



## ArtStarts Criminal Record Check (CRC) Process & FAQs

### Changes implemented by Criminal Records Review Process

ArtStarts has been working through the changes we have recently learned about the Criminal Records Check (CRC) process. We are required by law to use the Criminal Records Review Process (CRRP) to do a Criminal Record Check for the purposes of working with children for all people who may come into contact with young people through their work with ArtStarts.

Previously that process was very well documented and explained on their website. The check was done only on offences that someone was charged with or convicted of and there was a set list of offences that included things like assault, abuse of a minor, and other violent crimes against a person. Now, they have changed the process to have much less strict rules and more RCMP freedom to make choices about when the check would be denied. For instance, the RCMP can now also look at arrests and accusations when making the decision about whether someone is allowed to work with youth. There also is no clear list of what kinds of arrests and accusations would be considered disqualifying. We asked for clarification on what kinds of offences would result in a check being disqualified and received unsatisfactory responses.

ArtStarts does not want to work with this version of the check - it is not transparent and could harm the most vulnerable members of our community. We are unfortunately required to continue using this service for now. We are now in the process of connecting with other organizations and individuals and getting legal advice for what we can do to push back against these changes.

We understand that you may not want to complete a CRC under these conditions. If you already have a CRC on file with ArtStarts this does not apply to you. Please reach out to ArtStarts if you have any questions.

### Updated CRC Application Process

ArtStarts requires artists follow this procedure in order to adhere to the requirement of having a criminal record check through the British Columbia Ministry of Justice's Criminal Records Review Program (CRRP) and have no criminal record found for the purpose of working with children.

#### **How to access the Criminal Records Review Program (CRRP):**

Visit the BC Ministry of Justice website at: <https://justice.gov.bc.ca/criminalrecordcheck>

On this website, you may either complete a new criminal record check or share the results of your previously completed criminal record check (if completed within the past 5 years). You will be asked to enter an access code unique to ArtStarts: **UQWSM8ZBQC**



In order to complete the CRRP online you need a BC Services Card and to have lived in BC for more than 6<sup>th</sup> months. Any BC Resident can get a BC Services card online, you can sign up through the CRRP website. If you are unable to complete a criminal record check through the CRRP and the BC Services Card Sign up, and/or you are based outside of BC, you will need to ask ArtStarts Staff for the paper option. Please see FAQ #9 for more information.

### **Key information:**

- When?**
- Before the beginning of the upcoming school year, but the sooner the better. It takes approximately 1-3 weeks for ArtStarts to receive your clearance letter after you have completed the online process or paid for the CRC after the paper process.
  - Criminal record checks through the CRRP are **valid for 5 years**, with the expiration date indicated on the clearance letter.
- How much?**
- If you are completing a new criminal record check through the CRRP, **the cost per person is \$28**, during the online application process.
  - If you are sharing results of your criminal record check through the CRRP (completed within the past 5 years), there is no cost.

### **FAQ:**

#### **1. Why do I have to follow this process?**

- The Criminal Records Review Act states that all individuals who work with children or have potentially unsupervised access to children in the ordinary course of their employment, or in the practice of an occupation, or receive regular ongoing operating funds for core programs from the provincial government are covered under the Criminal Records Review Act. ArtStarts uses the Criminal Records Review Program to manage criminal record checks in a fair and confidential manner.

#### **2. I've completed a criminal record check in the past, do I still have to take part in this process?**

- The only criminal record check process that ArtStarts can accept is through the BC Ministry of Justice's Criminal Records Review Program (CRRP).
- If you have completed a criminal record check through the CRRP within the past 5 years, you do not need to complete a new one—you will simply need to share your results with ArtStarts via the CRRP website as indicated above.
- If you have completed a criminal record check through the CRRP more than 5 years ago, it has expired and you will need to complete a new one.
- If ArtStarts already has your valid clearance letter on file you do not need to share your results.



**3. How can I check and see if ArtStarts has already received my/my group members' clearance letter(s)?**

- You can find this information in your ArtStarts Community Login. Click your Account name on the top right hand corner> My Account> Related.
- Under “Related” you will see all the names of the artists/group members affiliated with your account as well as their clearance letter expiration date. If the “Clearance Letter Expiry” field is blank that means we have not received a clearance letter for that particular contact yet.
- If you want to add/remove group members you can do so during the Artist Renewal period (typically January to March unless otherwise indicated by ArtStarts). If you would like to add/remove members outside of the renewal window, please reach out to ArtStarts.

**4. What happens if I don't complete this criminal record check process?**

- All ArtStarts affiliated artists are required to complete this CRC process and legally cannot share there in person or virtual programming with youth without receiving a clearance letter.
- ArtStarts cannot schedule programming without a clearance letter from each artist/group member. If we don't receive the clearance letter(s), you may be removed from the ArtStarts Artist Directory.

**5. How long does it take to complete the online CRRP check?**

- Completing the online criminal record check through the CRRP check should take approximately 20 minutes. This time may vary.
- It takes approximately 1-3 weeks for ArtStarts to receive your clearance letter after you have completed the online process.

**6. What happens to my results after I complete this process?**

- Once you have completed the online process, the BC Ministry of Justice will share your clearance letter with an authorized staff member at ArtStarts. ArtStarts will not receive the details of your criminal record check, simply if you have or have not been successfully cleared to work with children. If you have not been cleared or further action is required, you will be contacted directly by the BC Ministry of Justice. ArtStarts will keep all personal information confidential and we will not share the results of your criminal record check with individuals or organizations.

**7. What happens if the results of my criminal record check indicate that I am not cleared to work with children?**

- If the results of your criminal record check indicate that you are not cleared to work with children, you will be removed from the ArtStarts Artist Directory. You will be notified directly by someone from the Criminal Records Review Program. The BC Ministry of Justice has processes in place if you wish to request a reconsideration or appeal of CRRP results. Learn more about this process [here](#).



**8. I experienced an error message while on the BC Ministry of Justice's CRRP website. What should I do?**

- If you experience an error message while on the BC Ministry of Justice's CRRP website, please call the phone number displayed on the screen to speak to a support person.
- If they are not helpful, contact an ArtStarts staff member for a paper version of the check.

**9. I am unable to complete the CRRP online. What do I do?**

- In order to complete the CRRP online you need a BC Services Card and to have lived in BC for more than 6<sup>th</sup> months. Any BC Resident can get a BC Services card online, you can sign up through the CRRP website.
- If you are unable to complete a criminal record check through the CRRP and the BC Services Card Sign up, and/or you are based outside of BC, you will need to ask ArtStarts Staff for the paper option. Fill out the paper form provided to you by ArtStarts Staff. Email your completed form, along with a scan/photo of a valid ID (e.g. driver's license) to ArtStarts.
  - ArtStarts will then submit your form on your behalf to the CRRP and cc you in the email.
  - The CRRP will email you with a payment link within 1 day to 2 weeks of receiving your form. You must pay within 30 days of receiving their email or you will need to start the CRC process over again.

**10. Where can I learn more about the CRRP?**

- For more information about the BC Ministry of Justice's Criminal Records Review Program, please visit <https://justice.gov.bc.ca/eCRC/>