



## COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

245 Lilac Street  
Winnipeg, MB R3M 2S2  
www.cmltm.ca

Phone: 204-231-0311  
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April 18, 2016

### **Required Record Checks for Registration**

CMLTM will be required to add new requirements for registration and renewal when the new Regulated Health Professions Act (RHPA) comes into force. CMLTM will be required to obtain criminal record checks, child abuse registry checks, adult abuse registry checks and vulnerable person's registry checks on all practicing members upon registration and updated every 5 years. Currently CMLTM relies on members to annually self-declare any criminal convictions that may affect their ability to practice. This self-declaration will not meet the new requirement under the RHPA.

CMLTM Council has decided to implement the new requirements on October 1<sup>st</sup>, 2015 for all new applications and renewals. Effective October 1<sup>st</sup>, 2015 all new applications and renewals submitted will require the four previously mentioned records checks to be submitted before the application or renewal can be approved. All practicing members will be required to update the record checks (new record checks for all four checks) every five years. For the years between submissions members will still need to self-declare any criminal convictions.

The record checks submitted must be current at the time of renewal or application (most are valid for 6 months from that date they are issued). Please remember to expect at least 2-6 week for requests to be processed. If you are required to submit finger prints for an extensive criminal/vulnerable record check, the process will be delayed up to 6 months. Please apply for your record check well in advance to ensure you have the required documents in time for renewal or application.

### **Criminal Record Check & Vulnerable Sector Check**

***Important note: Criminal Record & Vulnerable Sector Checks may take a few weeks to process; make sure you apply well in advance to ensure you receive your documents in time.***

If you reside within Winnipeg, you may obtain a Criminal Record and Vulnerable Sector check through the Winnipeg Police Service (WPS). To make a request for the Winnipeg Police Service to perform a Criminal Record Check for Employment or Volunteer purposes, you have two options:

1. You may apply online by using the eBackground Check Service. You can complete and submit your application within 5 minutes – it's confidential, secure, convenient, accurate and available 24 hours a day – whenever you need it. When your Criminal Record Search Certificate is ready for pick up, you'll be automatically notified via email. ([www.winnipeg.ca/police](http://www.winnipeg.ca/police)) You must provide **two pieces of ID**, as stated in the [Notice of Mandatory Identification Requirements](#), when you go to the Winnipeg Police Service, Public Safety Building, 151 Princess Street at William Avenue, to claim your final Criminal Record Search Certificate.
2. You may apply in person by attending any of the Service Centers listed on page 3; filling out an application and providing **two-pieces of ID** (see [Notice of Mandatory Identification Requirements](#)).



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Payment must be made in Canadian Funds by:

- a. Postal money Order,
- b. Certified Cheque,
- c. Personal Cheque (a holding period of 12 business days applies),
- d. Credit Card (MasterCard/Visa/American Express).

For payment amount, please see the [Fee Schedule](#) on page 3.

WPS does not process your application while you wait. WPS does not provide timelines regarding specific applications. More complex Record Checks or those that require further research may be delayed. The completed Criminal Record Check will be mailed to your address.

The Winnipeg Police Service will provide the results of a completed police Criminal Record Check only to you, the applicant.

### **Vulnerable Sector Screening**

Vulnerable Sector Verification is used to determine the possible existence of a criminal record and/or a sexual offence conviction for which an individual has received a pardon. With recent changes made by the RCMP in this search, it will result in more individuals having to submit fingerprints to the RCMP National Repository of Criminal Records to complete the verification. For further explanation, visit the RCMP Website at [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca) and follow the link under Vulnerable Sector Verification ([www.rcmp-grc.gc.ca/cr-cj/steps-etapes-eng.htm](http://www.rcmp-grc.gc.ca/cr-cj/steps-etapes-eng.htm) )

The Winnipeg Police Service can only complete a Vulnerable Sector Screening for residents of the City of Winnipeg. You must have ID that shows Winnipeg as your permanent residence. If you are a non-resident of the City of Winnipeg, you must make this application to the police service that is responsible for policing in your jurisdiction.

If you have any questions the Winnipeg Police Service Records Office can be [contacted on line](#) or by telephone at 204-986-6074. You can also go to the Public Safety Building at 151 Princess Street (by William Avenue), to speak with one of our Police Records Staff. Our public hours are Monday to Thursday, 8:00 a.m. to 3:30 p.m.

### **Notice of Mandatory Identification Requirements**

An applicant must provide: two (2) valid pieces of identification, one of which must be government-issued and include the applicant's name, date of birth, signature, photo and an expiry date.

Photo Identification (Primary) must be one of the following:

- Driver's License
- Passport
- Aboriginal Status Card
- Identification Card from a Motor Vehicle Registry
- FAST CARD from Canada Border Services Agency
- Permanent Resident Card



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Secondary identification must be one of the following:

- Birth Certificate
- Social Insurance Card
- Provincial Health Card
- Citizenship Card
- Firearms License
- Immigration Papers
- National Defense Card
- Nexus Card

### 2015 Winnipeg Police Services Fee Schedule

Service	Fee	Including GST (if applicable)	
<b>Criminal Record Search</b>	<b>\$39.50</b>	<b>39.50</b>	<b>Each</b>
Online Criminal Record Search	\$44.50	\$44.75	Each
Criminal Record Search Duplicate (At time of initial search)	\$5.00	\$5.00	Each
Criminal Record Transcript	\$42.50	\$42.50	Each
Fingerprints (1 or 2 sets)	\$57.00	\$59.85	
Fingerprints (3 or 4 sets)	\$114.00	\$119.70	

NOTE: 5% GST is applicable to all services with the exception of Criminal Record Searches, Record Search Duplicates, Record Transcripts, and Alarm Permits.

Following is a list of Winnipeg Police Districts and Service Centres:

- **Public Safety Building, 151 Princess St.**
- **District 2, 2321 Grant Avenue**
- **District 3, 260 Hartford Avenue**
- **District 4, 1750 Dugald Road**

If you live outside of Winnipeg, you may visit your local RCMP detachment or visit the RCMP website <http://www.rcmp-grc.gc.ca/cr-cj/index-eng.htm> for detailed information.



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### Adult Abuse Registry Check

The purpose of the Adult Abuse Registry is to help protect vulnerable adults by allowing employers to screen potential employees and volunteers who want to work with vulnerable people.

The Registry contains names of persons who have been found to have abused or neglected a vulnerable adult, defined under *The Vulnerable Persons Living with a Mental Disability Act (VPA)* as an adult living with a mental disability who is in need of assistance to meet their basic needs with regard to personal care or management of his or her property and patients defined under The PPCA as an adult, other than a vulnerable person under The VPA, who is a resident or an in-patient in a hospital, personal care home or Selkirk Mental Health Centre or is receiving respite care in such a facility, receiving services in a geriatric day hospital that is managed by a hospital designated by regulation under *The Health Services Insurance Act*, or receiving services in an emergency department or urgent care centre of a hospital.

#### **How is a name placed on the Registry?**

There are 2 ways that a name may be listed on the Registry:

- If a person has been found or pleaded guilty to an offence involving the abuse or neglect of a vulnerable adult, the person's name must be placed on the Registry. As long as the person is likely to be in Manitoba, it does not matter where the offence took place.
- If the Adult Abuse Registry Committee determines, using its own process, that a person has abused or neglected a vulnerable adult and that the person's name should be placed on the Registry, the name must be placed on the Registry. The Committee receives cases to review for this purpose from government officials who are responsible for investigating suspected cases of abuse or neglect of vulnerable adults.

**Any person may apply for a check to determine if his or her name is listed on the Registry. Methods of application include:**

- [Online](#)
- in person:
  - 1st Floor - 777 Portage Avenue
  - Winnipeg MB R3G 0N3
  - 8:30AM - 4:30 PM, Monday – Friday
  - NOTE: Please bring two pieces of identification.**
- By mail or fax:
  - Print and [fill out this form](#) and send to:
  - Adult Abuse Registry Unit
  - 2nd Floor - 777 Portage Avenue
  - Winnipeg MB R3G 0N3
  - 204-948-3388

**Fees: \$15.00 per request. Process Time varies, allow 4-6 weeks**



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For more information visit [http://www.gov.mb.ca/fs/pwd/adult\\_abuse\\_registry.html](http://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html)

### **Child Abuse Registry**

The purpose of the Child Abuse Registry is to help child and family services agencies protect children. Under certain circumstances, an employer or organization can access the Registry to determine whether persons who will have the care of children or have unsupervised access to children are listed on the Registry.

The Registry contains names of persons who have been found to have abused a child.

#### **How is a name placed on the Registry?**

There are 3 ways that a name may be listed on the Registry:

- A person was found guilty or pleaded guilty to an offence involving the abuse of a child in a court either inside or outside of Manitoba;
- A family court has found a child to be "in need of protection" due to abuse; or
- A child and family service agency's Child Abuse Committee has reviewed the case and formed an opinion that a person has abused a child.

**Any person may apply for a check to determine if his or her name is listed on the Registry. Methods of application include:**

- [Online](#)
- in person:
  - 1st Floor - 777 Portage Avenue
  - Winnipeg MB R3G 0N3
  - 8:30AM - 4:30 PM, Monday – Friday
  - NOTE: Please bring two pieces of identification.**
- By mail or fax:
  - Print and [fill out this form](#) and send to:
  - Child Protection
  - 2nd Floor - 777 Portage Avenue
  - Winnipeg MB R3G 0N3
  - 204-948-2222

**Fees: \$15.00 per request. Process Time varies, allow 4-6 weeks**

For more information visit [http://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html](http://www.gov.mb.ca/fs/childfam/child_abuse_registry.html)