

# Police Information Check (PIC) Guide

## REQUIRED FOR FIELD EXPERIENCE I, II, III AND IV

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.

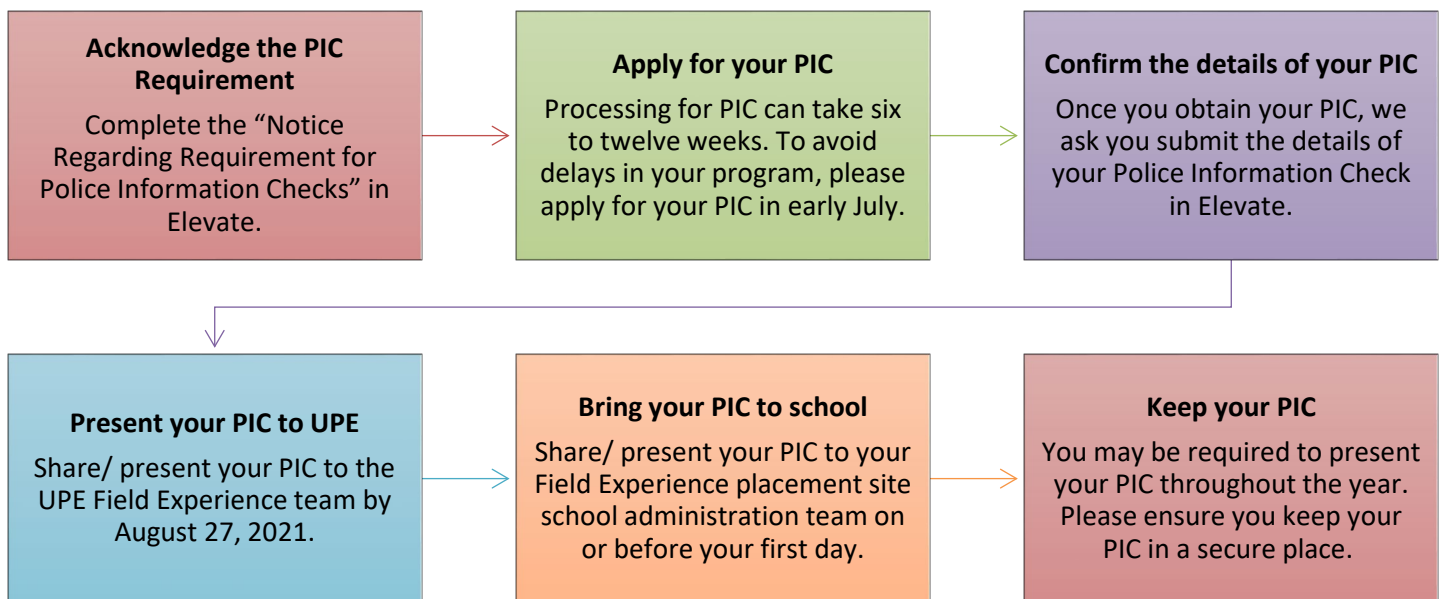
Students without a current and clear PIC will not be allowed to participate in field experience.

Your Police Information Check must be dated AFTER July 1st, 2021 to be valid for a Field Experience placement in Fall 2021 and/or Winter 2022.

**DEADLINE:** You are required to present your clear and current PIC to the UPE Field Experience team by August 27, 2021.

## Process Overview

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## Contact:

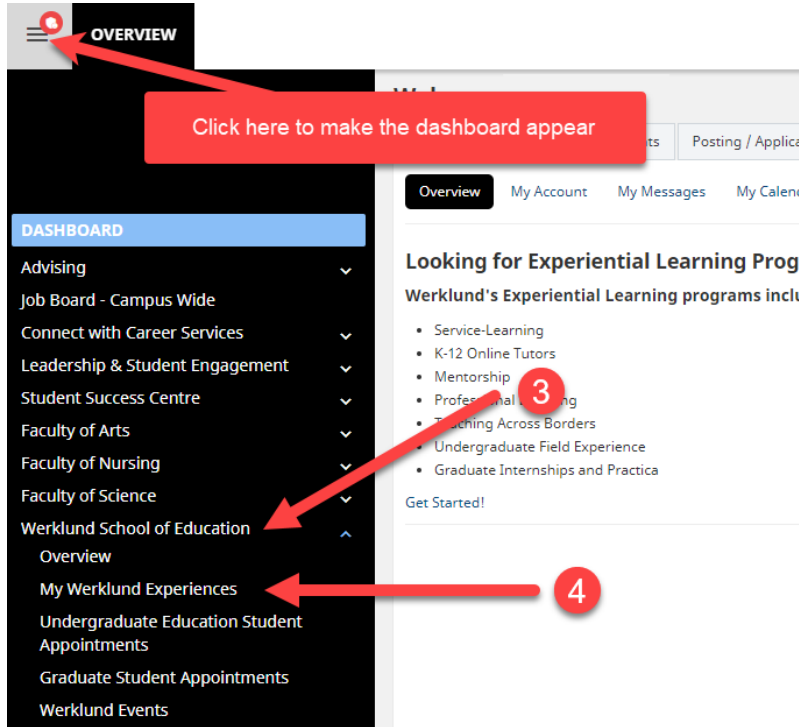
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UPE Field Experience Team, [upefield@ucalgary.ca](mailto:upefield@ucalgary.ca)

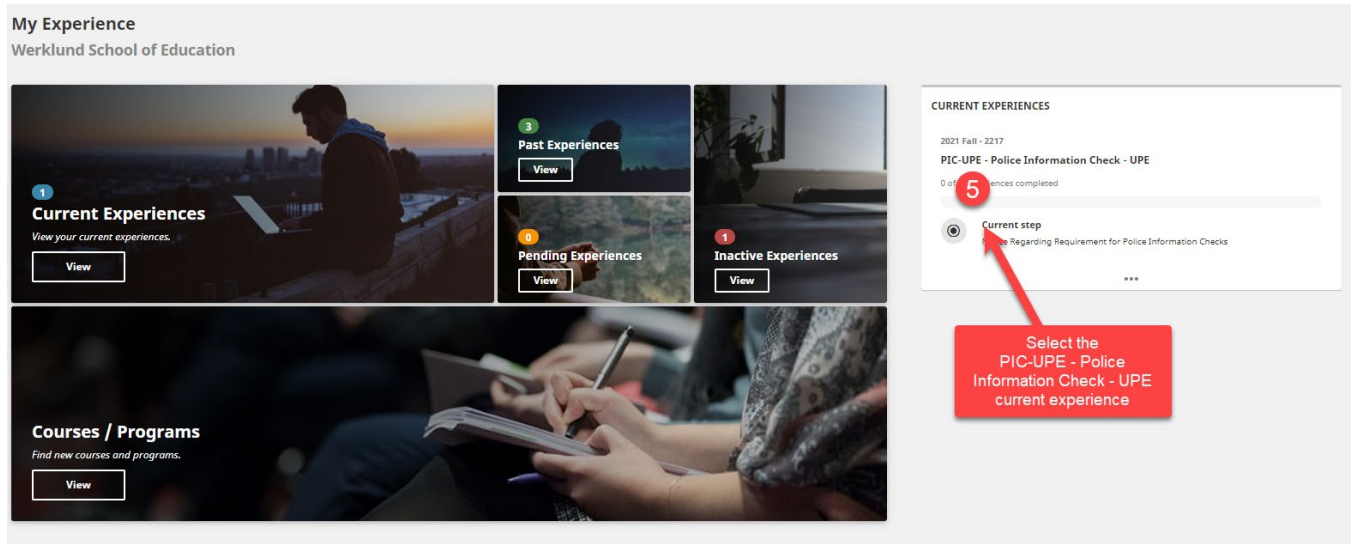
# Step 1 – Access the UPE Field Experience Police Information Check course

**UPE Field Experience will add you to this course based on your course registration.** Please wait for UPE to add you to the course. This process can take up to 7 business days. Step 1 will be automatically completed.

1. Visit the UCalgary **Elevate** Platform, here: <https://elevate.ucalgary.ca>
2. Login with your credentials
3. Look to your left and find “WERKLUND SCHOOL OF EDUCATION”
4. Select the “MY WERKLUND EXPERIENCES” module



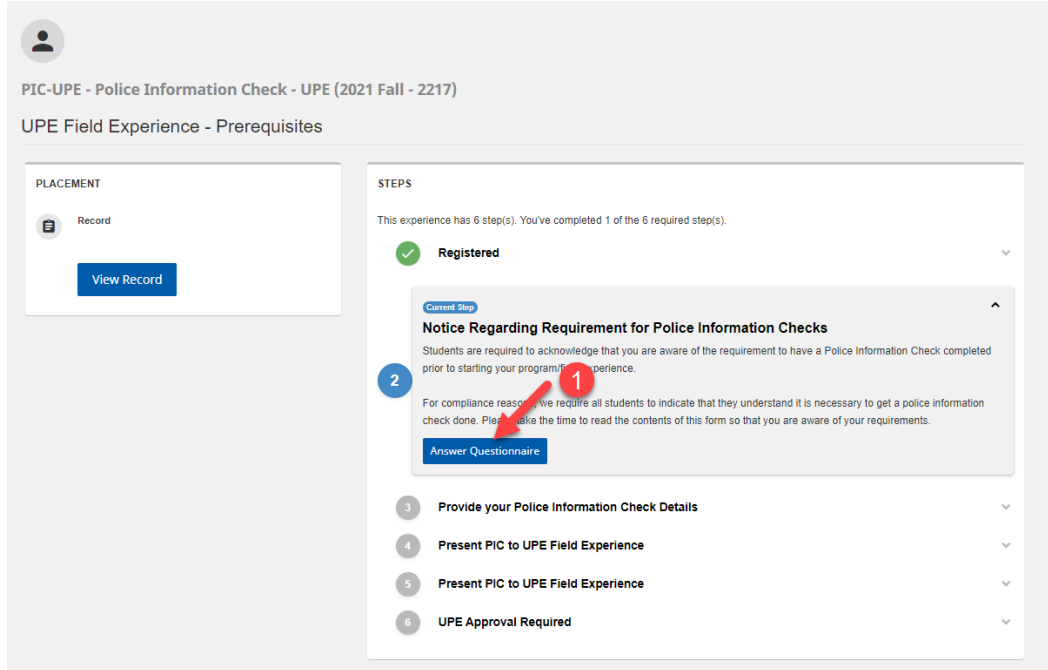
5. Select “PIC-UPE – Police Information Check – UPE” experience



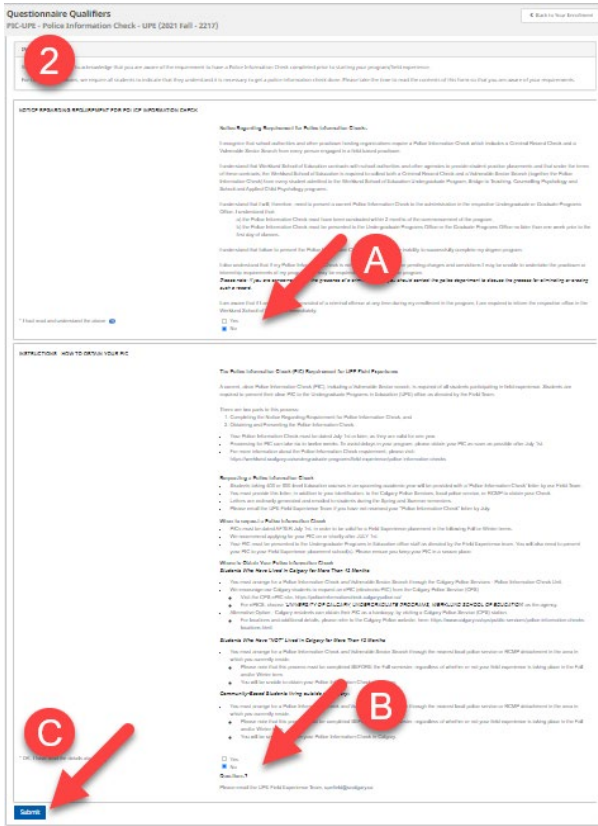
# Step 2 – Read and understand the “Notice Regarding Requirement for Police Information Checks”

Please read and follow the instructions the UCalgary Elevate Platform, here: <https://elevate.ucalgary.ca>

## 1. Click “Answer Questionnaire”



## 2. Read and review the Notice regarding Requirement for Police Information Checks.



## 3. This step will be marked as completed once you finished the questionnaire.

## Step 3 – Obtain your PIC

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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.

### Obtaining your Police Information Check

- 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 more information about the Police Information Check requirement, please visit:  
<https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks>

### Requesting a Police Information Check

Students taking 400 or 500-level Education courses in an upcoming academic year will be provided with a 'Police Information Check' letter by our Field Team.

- You must provide this letter, in addition to your identification, to the Calgary Police Services, local police service, or RCMP to obtain your Check.
- Letters are ordinarily generated and emailed to students during the Spring and Summer semesters.
- Please email the UPE Field Experience Team if you have not received your "Police Information Check" letter by mid-July.

### When to request a Police Information Check

- PICs must be dated AFTER July 1st, in order to be valid for a Field Experience placement in the following Fall or Winter terms.
- We recommend applying for your PIC on or shortly after JULY 1st.
- 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 present your PIC to your Field Experience placement school(s). Please ensure you keep your PIC in a secure place.

## Where to Obtain Your Police Information Check

### *Students Who Have Lived in Calgary for More Than 12 Months*

You must arrange for a Police Information Check and Vulnerable Sector Search through the Calgary Police Services - Police Information Check Unit.

#### ePIC - Recommended

- We encourage our Calgary students to request an ePIC (electronic PIC) from the Calgary Police Service (CPS)
- Visit the CPS ePIC site, <https://policeinformationcheck.calgarypolice.ca/>
  - Applying for: Unpaid practicum
  - Agency: 'UNIVERSITY OF CALGARY, **UNDERGRADUATE PROGRAMS**, WERKLUND SCHOOL OF EDUCATION'
- For further details, see the CPS ePIC Instruction manual, here: <https://www.calgary.ca/content/dam/www/cps/documents/police-information-checks/Applicant%20Instructional%20Manual.pdf>

#### Hardcopy - *Alternative*

- Calgary residents can obtain their PIC as a hardcopy, by visiting a Calgary Police Service (CPS) station.
- For locations and additional details, please refer to the Calgary Police website, here: <https://www.calgary.ca/cps/public-services/police-information-checks-locations.html>

### *Students Who Have \*NOT\* Lived in Calgary for More Than 12 Months*

You must arrange for a Police Information Check and Vulnerable Sector Search through the nearest local police service or RCMP detachment in the area in which you currently reside.

- Please note that this process must be completed BEFORE the Fall semester, regardless of when your field experience is taking place (in the Fall and/or Winter term)
- You will be unable to obtain your Police Information Check in Calgary.

### *Community-Based Students living outside of Calgary:*

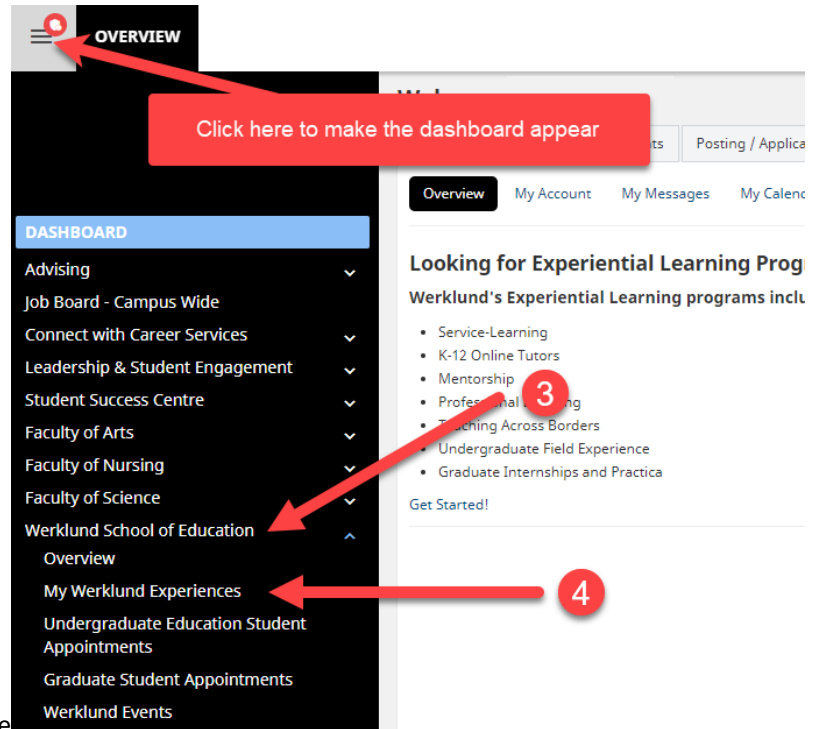
You must arrange for a Police Information Check and Vulnerable Sector Search through the nearest local police service or RCMP detachment in the area in which you currently reside.

- Please note that this process must be completed BEFORE the Fall semester, regardless of when your field experience is taking place (in the Fall and/or Winter term)
- You will be unable to obtain your Police Information Check in Calgary.

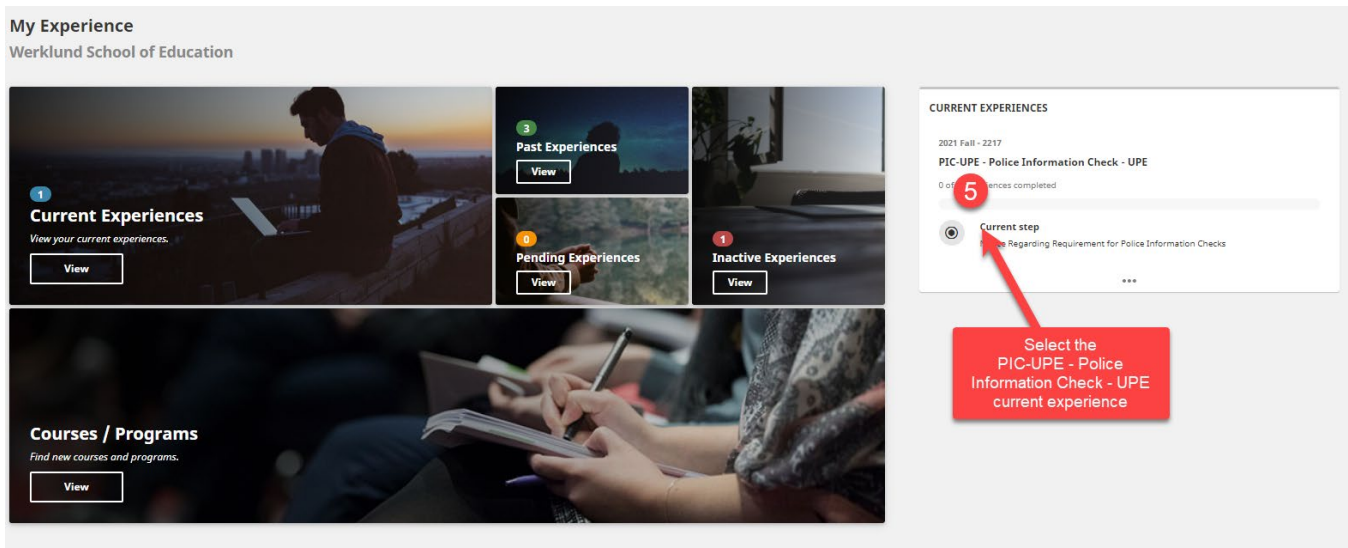
## Step 4 – Provide your Police Information Check Details

After you have obtained your Police Information Check, please review it carefully. Then provide the details of your PIC, on **Elevate**, after you have received your clear and complete Police Information Check.

1. Visit the UCalgary **Elevate** Platform, here: <https://elevate.ucalgary.ca>
2. Login with your credentials
3. Look to your left and find “WERKLUND SCHOOL OF EDUCATION”



4. Select the “MY WERKLUND EXPERIENCES” module
5. Select “PIC-UPE – Police Information Check – UPE” experience



6. Select “Answer Questionnaire”

PIC-UPE - Police Information Check - UPE (2021 Fall - 2217)

UPE Field Experience - Prerequisites

PLACEMENT

Record

View Record

STEPS

This experience has 6 step(s). You've completed 2 of the 6 required step(s).

- Registered
- Notice Regarding Requirement for Police Information Checks
- 3 Provide your Police Information Check Details**
  - 6** Answer Questionnaire
- 4 Present PIC to UPE Field Experience
- 5 Present PIC to UPE Field Experience
- 6 UPE Approval Required

7. Provide your PIC details, including A. the date your PIC was issued; B. the police service/jurisdiction that supplied your PIC; and C. the format of your PIC (paper/hardcopy or ePIC from CPS)

Questionnaire Qualifiers

PIC-UPE - Police Information Check - UPE (2021 Fall - 2217)

INSTRUCTIONS

To confirm receipt of your Police Information Check, please provide the details of your PIC.

Reminders:  
Your PIC must be presented to the Undergraduate Programs in Education office staff as directed by the Field Experience team.  
Please check your PIC once you receive it - please ensure it is clear, and contains the correct information.  
You will also need to present your PIC to your Field Experience placement school(s). Please ensure you keep your PIC in a secure place.

SUBMIT YOUR POLICE INFORMATION CHECK DETAILS

Please indicate the date your Police Information Check and Vulnerable Sector Search were completed.  
Reminder: Your Police Information Check must be dated July 1st or later, as they are valid for one year.

\* Date your PIC was completed:  **A**

Please indicate the Police Service/ Jurisdiction that provided your PIC.  
For example: Calgary Police Services (CPS), RCMP - Brooks AB, Lethbridge Police Services, etc.

\* Police Service/ jurisdiction that provided your PIC:  **B**

Please indicate the format of your Police Information Check:  
A.) an ePIC (electronic Police Information Check) from Calgary Police Services (CPS)  
or  
B.) a paper hardcopy from Calgary Police Services, your local Police Service, or the RCMP.

\* Format of PIC:  **C**

Submit

8. This step will be marked as completed once you submit your PIC details.

## Step 5 – Present PIC to UPE Field Experience

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**Your PIC must be presented to the Undergraduate Programs in Education (UPE) Field Experience team.**

**Important:** You will also need to present your PIC to your Field Experience placement school(s). Please ensure you keep your PIC in a secure place. Failure to produce a current and clear PIC is grounds for the immediate termination of the placement.

Please read carefully - your next steps are determined by the format of your Police Information Check:

### Option A – ePIC

If you have an ePIC from the Calgary Police Services you are required to share the results with UNIVERSITY OF CALGARY, UNDERGRADUATE PROGRAMS, WERKLUND SCHOOL OF EDUCATION.

***ePIC: An appointment with UPE Field Experience is **NOT** required. Instead, please share your ePIC through the CPS portal.***

- Initiate this process by clicking the "Share" button beside each result document you need to share in the CPS ePIC portal, <https://policeinformationcheck.calgarypolice.ca/>
  - For step by step instructions, please see the CPS ePIC Instruction manual, here: <https://www.calgary.ca/content/dam/www/cps/documents/police-information-checks/Applicant%20Instructional%20Manual.pdf>
- Once you have shared your ePIC, you will need to wait for review and approval from the UPE Field Experience team. No further action is required by pre-service teacher.
- Ensure you can easily present your ePIC (either as a printed copy or digital version), to the Principal or other designated school official at the beginning of your placement. 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 ePIC with your placement school.

### Option B – Hardcopy

For all PICs received outside of Calgary and for any hard copies you are required to sign up for a Zoom session for us to review it.

***Hardcopy PIC: An appointment with UPE Field Experience **IS** required to present your PIC via Zoom***

- Please have your PIC uploaded in order to screen share during the meeting.
- Please do not send hardcopy PICs or scanned versions to UPE or UPE Field Experience - we cannot receive or retain such papers.
- Ensure to keep your original hardcopy PIC, as you will need to present it to the Principal or other designated school official at the beginning of your placement. It is your responsibility to present your PIC to your placement school.

### Wait for UPE Response

UPE team will check your PIC details once you had filled the questionnaire and the next step (Step 5 on Elevate), booking a PIC review, will become available once your details had been confirmed. This process may take 3 to 7 business days.



## Book a remote review session to present your PIC (HARDCOPY ONLY)

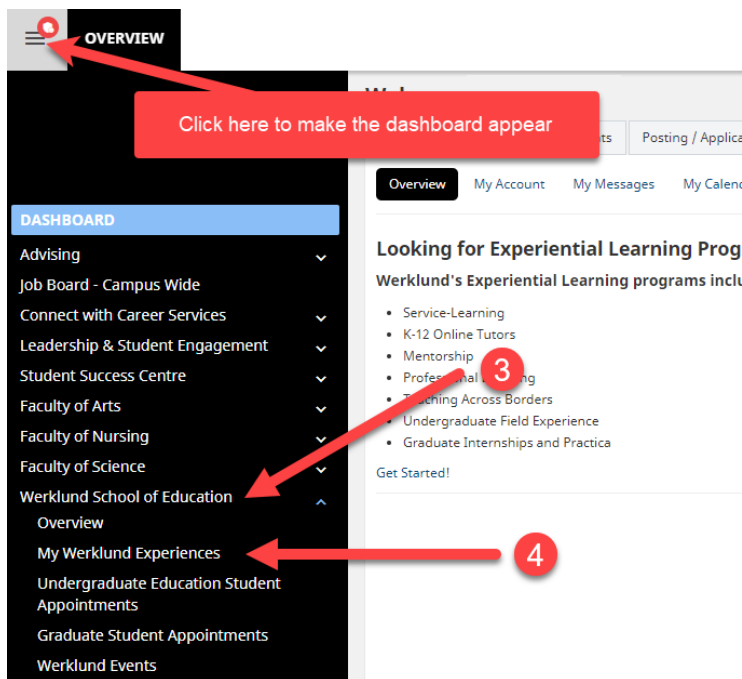
**\*Only required you have a Hardcopy PIC\***

Please anticipate a 3-7 business day delay as we review your PIC submission.

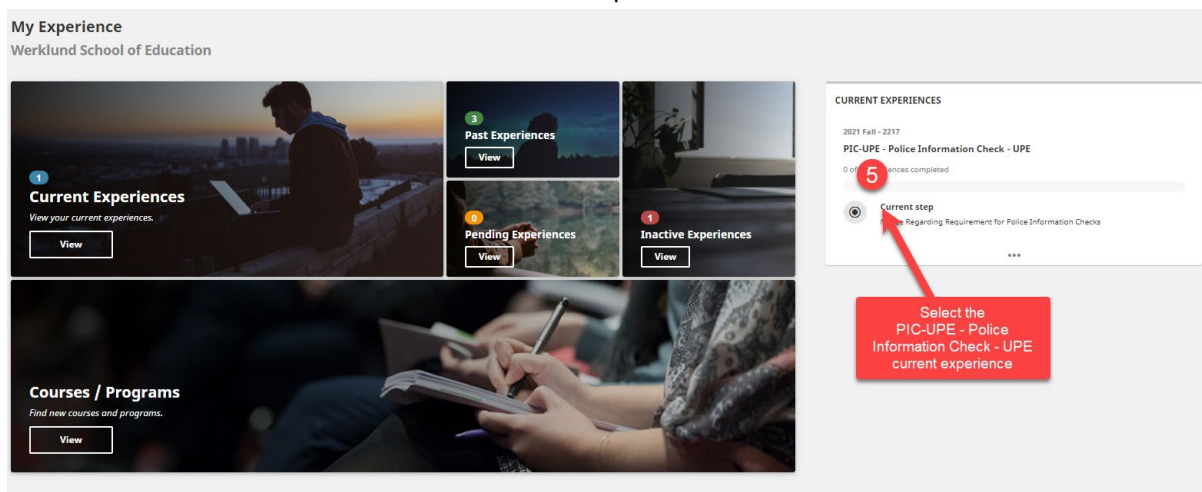
- Once Step 5 had been made available to you, please register for a PIC review session.
- Please be prepared to share your PIC via zoom (have it uploaded in advance).
- The PIC review sessions will be offered as bookable zoom sessions throughout the summer.
- Your appointment will take less than 5 minutes; we will be booking in several students at a time and will work as quickly as possible to review and approve each PIC presented during the scheduled appointment.

### To book your appointment:

1. Visit the UCalgary **Elevate** Platform, here: <https://elevate.ucalgary.ca>
2. Login with your credentials
3. Look to your left and find “WERKLUND SCHOOL OF EDUCATION”
4. Select the “MY WERKLUND EXPERIENCES” module



5. Select “PIC-UPE – Police Information Check – UPE” experience



6. Select “View Associated Events”

**Field Experience**

Dashboard  
Staff  
Advising  
Job Board - Campus Wide  
Connect with Career Services  
Dinos GPS  
Leadership & Student Engagement  
Student Success Centre  
**WERKLUND SCHOOL OF EDUCATION**  
Overview  
**MY WERKLUND EXPERIENCES**  
Advising Kiosk  
Undergraduate Education Student Appointments  
Graduate Student Appointments  
Werklund Events  
Staff Resources

**Notification Centre**  
No new notifications to view

RECENT EDIT

OVERVIEW MY CALENDAR SEARCHES INTERACTIONS CONTACTS JOBS APPOINTMENTS EVENTS PROGRAMS ADVANCED EVENTS

PIC-UPE - Police Information Check - UPE (2021 Fall - 2217)  
UPE Field Experience - Prerequisites

PLACEMENT  
Record  
View Record

STEPS  
This experience has 6 step(s). You've completed 4 of the 6 required step(s).

- Registered
- Notice Regarding Requirement for Police Information Checks
- Provide your Police Information Check Details
- Present PIC to UPE Field Experience
- UPE Approval Required

**Current Step**  
**Present PIC to UPE Field Experience**  
Started on Jul 6, 2021  
Click here to book your review session with the UPE Field Experience team.  
This is applicable only to preservice teachers who have obtained a paper hardcopy of their Police Information Check (PIC).  
These appointments will take approximately 15 minutes.  
Please have your PIC uploaded in camera to screen share during the meeting.  
Appointments will be available throughout July and August.  
**Reminder:**  
Students are required to present their clear PIC to the Undergraduate Programs in Education (UPE) office as directed by the Field Team.  
View Associated Events Reset To Pending Mark as Complete

7. Select “Register” to register for the PIC appointment that fits your schedule. If you are unable to attend any of these appointments, please email the UPE Field Experience team for assistance.

**Field Experience**

Dashboard  
Staff  
Advising  
Job Board - Campus Wide  
Connect with Career Services  
Dinos GPS  
Leadership & Student Engagement  
Student Success Centre  
**WERKLUND SCHOOL OF EDUCATION**  
Overview  
**MY WERKLUND EXPERIENCES**  
Advising Kiosk  
Undergraduate Education Student Appointments  
Graduate Student Appointments  
Werklund Events  
Staff Resources

**Notification Centre**  
No new notifications to view

RECENT EDIT

OVERVIEW MY CALENDAR SEARCHES INTERACTIONS CONTACTS JOBS APPOINTMENTS EVENTS PROGRAMS ADVANCED EVENTS

**Associated Events**  
PIC-UPE - Police Information Check - UPE (2021 Fall - 2217)

Event Module	Event Category/Name	Event Start Date/Time	Event End Date/Time	Advanced Event	Registered	Actions
Werklund Events	UPE Field Experience - PIC Review	July 13, 2021 10:00 AM	July 13, 2021 10:20 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 13, 2021 10:30 AM	July 13, 2021 11:00 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 13, 2021 11:00 AM	July 13, 2021 11:20 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 13, 2021 11:30 AM	July 13, 2021 11:55 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 13, 2021 04:00 PM	July 13, 2021 04:25 PM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 15, 2021 10:30 AM	July 15, 2021 11:00 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 15, 2021 11:00 AM	July 15, 2021 11:20 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 15, 2021 11:00 AM	July 15, 2021 11:30 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 20, 2021 10:00 AM	July 20, 2021 10:20 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 20, 2021 10:30 AM	July 20, 2021 11:00 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 20, 2021 04:00 PM	July 20, 2021 04:25 PM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 22, 2021 10:00 AM	July 22, 2021 10:20 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	July 22, 2021 10:30 AM	July 22, 2021 11:00 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	August 3, 2021 10:00 AM	August 3, 2021 10:20 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	August 3, 2021 10:30 AM	August 3, 2021 11:00 AM	No	No	View Event Register
Werklund Events	UPE Field Experience - PIC Review	August 5, 2021 10:00 AM	August 5, 2021 10:20 AM	No	No	View Event Register

8. Please review the appointment details and requirements carefully prior to your appointment.

## Step 6 – Wait for UPE Approval

**No further action required by pre-service teacher.**

After your PIC has been reviewed and approved by the UPE Field Experience, you will have completed this process.

**PLACEMENT**

Record

[View Record](#)

**STEPS**

All of the steps in this experience have been completed.

- ✓ Registered
- ✓ Notice Regarding Requirement for Police Information Checks
- ✓ Provide your Police Information Check Details
- ✓ Present PIC to UPE Field Experience
- ✓ Present PIC to UPE Field Experience
- ✓ UPE Approval Required

Once all steps are completed, your PIC has been reviewed and approved by UPE.

## Step 7 – Present your PIC to your Placement School (in the Fall and/or Winter term)

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### Sharing your hardcopy

**All pre-service teachers must be prepared to present a hard copy of their PIC to their field experience site.**

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.

### Sharing your ePIC with your school district

The CPS ePIC system is only set up to share the Police Check document with specific School Boards, **and not schools**, electronically. Pre-service Teachers must provide their Police Information Check with Vulnerable Sector Check for presentation to the principal or other designated school official at the beginning of each of their placements.

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 (ie CCSD). Agency names: CALGARY CATHOLIC SCHOOL DISTRICT; THE BOARD OF TRUSTEES OF ROCKY VIEW SCHOOLS DIVISION NO. 41; CALGARY BOARD OF EDUCATION – VOLUNTEERS.

- For further details, see page 19 of the CPS ePIC Instruction manual, here: <https://www.calgary.ca/content/dam/www/cps/documents/police-information-checks/Applicant%20Instructional%20Manual.pdf>

### Presenting your ePIC to your placement school

**All pre-service teachers must be prepared to present a hard copy of their ePIC to their field experience site.**

Ensure you can easily present your ePIC (either as a printed copy or digital version), to the Principal or other designated school official at the beginning of your placement. 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 ePIC with your placement school.

- We recommend you log in to the CPS portal and take a screenshot / copy of their ePIC. This works best on your phone as a screenshot. Please print this document and bring the hard copy to their first day of Field. Alternatively, follow the instructions below “Printing your ePIC using Google”.
- We also recommend the student have access to the ePIC on their phone or laptop, to make available for the first day of field. We recommend they check, in advance of their first day, they can show the ePIC on their phone.

### How to print your ePIC using Google Chrome

1. Click on the three dots to the right of the address window
2. Select “print” from the drop-down menu
3. Drop-down “more settings” in print window
4. Change scale to “custom” “95” (this will put the PIC on page 2)
5. Print page 2 only

## QUESTIONS?

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Contact the UPE Field Experience team, [upefield@ucalgary.ca](mailto:upefield@ucalgary.ca)