

Health Care Assistant Program Applicants

Ministry of Justice Criminal Record Check - PLEASE READ CAREFULLY

The Government of British Columbia requires all students who have access to children or vulnerable adults during the course of their studies to pass the Ministry of Justice Criminal Record Check Schedule Type **B** application for working with '*children and vulnerable adults*'.

Results which identify relevant criminal convictions may disqualify an applicant from admission into a program. The cost of this search is the responsibility of the student. For further information, please see:

- [Government of British Columbia Criminal Record Check](#)
- [Consent to a Criminal Record Check](#) [PDF]

The following instructions will help ensure the form is filled out correctly:

Consent to a Criminal Record Check

- Schedule Type is B
- Select: Children and Vulnerable Adults
- Complete Part 1
- Complete Part 2 Section A
 - Organization Name: Coast Mountain College
 - Organization Contact Name or Title: Gloria Ubdegrove, Admissions Officer
 - ID Number: 107985
 - Organization Type: College
- Complete Part 3 – sign and date

Submit your form

Bring your completed form along with primary and secondary pieces of ID (see reverse) to the Registration office at Coast Mountain College. Hours of Operation are Monday through Friday, 8:30 am to 4:00 pm. The office is closed on Statutory Holidays.

You may also bring your completed form to any of our regional campus. Out of town applicants may mail* applications to:

Attn: HCAS Admissions
5331 McConnell Avenue
Terrace BC V8G 4X2

***Note:** If you mail your application you **MUST** bring two pieces of ID to the registration desk for verification on the first day of class.

Payment Information

Payment options will be emailed to you directly from the Ministry, so you must provide your email address on the CRC application.

List of accepted Primary ID

Issued by ICBC:

- BC driver's license or learner's license (must have your photo)
- BC Identification (BCID) card

Issued by provincial or territorial government:

- Canadian birth certificate

Issued by Government of Canada:

- Passport
- Canadian Citizenship Card
- Permanent Resident Card
- Canadian Record of Landing/Canadian Immigration Identification Record

List of accepted Secondary ID

- School ID card (student card)
- Bank card (only if applicant's name is on card)
- Credit card (only if applicant's name is on card)
- Foreign birth certificate (a baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- Naturalization certificate
- Canadian Forces identification
- Police identification
- Foreign Affairs Canada or consular identification
- Vehicle registration (only if applicant's signature is shown)
- Picture employee ID card
- Firearms Acquisition Certificate
- Social Insurance Card (new style without signature strip not acceptable)
- BC CareCard
- BC Services Card (This card will eventually replace all CareCards)
- Native Status Card
- Parole Certificate ID
- Correctional Service Conditional Release Card