

Program Requirements for Police Record Checks

Social Service Worker (Part-time) – 0432P01PWO

All students in the above programs require successful completion of field placements in schools and other community agencies. As required by schools and community agencies, students **must complete two satisfactory Police Record Check** screenings prior to having direct contact with students and other vulnerable persons. The two screenings include:

1) A Local Police Records Check for Service with the Vulnerable Sector

This police records check process is provided by your local Police Service and is required by many community agencies. To receive this records check, you must present yourself at a local police station and produce one (1) piece of PHOTO and one (1) piece of NON-PHOTO identification that includes your date of birth. The local Police Service will stamp your completed police record check with an official police seal indicating the result of your screening. **This process may take six to eight weeks to complete.** This form must be made available to the field placement coordinators and agency officials when requested. For additional information, please contact your local Police Service.

2) An Ontario Education Services Corporation (OESC) Card

The four Ontario School Board Associations have established the Ontario Education Services Corporation (OESC) to perform the criminal record screening on behalf of the school boards. This OESC card is required by the Ottawa School Boards for placement in any of the Ottawa schools.

The application form for the OESC records check, as well as the required student consent form, can be found on their website at www.oesc-cseo.org. You must complete the application and consent form in full, sign and date it and send the **original** with a completed Payment Form and payment (Money Order, VISA or MASTERCARD) of \$30.00 (including taxes) directly by mail to the OESC as soon as possible.

You will be issued a wallet-sized Identification Card authorizing you to have contact with students in Ontario schools and with other vulnerable persons, for the upcoming school year. This card must be signed by you and made available to school and agency officials when requested, together with a valid government issued photo identification document (Driver's License, Passport).

The deadline for receipt of the completed forms is July 15, 2008 to be guaranteed a card for September 1, 2008 and October 15, 2008 to be guaranteed a card by January 1, 2009. OESC cannot guarantee that students who submit consent forms after these dates will have their OESC ID cards for September 1, 2008 and January 1, 2009 respectively.

To obtain additional information, you may visit the OESC website at www.oesc-cseo.org or contact OESC by email at oesc-cseo@opsba.org

Students are required to complete **both** Police Record Checks. Students **failing to complete these by the program deadline cannot participate in the field placement** component of the program.

As the Police Record Check screenings are **valid for 12 months only**, they **must be completed** by the **dates specified in the attachment** and then **repeated as per the attached schedule**.

Students are responsible for the costs associated with both screenings.

Students who have a criminal record for which they have not been pardoned, may be unable to participate in field placements and therefore unable to meet the program requirements for graduation. Students are required to disclose outstanding criminal charges or other notations on their criminal records check. If this applies, students **must** contact the Chair of Community Studies prior to registering for the program.

Please complete both police record checks promptly to ensure successful completion of the program.

Kim C. Tysick
Chair
Community Studies