

ArtStarts in Schools – Criminal Record Check FAQ for Members of the Artists in the Classroom Directory (AICD)

For the purpose of this document, please note that “CRRP” refers to the BC Ministry of Justice’s Criminal Records Review Program.

When do I have to complete my criminal record check by?

- To be included in the Artists in the Classroom Directory for the 2017-18 school year (published in June 2017), individual artists must complete or share a criminal record check through the CRRP by February 15, 2017.

Who has to complete this criminal record check?

- All artists, including all members of a group, must complete the criminal record check process. This includes artists/performers, including alternate members, as well as those in support roles (e.g. Director, Stage Manager, etc.) who will be entering schools to work with or perform for children. All individuals aged 12 and over must complete the criminal record check process.

How do younger members of our group complete the criminal record check through the CRRP?

- Artists aged 12-18 cannot complete the CRRP online. They will have to download and complete the manual process by downloading two forms from the CRRP website.
Please go to: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms> and download the first 2 PDF forms on the webpage: “Employee Criminal Record Check Consent Form” and “Pre-Authorized Credit Card Usage Form”. If you have questions, please contact the CRRP directly at 1-855-587-0185.
- Artists aged 11 and under do not need to complete the criminal record check process.

I am listed in both the Artists on Tour Directory and the Artists in the Classroom Directory. Do I need to complete this criminal record check process twice?

- You will only need to complete one criminal record check for ArtStarts.

What if someone joins our group after February 15, 2017?

- If someone joins your group after February 15, 2017, you must **inform** ArtStarts. The new member(s) must also complete the criminal record check process. (Members of the Artists in the Classroom Directory should contact Laura Aliaga at 604-336-0626 ext 110 or laura@artstarts.com.)



ArtStarts in Schools provides innovative arts programs for young people, practical resources for teachers and artists, and leadership in advocacy for arts in education.

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How much does it cost? Who is responsible for paying this fee?

- The cost to complete a criminal record check through the CRRP is \$28, to be paid by the artist during the online application process.
- If you are a member of a group, each individual must complete a criminal record check through the CRRP.

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.
- 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.

How often will I need to complete a criminal record check?

- Your CRRP clearance letter is valid for 5 years, and a new clearance process will need to be initiated prior to that date.

What happens if I don’t complete this criminal record check process?

- If you do not complete the criminal record check process by the specified deadline, you will not be included in the Artists in the Classroom Directory.

Are there any exceptions to this deadline?

- All exceptions to the deadline must be approved in advance by the Program Manager at ArtStarts. Please contact Laura Aliaga at 604-336-0626 ext 110 or laura@artstarts.com.

How long does it take to complete the online CRRP?

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

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, 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.



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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 cannot be included in ArtStarts’ Artists in the Classroom Directory. You will be notified directly by someone from the Criminal Records Review Program. You are responsible for letting your group representative know.
- 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 at <http://www.pssg.gov.bc.ca/criminal-records-review/results/index.htm>

What happens if a member of my group is cleared, but then incurs new criminal charges or convictions after completing the criminal record check process?

- The applicant is required to repeat the criminal record check process.

I experienced an error message while on the BC Ministry of Justice’s CRRP website. What do 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.

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

- If you are unable to complete a criminal record check through the CRRP or the associated Electronic Identity Verification (EIV) process online, you will be directed to print your form from the website. Bring this form, along with valid ID (e.g. driver’s license) to ArtStarts or another location listed below to verify your ID in person and submit your printed form.
 - If you are located in the Lower Mainland, please call ahead to make an appointment to meet with a staff member at ArtStarts in Schools, 808 Richards Street, Vancouver. (Members of the Artists in the Classroom Directory should contact Laura Aliaga at 604-336-0626 ext 110.)
 - If you are located elsewhere, you can visit your local Service Canada location, police station, post office or bank.

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/>



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