirements

1. All documents must be either scanned and sent by email to: clinicalrequirements@northern.on.ca

Keep all original copies of required forms, reports, and documents **in a safe place**. You will need these documents for employment following the completion of your program. **The college is not responsible for providing copies of documents to students once submitted.**

2. **Documentation that will be accepted as proof of immunization and communicable disease testing includes:**
 - a. a copy of your Ontario Public Health Immunization Record, or other Health Care Provider immunization record (stamped and signed by the HCP)
 - b. copies of your laboratory testing results (report)

Note: All documents must be provided in English.

3. Students are guests in the Health Care and Emergency Services agencies in which clinical placements occur. These Agencies have the right to require mandatory immunizations and communicable disease testing from students. **Failure to comply will result in denial of access to clinical attendance.** This will jeopardize your success in the program. **Students who are unable to attend clinical cannot pass the course** to which clinical practice is attached.
4. Immunizations and communicable disease testing are not subject to accommodation for philosophical or religious reasons and only **a medical exemption** will be accepted.
5. **NOTE: It is your responsibility** to inform program personnel of health information that may need to be considered to protect you and/or the clients in the clinical setting. Although the Personal Support Worker is an unregulated profession and is not governed by the College of Nurses of Ontario (CNO), the skills and abilities to assist in the care of clients are very similar. Therefore, the CNO's Requisite Skills and Abilities Fact Sheet provides a description of what a Personal Support Worker will be expected to perform as a caregiver. **Please review the College of Nurses of Ontario's Requisite Skills and Abilities for** [College of Nurses of Ontario's Requisite Skills and Abilities for Nursing Practice in Ontario Fact Sheet](#).

Additional Equipment Requirements

Students will also need to purchase additional items required for laboratory and clinical attendance as outlined below. **Please do not purchase these items** until after the program orientation in September, as additional details will be presented at that time.

- PSW Student Uniform
- Shoes

Examples of Immunization Records


Example 1 – Acceptable

Requirements met for the following vaccinations:

- Varicella (Chicken Pox), Diphtheria/Tetanus, Measles/Mumps/Rubella, and Hepatitis B

Missing Requirements:

- Pertussis, students will need to have a Diphtheria, Tetanus, Pertussis vaccination (within the last 10 years) to meet this requirement.
- 2-Step Tuberculosis Testing must be completed
- Hepatitis B level of immunity with laboratory testing results must be completed



**SHRADDHA CHILDREN HOSPITAL
& NEONATAL CARE CENTRE**

CONSULTING PAEDIATRICIAN & NEONATOLOGIST

Arogyanagar, Nr. Bus Stand, Himatnagar - 383 001, Dist. S. K. (Gujarat) - INDIA

D. Ped., M. D. (Paediatrics)
F.I.A.M.S.

VACCINATION RECORD

NAME _____

BIRTH DATE : 3rd May, 2000

S.N	Name of Vaccine	Dose	Date When given
1	B.C.G		04/05/2000
2	Triple/polio	1 st Dose	19/06/2000
		2 nd Dose	17/07/2000
		3 rd Dose	17/08/2000
3	Triple/Polio	1 st Booster Dose	04/10/2001
		2 nd Booster Dose	01/05/2005
4	D.T.(Diphtheria + Tetanus)		05/05/2010
5	Tetanus Toxoid		10/05/2015
6	Measles Vaccine		18/01/2001
7	M.M.R	1 st Dose	20/07/2001
		2 nd Dose	05/05/2010
8	Hib Vaccine	1 st Dose	19/06/2000
		2 nd Dose	17/07/2000
		3 rd Dose	17/08/2000
		Booster Dose	04/10/2001
9	Hepatitis B Vaccine	1 st Dose	19/06/2000
		2 nd Dose	17/07/2000
		3 rd Dose	17/12/2000
10	Hepatitis A Vaccine	1 st Dose	20/07/2001
		2 nd Dose	20/01/2002
11	Chickenpox Vaccine	1 st Dose	20/01/2002
		2 nd Dose	01/05/2005
12	Typhoid Vaccine	1 st Dose	04/05/2002
		2 nd Dose	01/05/2005
		Last Dose : TCV	05/05/2010

DR. _____

D. Ped., M. D. (Paediatric)
F.I.A.M.S.
Consulting Paediatrician & Neonatologist
SHRADDHA CHILDREN HOSPITAL
& NEONATAL CARE CENTRE
Arogyanagar, Himatnagar-383001
Dist. S.K. (Guj.) INDIA. Reg No G-6437

Residence : Second Floor of the Hospital

Ph. : (H) (02772) 245532, 241707, (R) (02772) 240533, (M) (02772) 240533

Example 2 – Not Acceptable

Immunizations are listed, but all documents must be submitted in **English**. The document **has not been stamped or signed by the Health Care Provider**.

गर्भावस्था में जाँच और टीकाकरण का ब्लॉग

1. पहले साल में (0-12 महीने)

स्थिति	स्थिति	स्थिति
जाँच-1	जाँच-2	जाँच-3
तिथि	तिथि	तिथि
अवस्था	अवस्था	अवस्था
टीका-1	टीका-2	टीका-3
तिथि	तिथि	तिथि

टीका-1
टीका-2
टीका-3

T.T. 16/05/20
15/10

शिशु रक्षक टीकों का ब्लॉग

1. पहले साल में (0-12 महीने)

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टीका-1
टीका-2
टीका-3

T.T. 16/05/20
15/10

गर्भावस्था में जाँच और टीकाकरण का ब्लॉग

गर्भवती महिला को स्वास्थ्य कार्यकर्ता से मिलकर अपने स्वास्थ्य की नियमित जाँच कराने रहना चाहिए।

याद रहे, गर्भावस्था में, टेडनस के दो टीके अवस्था टेडनस का 1 बुटलर टीका लगवाना और तीन महीनों में आयुष्य की 100 मोनिटरिंग लेना बहुत जरूरी है।

याद रखिए कि टेडनस-2 (बुटलर) का टीका शिशु होने की सम्भावित तिथि से कम से कम 1 माह पहले दिया जाना चाहिए।

शिशु रक्षक टीकों का ब्लॉग

सभी टीके सही समय पर लगावारे और उन्हें यहाँ दर्ज करवाए।

याद रखिए, बीपीटी और पोलियो की हर टीका/बुलाक के बीच में एक महीने का अंतर होना चाहिए।

राष्ट्रीय टीकाकरण मिशन

आपका स्वास्थ्य

राष्ट्रीय टीकाकरण मिशन

आपका स्वास्थ्य

Example 3 – Template for Immunization Record

The following form can be brought to your Health Care Provider to fill out the immunizations received, with dates, and then stamped and signed by the Health Care Provider.

Patient Name: _____

Date: _____

Date Given MM/DD/YY	Diphtheria	Pertussis	Tetanus	Measles	Mumps	Rubella	Varicella	Hepatitis B	Signature / Initials of Provider
Date Tested	Test			Date Results		Result		Initials of Provider	
	Mantoux (tuberculosis) Step 1								
	Mantoux (tuberculosis) Step 2								
	Hepatitis B Surface Level (titre)								
	Varicella-Zoster titre								

Chest X-ray is required if TB (Mantoux) test results positive for Step 1 or 2 testing, to rule out active tuberculosis infection.

Place Stamp Here

PSW Student Clinical Requirements Checklist International Students

Submit this with your documents.

Name:	Phone Number:
Email Address:	
Documents to Complete in Home Country (to be submitted by August 15th):	
	Immunization and Communicable Disease Testing Requirements
	WHMIS Certificate
	AODA Certificate
	Worker Health & Safety Awareness Training In 4 Steps
	PSW Annual Forms for Review and Agreement
	Respectful College Community Training (Workplace Harassment, Violence & Discrimination Training)
	Mask Fit Testing (<i>Review Note Below Table Regarding This Testing Requirement</i>)
Documents to Complete in Canada (to be submitted by September 30th):	
	Canadian Criminal Reference Check with Vulnerable Sector Screen (1 ORIGINAL CANADIAN electronic or hard copy required. Must be applied for in Canada.)
	First Aid/CPR (Cardiopulmonary Resuscitation) - HCP (Health Care Provider) Level - Certificates (course must be attended in Canada and must have an in-person component; training completed fully online will not be accepted)

Refer to the table on the following page for information about each of these requirements

PSW International Student Clinical Requirements

Requirements	Due Date	What to Submit by Email	Important to Note	Where Can I Obtain This?
To Be Completed in Home Country				
Immunization and Communicable Disease Testing Requirements Form	August 15	Scans of immunization records and laboratory reports	Include copies of supporting documents with the completed form. Keep original documents.	The form is enclosed in this package. The information needed to complete the form can be obtained from your Health Care Practitioner (Doctor/Physician). Must be submitted in English.
WHMIS Certificate (Workplace Hazardous Material Information System)	August 31	Tracked on Blackboard or Scan of certificate	Certification must have been obtained within the current year , and recertification must be completed annually	A free course is available to students on our Blackboard site. Students can access this site in mid-August (completion will be tracked). or WHMIS certificate obtained through employment is acceptable; copy of certificate required
AODA Certificate (Accessibility for Ontarians with Disabilities Act)	August 15	Scan of certificate	Once you complete the training, enter name, date and print your certificate for submission.	The free training module link “AODA training” is accessible through the Northern College webpage: AODA Training

Requirements	Due Date	What to Submit by Email	Important to Note	Where Can I Obtain This?
Worker Health & Safety Awareness Training in 4 Steps	August 15	Scan of certificate	Once you complete the training, print your certificate for submission.	The free e-Learning module is available at: E-learn Worker Four Steps . Click the play button to begin the training module
Respectful College Community Training (Workplace Harassment, Violence & Discrimination Training)	August 31	Tracked on Blackboard or scan of certificate	Completion will be tracked on Blackboard. If completed for employment, scan of certificate is required.	Course will be offered to students on Blackboard site in mid-August, or a Certificate obtained through employment is also acceptable; submit certificate.
PSW Annual Forms for Review and Agreement	August 31	Review and Submit confirmations on Blackboard Course.	Please open the course on Blackboard – “PSW-Annual Forms: PSW Annual Forms for Review and Agreement”	Review all items listed in the left-hand column, under “ PSW Annual Forms for Review and Agreement ” and submit your confirmation for having read, understood and agree to abide by the criteria outlined. Your submission will be taken as your signed agreement.
To Be Completed in Upon Arrival in Canada				
First Aid & CPR (HCP Level) Certificates	September 30	Scans of certificates	Certification must have been obtained within the current year , and recertification of CPR must be completed annually	Courses are offered through Northern College Continuing Education: First Aid-CPR Other course providers: St. Johns Ambulance, Heart & Stroke Foundation, Emergency Medical Training Canada, and Canadian Red Cross Courses must include a hands-on, in-person component. Training

Requirements	Due Date	What to Submit by Email	Important to Note	Where Can I Obtain This?
				completed online only, will not be accepted.
Canadian Criminal Reference Check with Vulnerable Sector Check	September 30	Forward the original email received, with completed check If a hard copy is received, the original hard copy must be submitted.	Please refer to the information enclosed in this package and review carefully before applying Vulnerable Sector Check must be included. (Not Accepted - Scanned copies, photos, or photocopies)	At any Canadian police station, preferably in the town in which you will be staying for the duration of your program. See enclosed information sheet in this package
Mask Fit Testing	September 30	Scan or photo of document if not completed at Northern	Fit testing must have been obtained within the current year , and retesting must be completed annually	Will be offered in August/September, on campus by the Nursing Department. *See information below regarding Mask Fit testing requirements
Influenza Vaccination	November 30	Scan of immunization document	Vaccine available in late October	The free vaccine becomes available in late October at all Public Health Units in Ontario and local pharmacies.

****The Personal Support Worker program requires** that students wear a full-face self-contained breathing air (SCBA) mask and an approved N95 particulate respirator during certain learning situations reflective of safe workplace practice and standards. To successfully complete Mask Fit Testing to wear an SCBA mask and N95 mask, students shall present themselves for fit testing free from

interference of hair where the respirator seals to the skin or neck. **Students are required to be clean-shaven or have no hair where the mask seals to the skin.**

Immunizations and communicable disease testing are not subject to accommodation for philosophical or religious reasons and only a medical exemption will be accepted.

Immunization And Communicable Disease Testing Requirements

This Form Is to Be Completed in Full. It must be completed by the student and **submitted by August 15th.**

Copies of immunization records & laboratory reports **must be attached** to validate all immunization and testing requirements.

ALL immunizations and tests listed are **mandatory**, and **ALL** must be completed in order to attend clinical placement hours

Documentation that will be accepted as proof of immunization and communicable disease testing include:

- Immunization record with dates of vaccinations received and Health Care **Provider signature and stamp** (as per the examples provided in this package)
- Copies of your laboratory testing results (reports)
- Copies of your certificates and signature forms
- All documents must be provided in **English**

Students are responsible for any related costs/fees in meeting the required immunizations and laboratory testing.

Immunizations and communicable disease testing are not subject to accommodations for philosophical or religious reasons, and **only a medical exemption** will be accepted.

Student Contact Information

NAME: (Last Name / First Name) _____

DATE OF BIRTH: (Month / Day / Year) _____

PROGRAM: _____

HOME OR PERMANENT ADDRESS: _____

HOME TELEPHONE #: _____ CELL PHONE#: _____

The statements given in this form are true to the best of my knowledge. I understand that falsifying information may result in **my removal** from the PSW program and/or clinical placement/practicum.

Student Signature

Date

Immunization and Communicable Disease Testing Requirement

A. Varicella (Chicken Pox)

Completed Primary Series (given in childhood):

Vaccine #1 Date (mm/dd/yy): _____ **Vaccine #2** Date (mm/dd/yy): _____

If 2 vaccines are documented, the Titre level is not required.

OR Laboratory Result indicating immunity to Varicella (titre level):

Date (mm/dd/yy): _____ Reactive/Immune (+) ☐ Non-reactive/non-immune (-) ☐

If results show Non-reactive/Non-immune – must have the **Series** of 2 vaccines 6 weeks apart and submit.

****Submit Copy of Immunization Record And/Or Laboratory Report in English**

B. Measles/Mumps/Rubella (MMR) Vaccinations

Completed Primary Series: (given in childhood)

Vaccine #1 Date (mm/dd/yy): _____ **Vaccine #2** Date (mm/dd/yy): _____ (1 month after #1)

If the primary series is documented above, laboratory testing is not required.

If you do not have documentation for receiving the Primary Series, MMR titre levels required: Measles Immunity Laboratory Testing Result:

Measles Laboratory Titre Result

Date (mm/dd/yy): _____ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

Mumps Laboratory Titre Result:

Date (mm/dd/yy): _____ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

Rubella Laboratory Titre Result:

Date (mm/dd/yy): _____ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

If Laboratory Testing Result is Non-immune a booster vaccination for the non-immune result, is required. If the primary series has been not been completed **in full** a booster vaccination is required

Booster Vaccine for Non-immune result: Date (mm/dd/yy): _____

If **no vaccinations were completed as a child**, or there is no documentation, the Adult Series must be completed.

Adult Series:

Vaccine #1 Date (mm/dd/yy): _____

Vaccine #2 Date (mm/dd/yy): _____ (1 month after 1st dose)

****Submit copy of Immunization Record and/or Laboratory Report in English**

C. Diphtheria/Pertussis/Tetanus Vaccination

Diphtheria/Pertussis/Tetanus vaccination (within last 10 years) Date (mm/dd/yy): _____

****Submit Copy of Immunization Record in English**

D. Hepatitis B Vaccinations

Primary Series (given in childhood):

Vaccine #1 Date (mm/dd/yy): _____

Vaccine #2 Date (mm/dd/yy): _____

Vaccine #3 (if applicable) Date (mm/dd/yy): _____

****And all students must provide a surface antibody level (ANTI-HBS) (Titre Level)**

Hepatitis B Laboratory Immunity Testing (Titre Level):

Date (mm/dd/yy): _____ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

If Non-reactive/Non-immune – Series of vaccines must be repeated

Vaccine #1 Date (mm/dd/yy): _____

Vaccine #2 Date (mm/dd/yy): _____ (1 month after 1st dose)

Vaccine #3 Date (mm/dd/yy): _____ (6 months after 1st dose)

AND a Hepatitis B Laboratory Titre must be repeated, one month after completion of series.

Hepatitis B Laboratory Immunity Testing:

Date (mm/dd/yy): _____ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

****Attach Copy Immunization Record and Laboratory Report in English**

E. Tuberculosis – Tuberculin Skin (TB) Test (TST or Mantoux)

**** Note:** chest X-rays are costly for international students in Canada. TB testing should be completed in full prior to coming to Canada.

Initial 2-Step Testing

Step 1

Date received (mm/dd/yy): _____ Date Read – 48-72 hrs after receipt (mm/dd/yy): _____

Result: _____ mm of induration **If induration is >10mm (positive), a chest x-ray is required**

And

Step 2 (2nd step must be given 7 to 28 days after 1st test, in opposite arm, only if 1st test is less than 10mm induration.)

Date received (mm/dd/yy): _____ Date Read – 48-72 hrs after receipt (mm/dd/yy): _____

Result: _____ mm of induration **If induration is >10mm (positive), a chest x-ray is required**

If Results are Positive - Chest X-ray Date (mm/dd/yy): _____ Results: _____

If an Initial negative 2 Step Test has been previously completed, a 1-Step TB Test, within the current year, is required (documentation of the 2 Step test above is also required)

1 Step TB Test

Date received (mm/dd/yy): _____ Date Read – 48-72 hrs after receipt (mm/dd/yy): _____

Result: _____ mm of induration

****Attach Copy of Immunization Record and X-ray report in English**

F. COVID-19 – Vaccination

COVID-19 vaccination is required for all healthcare workers. This **includes staff who work in, and students** who study in a hospital, long term care homes, and any other health care delivery agency.

- Clinical partner agencies may choose to create their own policies regarding mandatory student immunization against COVID-19 as a protective measure for residents and patients. Northern College is required to adhere to these policies as a requirement for staff and students attending

clinical.

- **All students are required to submit documentation** for having received the approved primary series of COVID-19 vaccine(s) prior to attendance at our partner healthcare agencies.
- The healthcare agencies have confirmed their policies stating that all students are required to be immunized for COVID-19 in order to care for residents and patients. **Students who do not meet this requirement** will not be permitted to attend clinical hours and will not meet the expectations for the practical component of the program course, **which will result in course failure**. There will be no exceptions for this requirement.

Students must submit a copy of the official receipt(s) for having received the primary series, **1 or 2 Canadian approved vaccinations**. If you have not had previous vaccination for COVID-19, 1 dose of XBB.1.5 vaccine is authorized as a primary series for adults who are not moderately or severely immunocompromised

Vaccine #1 Date (mm/dd/yy): _____

Vaccine #2 Date (mm/dd/yy): _____ (2 months or 56 days after 1st vaccine if required)

Vaccine #3 Booster Date (mm/dd/yy): _____ (3 months or 84 days after 2nd vaccine)

****Submit Copy Immunization Record and Laboratory Report in English**

G. Influenza – Flu Vaccination (available free of charge in Ontario in late October)

The annual Influenza vaccination becomes available in late October.

****Submit Copy Immunization Record for Influenza Vaccine when Received; Due by November 30th**

Most Health Care and Emergency Services agencies have mandatory requirements for immunizations and communicable disease testing prior to employment. Clinical placements necessitate that students have the same immunizations and communicable disease testing prior to employment. Since clinical placements necessitate that students have the same immunization and occupational abilities as agency employees, failure to comply with immunization standards may preclude students from participating in clinical placements and will jeopardize success in the program.

Immunization and communicable disease testing are not subject to accommodation for philosophical or religious reasons, and only a medical exemption will be accepted.

PSW Forms for Review and Agreement

All Students enrolled in the BSN Program are required to read, understand, and agree to abide by the criteria outlined on the following forms:

- Current Student Contact Information
- PSW Acknowledgement of Student Manual
- Code of Conduct/Student Behavioural Agreement
- Academic Integrity and Statement of Confidentiality
- Nursing Laboratory Contract
- Freedom of Information and Protection of Personal Privacy
- Acknowledgement of Risk for Clinical Settings Statement

Your submission will be taken as your signed agreement.

All PSW Forms may be accessed on the Blackboard Course called “**PSW-Annual Forms: PSW Annual Forms for Review and Agreement**” on the Northern College Blackboard site. Once you have registered in the program, you will be provided a username and password to access this site.

Canadian Criminal Record Check and Vulnerable Sector Check

The Schools of Health Sciences and Emergency Services require successful completion of placements and / or visits in a variety of agencies that may include schools, health, community, and social agencies. Students will be working with or having unsupervised access to **vulnerable persons*** while on placement and therefore must complete a satisfactory Criminal Record Check and Vulnerable Person Sector Check prior to having direct contact with vulnerable persons.

***Vulnerable persons** are defined by the Criminal Records Act as: “persons who because of their age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or who are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.”

Without a clear Canadian Criminal Record Check and Vulnerable Sector Check, **a placement agency will deny a student access to their premises.**

Health Sciences students must provide **1 ORIGINAL electronic or hard-copy** of their Canadian Criminal Record Check with Vulnerable Person Sector Screening (photocopies/scans or photos will not be accepted and printed copies of electronic copies will not be accepted). **Checks submitted without the Vulnerable Sector Screen completed will not be accepted** and students are responsible for the cost to reapply.

To Apply for a Vulnerable Sector Check:

Important: Your check must be **less than 6 months** old, in January of next year. **Do not apply until after August 1st.**

Applications **must be completed at your local Police Service’s website** (or in person in some areas). If you do not live in the Timmins area, you must apply prior to moving or you will need to complete a change of address prior to applying in the Timmins area.

If you are not yet 18 years of age, you cannot apply. This will not affect your ability to attend clinical hours. You **must apply** after your 18th birthday and submit your Check at that time.

You must upload (or bring with you):

- 1) **2 pieces of identification** - One photo ID and one document that states your full name and current address.
- 2) **A letter from the college** stating your name, date of birth, program of study and why you require a Vulnerable Sector Screen. (Please see the information below)

3) A **completed application form** - follow the links below for more information or contact your local police service for application forms

Letter from the College: In order to apply for your Vulnerable Sector Screening, Police Services require a letter from the college, stating that the student is enrolled in their program, and must be signed by the Dean of Health Sciences and Veterinary Sciences. This letter will be prepared by the college and emailed to each student. If you do not receive a letter, please contact the **Program Assistant, Merranda Rivers** at extension 2187 or by email at riversm@northern.on.ca, and provide your **program, full name, date of birth and current address**. A letter can then be produced and sent to you, or you may pick up the letter at the college.

Application Forms: Go to your local police service's website to apply (or obtain a form to complete to apply). In the Timmins area, please follow the instructions on the following page to apply.

Ontario Provincial Police: [Follow this link to apply](#).

Any cost incurred for obtaining the Criminal Record Check and Vulnerable Person Sector Check is the student's responsibility.

International students must apply for a Canadian Criminal Reference check.



Timmins Police Service Criminal Record Check Tip Sheet

Before you apply for a criminal record check, make sure of the following:

1. You have a Timmins address and live in the Timmins Police Service area for a record check with our service. P.O. Box addresses are not acceptable.

2. The organization asking for the record check will tell you what type of record check you need. (re: Northern College)

- Criminal Record Check (CRC)
- Criminal Record and Judicial Matters Check (CRJMC)
- **Vulnerable Sector Check (PVS)** - Required for all Health Sciences & Emergency
 - Services Programs (BScN, PN, PSW, Medical Laboratory Technician, Paramedic,
 - Pre-Service Firefighter & Police Foundations)

3. Gather what you need.

- a) If you are applying for a vulnerable sector check or it is for a volunteer position, you will need a letter from the organization. **If it is for a school placement**, you still need a letter from the school indicating you need a **vulnerable sector check**. Contact your Program Assistant with your **full name, local address, date of birth, and program** to obtain the letter.
- b) **All addresses** where you have lived in the last 5 years. You must include your current address but also every address you have had over the last 5 years, even if the address is from another city, province or country.
- c) Be prepared to answer financial questions in order to verify your identification. This is part of the electronic identification verification; **do not** upload copies of your identification.
- d) If your identity cannot be verified through this process, you will have an option to confirm your identity through facial recognition, but you will **require a driver's license or Canadian passport to do so**. If you do not have a driver's license or Canadian passport, you can either attend a

Canada Post location with **2 pieces of ID** where they will verify your identity for \$15.00 or you can attend the Timmins Police station for free with **2 pieces of ID** and the Confirmation ID that you are provided and we can verify your identity.

*****ID must include one photo ID such as a passport, student card, driver's license** and the other **must prove you live in Timmins**, such as lease agreement, banking profile, rent receipt with the address.

Make sure that you are applying to the Timmins Police Service using our link at [Police Record Checks](#).

Or, use our QR code and click on the “**Apply Here**” link:

