Police Vulnerable Sector Check
For students entering M3 and M4

All medical students will interact with vulnerable populations throughout the course of their academic programs. In recognition of the requirements of clinical agencies to ensure that medical students do not place vulnerable populations at risk, all students are required to provide, as a condition of their continued participation in the MD program, a current Police Records Check including a Vulnerable Sector Screening (VSC).

Acceptable Documentation
- Your VSC must be issued on or after May 1, 2023 for Schulich Medicine or Western University.

Submission Deadline
Please see the deadline for your year in the MD program. For the 2023/24, this is due on July 28, 2023
It can take several weeks for a police service to process an application, so begin as soon as possible after to ensure compliance with our submission deadline.

Submitting your VSC
Electronic documentation (preferred):
- If using K-PIC (Kingston Police Service, see pg 2), sign into your account and release your document to *WESTERN*.
- Upload your documents to your Synergy Verified Account
- *DO NOT enable restricted printing of your electronic document.*

Paper documentation:
- Scan your document and upload it to your Synergy Verified account prior to your annual clearance (ESPC) appointment. Keep your original document in a safe place.

Kingston Police Service K-PIC
https://policechecks.kpf.ca/

K-PIC allows most applicants to obtain a VSC by a totally electronic secure system if the agency that requires the VSC is registered with K-PIC. Schulich Medicine is registered with K-PIC under the agency name: *Western University – Schulich School of Medicine & Dentistry Admissions*

By using K-PIC your VSC application, payment and release to Schulich Medicine can all be completed

electronically.

To be eligible, you must:
- Be at least 18 years of age,
- Have a Social Insurance Number,
- Have *not* resided outside of North America in the last year, and
- Complete and pass the E-ID verification process. (*Visit the K-PIC website for details.*)

To apply:
- Visit https://policechecks.kpf.ca.
- Click 'Perform Personal Police Information Check' and follow the instructions.
- When prompted with the following questions, select the responses indicated below:
  Step 2:
  What type of police check? *Police Vulnerable Sector Check*
  What are you applying for? *School Placement*

  Step 3:
  Which agency are you applying for? *WESTERN UNIVERSITY - SCHULICH SCHOOL OF MEDICINE*
                                      & DENTISTRY ADMISSIONS

Releasing your electronic VSC to Schulich Medicine
When your electronic VSC is ready, you must release it to Schulich Medicine:
- Sign into your K-PIC account.
- Release your results to:
   WESTERN UNIVERSITY - SCHULICH SCHOOL OF MEDICINE & DENTISTRY ADMISSIONS
- *DO NOT enable restricted printing of your electronic document.*

You should be able to download your own VSC and upload it to your Verified account. If you have any issues and you have released your results to *WESTERN UNIVERSITY - SCHULICH SCHOOL OF MEDICINE & DENTISTRY ADMISSIONS*, you can email Pam Bere to request her to download the document for you.
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Your local Police Service or OPP Detachment

Schulich Medicine will accept original electronic or paper documentation issued by your local police service/OPP detachment if it bears an **electronic signature** or **embossed seal**.

Electronic documentation is preferred, however do NOT enable restricted printing of electronic documentation.

Authorization Letter

If your police service/OPP detachment requires an authorization letter before you can apply for a VSC, email the following information to learner.experience@schulich.uwo.ca and an authorization letter will be prepared and emailed back to you. Please include:
- Your full legal name.
- The name of your police service. (I.e. OPP Kawartha Detachment; Vancouver Police Dept)

Submitting your VSC to Schulich Medicine

Refer to page 1 for how to submit the original electronic or paper documentation. During your ESPC appointment, Synergy Verified will review your VSS and will contact you with the outcome 24-48 hours after your appointment.

Toronto Police Service (TPS)

https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening.php

TPS requires VSC applications and payments to be made in person at TPS headquarters in Toronto, or submitted by mail. TPS does not accept electronic applications or online payments.

To be eligible to apply for a VSC through TPS, the postal code of your primary residence must begin with "M" and you must be at least 18 years of age.

To apply:
- Email learner.experience@schulich.uwo.ca to request a *pre-signed* VSC application form.
- Print the pre-signed form on *LEGAL* sized paper (8 ½ x 14).
- Complete and sign the VSC application form.
- Submit the completed form and payment to TPS by mail or in person (refer to TPS website):
  - emailed forms are NOT accepted
  - electronic payments and personal checks are NOT accepted

Submitting your VSC to Schulich Medicine

Refer to page 1 for how to submit the original electronic or paper documentation. During your ESPC appointment, Synergy Verified will review your VSS and will contact you with the outcome 24-48 hours after your appointment.