First Steps: Completing the Acknowledgement Forms

The steps below detail how to complete our two acknowledgement forms. You will be asked to acknowledge the Police Information Check requirement and your Student Insurance Coverage. These acknowledgements are completed through the University of Calgary Elevate Student Experience portal.

Timing: We ask you complete these acknowledgements before July 1, 2022.

Go to [https://elevate.ucalgary.ca](https://elevate.ucalgary.ca)

Log in, as a student.

You will be prompted to use your UCalgary sign in details.

In the dashboard on the left side,

Select “Werklund School of Education”

Select “My Werklund Experiences”
On the right side of your screen,
Select “UPE Field – Prerequisites”

**Acknowledge the Police Information Check Requirement**

Select “Answer Questionnaire”

Read and review the Notice regarding Requirement for Police Information Checks.
Select the appropriate response.
Select “Submit”

To return to the Step screen, scroll to the top of the question and select “Back to your enrollment”
### Acknowledge your Student Insurance Coverage

Select **“Answer Questionnaire”**

Select the appropriate responses, based on your program, residence, and anticipated Field Experience placement location.

Select **“Submit”**

To return to the Step screen, scroll to the top of the question and select **“Back to your enrollment”**

**Note to Community-Based Students:**
There can be a short delay or lag as the questionnaire redirects to the next question, based on your answer. Please wait a few sections for the next question to appear.

<table>
<thead>
<tr>
<th>Questions about Student Insurance Coverage / this step?</th>
<th>If you have questions about the form, please contact <a href="mailto:upefield@ucalgary.ca">upefield@ucalgary.ca</a> for assistance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have questions about your Student Insurance Coverage, please contact <a href="mailto:riskmgmt@ucalgary.ca">riskmgmt@ucalgary.ca</a></td>
<td></td>
</tr>
</tbody>
</table>
| **Obtaining your PIC** | A current, clear Police Information Check (PIC), including a Vulnerable Sector search, is required of all students participating in field experience. Students are required to present their clear PIC to the Undergraduate Programs in Education (UPE) office as directed by the Field Team.  

Your Police Information Check must be dated July 1st or later, as they are valid for one year. Processing for PIC can take six to twelve weeks. To avoid delays in your program, please obtain your PIC as soon as possible after July 1st.  

**For information about Obtaining your Police Information Check, please visit https://werklund.ucalgary.ca/undergraduate-programs/field-experience/field-experience-information/police-information-checks-0**  

**Timing:** We ask you apply for your PIC between July 1 – July 15, 2022. |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>After you have obtained your PIC, you will need to submit your PIC details in Elevate</strong></td>
<td>Repeat the steps above to return to the form</td>
</tr>
<tr>
<td><strong>Provide your Police Information Check Details</strong></td>
<td><strong>Select “Answer Questionnaire”</strong></td>
</tr>
<tr>
<td><strong>Select “Answer Questionnaire”</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Steps:**  
- Welcome to the UPE Field Prerequisites!  
- Acknowledge the Police Information Check Requirement  
- Acknowledge your Student Insurance Coverage  

**Why is UPE collecting this information?**  
We require these details for our records. Thank you in advance!  

**Instructions:**  
- Your PIC must be presented to the Undergraduate Programs in Education office staff as directed by the Field Experience team.  
- You will also need to bring your PIC to your field Experience placement(s).  

**To return to the Step screen, scroll to the top of the question and select “Back to your enrollment”** |  

**Enter the date your PIC was completed/issued, and the format of your Police Information Check.**  

**Select “Submit”**  

**UPE Approval of PIC Required”** |
Presenting your PIC to UPE Field Experience for approval

The steps in Elevate will walk you through this process.

- If you have an ePIC, please share it through the CPS portal. No appointment is required.
- If you have a PIC that isn’t an ePIC from CPS, you will need to present it to UPE Field Experience in a quick zoom session. Zoom sessions will be available throughout July and August.

Deadline: Please present your PIC to UPE Field Experience by August 24, 2022.

Present Police Information Check to UPE Field Experience

Select “Answer Questionnaire”

Select the appropriate responses, the format of your PIC.

Select “Submit”

To return to the Step screen, scroll to the top of the question and select “Back to your enrollment”
UPE Approval of PIC Required

Wait for UPE Approval.

No further action is required!

Once your PIC has been reviewed and accepted by UPE, your record will be updated to indicate you have completed the steps / met the Field Experience pre-requisites.
| Present your PIC to your Placement School | The instructions describe how to share your PIC with your Field Experience placement school.  

**All pre-service teachers must be prepared to present their PIC to field experience placement school on their first day and upon request.**  

It is your responsibility to ensure your ePIC is presented to your placement school; the UPE Field Experience team is not able to share the PIC with your placement school.  

You may need to present your ePIC to your Field Experience placement school Principal or other designated school official at the beginning of your placement, and on request during your practicum. |
| --- | --- |
| How to present your PIC | **If you obtained an ePIC:**  
Presenting your ePIC to your placement school  
Be prepared to present your ePIC to your Field Experience school administration team. Ensure you can easily present your ePIC – we recommend logging in to the CPS ePIC site a few days before Field Experience, and practice easily showing your ePIC.  

Presenting your ePIC to your placement school board  
The CPS ePIC system is only set up to share the Police Check document with specific School Boards, and not schools, electronically. If you have been placed in a CSSD, CBE or Rocky View School district school, please share your ePIC with your school district, through the CPS portal. Please ensure you share the ePIC with your field placement school board district.  
Agency names: CALGARY CATHOLIC SCHOOL DISTRICT; THE BOARD OF TRUSTEES OF ROCKY VIEW SCHOOLS DIVISION NO. 41; CALGARY BOARD OF EDUCATION – VOLUNTEERS.  

**If you obtained anything other than an ePIC:**  
Presenting your PIC to your placement school  
Bring your PIC to the school to present the school administration team. They will likely take a copy of your PIC. Please retain the original. Remember, you may need to present it again this year. Reminder: Keep your hardcopy in a secure place! If you move, take it with you in an easy to access place.  

Presenting your PIC to your placement school board  
Only required if instructed by UPE Field Experience, your Field Experience placement school or school district. Be prepared to share it in advance if instructed. |
| Questions? Concerns? | Please contact the UPE Field Experience team, upefield@ucalgary.ca for assistance. |