



## Purpose

All applicants 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 start date. This must be provided before starting work. There are two ways to obtain a PIC – an electronic ePIC or an in-person PIC by visiting a Calgary Police Service or RCMP location.

**Important:** The sooner you apply for your PIC, the sooner you can begin work.

ePIC Requirements:

- Two pieces of government identification to support your application
  - At least one must have a picture
  - The most common forms of ID are: drivers license, passport, health care card, birth certificate

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

**Note:** PICs are not currently reimbursed by the CBE

The **Instructions** column below lists the steps required to complete each task. The **Notes** column provides additional information and/or screenshots to help you locate the input field on the screen.

Instructions	Notes
<b>Applying for an ePIC Online</b>	
1. Scan or <b>take a picture</b> of the government identification documents	Ensure you have valid government identification and at least one of them includes a photo. Save them in an electronic format to use later in the process.
2. Go to Calgary Police Service Police Information Check website	<a href="https://policeinformationcheck.calgarypolice.ca/">https://policeinformationcheck.calgarypolice.ca/</a>

## Quick Reference Guide: Getting a Police Information Check

Instructions	Notes
<p>3. At the bottom of the page, click the <b>Perform a Personal Police Check</b> option</p>	
<p>4. Follow the instructions to create a profile and submit your application</p>	<p>In the <b>Which Agency are you Applying For?</b> field enter <b>Calgary Board of Education</b></p>  <p><b>Note:</b> if you are unsure if you require a Vulnerable Sector Search or a Non-Vulnerable Sector Search, contact your Recruiter.</p>
<p>5. Two-three weeks later, you will receive an e-mail that your PIC has cleared</p>	
<p>6. <b>Log into your account</b> that you created in Step 4</p>	
<p>7. Once you log in, the dashboard will display, click the <b>Review Results</b> button</p>	
<p>8. The <b>Your Submitted Application(s)</b> page will display</p>	<p>The details included are:</p> <ul style="list-style-type: none"><li>▪ Reference number</li><li>▪ Date submitted</li><li>▪ Agency</li><li>▪ Type of search completed (i.e. Vulnerable Sector Search or Non-Vulnerable Sector Search)</li><li>▪ Status</li></ul>
<p>9. Click <b>Share</b> button to share your results with CBE</p>	

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<p>10. Click the <b>dropdown arrow</b> and select <b>Calgary Board of Education – Employment</b> from the list</p>	<p>A window will open indicating you have successfully shared your result with the Calgary Board of Education – Employment</p> <p>An e-mail will also be automatically sent to the CBE indicating you have shared your ePIC with the CBE.</p> <p><b>Note:</b> You cannot start work until the ePIC has been completed and shared with CBE.</p>
Applying for a PIC In-Person	
<p>1. Go to one of the <b>CPS</b> or <b>RCMP</b> locations where you can get an in-person PIC</p>	<p>Click <a href="#">here</a> for a list of CPS district offices and their hours. Please view each district office's hours and ensure Police Information Checks are available at that location.</p> <p>Click <a href="#">here</a> to view a list of RCMP detachments and their hours. Please click on the detachment near you to view each detachment's hours and ensure Police Information Checks are available at that location.</p>
<p>2. Complete the PIC form</p>	<p>Indicate the <b>Calgary Board of Education</b> as the agency.</p> <p>Indicate employment as the reason for your application.</p> <p><b>Note:</b> if you are unsure if you require a Vulnerable Sector Search or a Non-Vulnerable Sector Search, contact your Recruiter.</p>
<p>3. Provide two pieces of government issued ID</p>	<p><b>Note:</b> the standard processing time is two-three weeks. You will receive your PIC as a hard copy through the mail.</p>
<p>4. Bring or mail your original hard copy of your PIC to the Education Centre</p>	<p>Calgary Board of Education Talent Management 1221 8 Street SW</p>

Additional resources on obtaining a PIC are available through the [CPS PIC website](#) and the [RCMP website](#).