



Criminal Record Check pursuant to Provincial Student Protection Policy

Frequently Asked Questions

1. Am I required to provide a Criminal Records Check?

Yes, all employees of the HRCE are required to provide a Criminal Record Check every five years. This includes all permanent, term and casual employees, both unionized and non-unionized. You do not have to provide the Criminal Record Check if you are on a leave of absence.

2. Are all employees required to provide a Criminal Records Check in the 2022-23 school year?

No. To manage the volume of Criminal Record Checks being requested, the HRCE will stagger the requirement, so that approximately 20% of HRCE staff will be required to provide their Criminal Record Check each school year for the next five school years.

Only the employees required to submit a Criminal Record Check in the 2022-23 school year have received this email. This is a random selection of employees and does not identify any one group of employees.

3. I recently received an email saying that I have to complete an Annual Offence Declaration – is this the same thing?

No, these are two separate requirements. You are required to submit the Annual Offence Declaration via Employee Self-Service by March 13, 2023. In addition, you are among the random selection of employees who must submit a CRC via the Mintz software, as outlined in this document. They are two different things.

4. Do I have to pay for the Criminal Record Check?

No, there is not cost to the employee. The HRCE will pay the cost of the Criminal Record Check for this requirement.

Please note that employees newly hired to the HRCE are still responsible to provide the Criminal Record Check (with Vulnerable Sector Search as applicable) at their own cost as part of their new hire paperwork.

5. Do I have to provide a Criminal Records Check if I have previously provided one to the HRCE, i.e. when I was newly hired?

Yes, even if you have provided a Criminal Record Check to the HRCE in the past (no matter how recently), you are required to provide a Criminal Record Check as outlined in this document.

6. Can I provide a copy of a Criminal Record Check that I already have, i.e. from when I was hired with HRCE, from volunteering/coaching, etc.?

No, you must provide a new Criminal Record Check as outlined in this document.

7. Does the Criminal Record Check I provide include a Vulnerable Sector Search?

For this specific requirement under the Provincial Student Protection Policy, the Criminal Record Check does not include a Vulnerable Sector Search.



Please note, however, that a Criminal Record Check with Vulnerable Sector Search continues to be a requirement for newly hired employees to the HRCE, in accordance with the Provincial Student Protection Policy.

8. How long will it take me to complete the online process to submit my Criminal Record Check request?

The entire process to complete and submit the request should take 10-15 minutes.

9. How do I provide a Criminal Record Check?

You will receive an “e-vite” email from Mintz Global Screening in the next few days, which will direct you to their website. Log in using the “e-vite” email that you receive and follow the instructions.

To complete the process, you need to confirm your identity through e-ID verifier. There are two options to verify your identity:

1. Give Mintz Global Screening permission to access Equifax®:
 - a. You will be asked to answer three personal security multiple choice questions confirming information held by Equifax®. Mintz Global Screening and HRCE cannot view these questions or your answers – they are entirely confidential.
 - b. If you answer the questions correctly, eAuthentication (electronic ID verification) is confirmed; you then sign an electronic consent, and the process is complete.
2. If you choose to decline e-ID verification:
 - a. You will be redirected to a DocuSign screen to sign a consent form.
 - b. You will then be asked to upload pictures or scans of two pieces of ID (one of which needs to have a photo), then click submit. If you save a copy of your personal information on an HRCE-owned device or your @gnspes.ca account, it is important to delete this information as soon as possible.

10. How long do I have to complete this?

You have 90 days from the date that you receive the “evite” to complete the Criminal Record Check. Please note that you will receive multiple auto-generated email reminders throughout the 90 days until you log in and complete the process for the Criminal Record Check.

11. Who do I contact with questions?

You can find helpful resources on the HRCE website at: <https://www.hrce.ca/studentprotection>

For technical issues using the Mintz Global Screening online platform, contact Mintz directly at:

Email: evite@mintzglobal.com

Phone: 1. 877.359.8130 ext 3000

For additional questions, you can send an email to studentprotection@hrce.ca or call 902-464-2000 ext. 2230 to speak with a representative from Human Resource Services.