



## Background:

Everyone coming to work with the Calgary Board of Education (CBE) must provide an original cleared Police Information Check (PIC), dated within six months prior to their start date, before they can begin to work. There are two ways to obtain a Police Information Check; an electronic Police Information Check (ePIC) or an in-person PIC by visiting a Calgary Police Service district location.

**Important:** The sooner you apply, the sooner you can begin to work.

## ePIC Requirements

Documentation:

- Two pieces of government identification to support your application
  - At least one must have a picture
  - The most common forms of ID are: Drivers Licence, Passport, Health Care Card, Birth Certificate

The ePIC is only available to applicants who:

- Are a Calgary resident
- Have lived in Canada for greater than one year and
- Are over 18 years of age

## Steps to get an ePIC

1. Scan or take a picture of the government identification documents and save them in an electronic format to use later

You will also need a credit card ready to pay the PIC fee (CBE will not reimburse the cost)

2. Visit the [Calgary Police Services](http://www.calgary.ca/cps/) website (<http://www.calgary.ca/cps/>)
3. Click the ePIC link on the right side of the page (Figure 1)



Figure 1

4. The **Police Information Check** page displays. At the bottom of the page, select the **Perform a Personal Police Check** option (Figure 2)

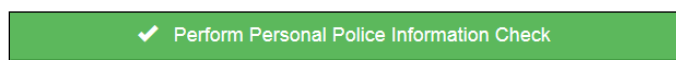


Figure 2

5. Follow the instructions to create a profile and submit your application.

**Note:** in the **Which Agency are you Applying For?** field, enter **Calgary Board of Education – Employment**.

6. Fill-in all fields in the 15 steps completely
7. Two to three weeks later, you will receive an email that your PIC has cleared
8. Log in to your Calgary Police Services Police Information Check account

9. Once you have successfully logged in, the dashboard will display, click the **Review Results** button (Figure 3)



Figure 3

10. The **Your Submitted Application(s)** page will display. The details included are:

- **Reference #**
- **Date Submitted**
- **Agency**
- **Vulnerable Sector Search**
- **Status**

**Note:** Your PIC must include a vulnerable sector search to be valid for employment at the CBE.

11. Click the **Share** button to share your results (Figure 4)

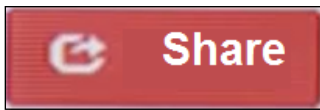


Figure 4

12. Click the dropdown arrow and select Calgary Board of Education – Employment from the list
13. A window will open indicating that you have successfully shared your result with the Calgary Board of Education – Employment
14. An email will also be automatically be sent to the Calgary Board of Education indicating you have shared your ePIC with the CBE

**Note:** You cannot start work until the ePIC has been completed and shared with the CBE.

## In-person PIC Requirements

Documentation:

- Two pieces of government identification to support your application.
- At least one must have a picture
- The most common forms of ID are: Drivers Licence, Passport, Health Care Card, Birth Certificate

Payment:

- Payment can be made by AMEX, Visa, MasterCard, or Interac/Debit.

Locations:

- There are ten district locations where you can get your PIC available on the [Police Information Checks Locations](http://www.calgary.ca/cps/Pages/Public-Services/Police-Information-Checks-Locations.aspx) page (The URL is <http://www.calgary.ca/cps/Pages/Public-Services/Police-Information-Checks-Locations.aspx>). The locations are listed at the bottom of the page

Process

1. Complete the Police Information Check form with a vulnerable sector search
2. Indicate the Calgary Board of Education as the agency
3. Indicate employment as the reason for your application
4. Provide your two pieces of government issued identification
5. The standard processing time is two to three weeks. You will receive your PIC as a hard copy through the mail
6. Please bring the original hard copy of your PIC to:
  - Calgary Board of Education
  - Talent Management
  - 1221 8<sup>th</sup> Street S.W.

## Where to go for Help

Additional resources on obtaining a PIC are available on the Calgary Police Services website, specifically:

- [PIC Applicant Instructional Manual](#)
- [PIC Applicant Instructional Video](#)

For any other CBE specific questions about a Police Information Check, call the Employee Contact Centre at 403-817-7333.