



Instructions for Vulnerable Sector Screen Level 3 Police Record Check

As of the 2015-16 academic session, PGME at University of Toronto, at the request of our training sites, requires that all **new** postgraduate medical trainees, including residents, fellows, and elective trainees, complete a Level 3 Criminal Record Check with Vulnerable Sector Screening (VSS) as a mandatory registration requirement.

The VSS performs a higher level check (Level 3) than the criminal record check (Level 2) required by the College of Physicians and Surgeons of Ontario (CPSO). You must submit the results of a Vulnerable Sector Police Record check to the PGME Office **prior** to the start of training.

The **CPSO will accept a copy of the VSS report (Level 3 criminal record check)** to meet its Criminal Records Check requirements, provided the VSS report references the Canadian Police Information Centre (CPIC) database, includes outstanding entries such as charges and warrants, and identifies current and all previous names of the applicant. Please upload the completed VSS report to the PGME Forms page and if you'd like it forwarded, please email postgrad.med@utoronto.ca to request we forward to the CPSO. Please note that you may also be required to supply a Criminal Records Check and/or Vulnerable Sector Search to other institutions (ie CPSO, training sites, other medical schools). A criminal record check is mandatory for your CPSO licensure.

VSS Information:

A Vulnerable Sector check is normally required for individuals undertaking volunteer, training or work in positions of trust or authority over children, seniors, or other vulnerable persons. The VSS check verifies whether a person has a criminal record, or record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the VSS check.

A VSS report holds a 6-month validity. Any VSS report with a date of issuance beyond six months is expired/invalid and you will need to obtain for a new VSS report.

For more information on Vulnerable Sector Checks, please visit the RCMP's website:
<http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>

New International Trainees (those on a work permit):

A VSS is required for international trainees on a work permit who arrived in Canada **March 31, 2023 or earlier** and have Canadian ID with a Canadian address.

A VSS is NOT required for new international trainees on a work permit who arrived in Canada on **April 1, 2023 or later**. Please complete the Background Attestation on the POWER system stating you do not have a criminal record. A VSS will be required should you continue training in the 2024-25 academic session. Please note you will still be required to submit a Level 2 criminal record check (not a VSS) to the CPSO for your license. You do not need to email postgrad.med@utoronto.ca as POWER will indicate Background Attestation without notifying us.

Canadian Citizens Living Abroad:

A VSS is required however if you have not lived in Canada for years and DO NOT have Canadian ID with a Canadian address then you will not be able to apply for a VSS. Please email postgrad.med@utoronto.ca and request an override. You will have to complete the Background Attestation in POWER under the VSS menu. You will need to provide a Level 2 criminal record check to the CPSO for licensing.

Returning Trainees:

If a VSS is on file in POWER and dated within 5 years then a new VSS is not required.

Those who have previously submitted a VSS will be required to complete a “Background Attestation” in the POWER system until the VSS expires 5 years from the date of the VSS report.

Elective trainees’ VSS expire annually but will be adjusted when your elective is entered into POWER.

Background Attestation:

The Background Attestation can be accessed under the VSS menu, Add Attestation. It is an electronic statement you Attest/Not Attest to regarding your background. The Attestation is available in POWER once POWER opens for the new academic year the 2nd Friday in May. If your training starts between May and June, please add the Attestation prior to the changeover.

If you CANNOT ATTEST you must email a written explanation to adpgme@utoronto.ca with a copy to postgrad.med@utoronto.ca.

How to apply for your VSS:

As these checks can take several weeks (ranging from 2 days to over 4 months), please begin the process as soon as possible to ensure submission before your start date. Application and payment for this service is your responsibility. We encourage you to submit your application as an Employment Applicant however it is important to note that the VSS report is the same for Employment and Volunteer.

This process must be initiated through your **local Canadian police service (based on your home address)**. The College of Physicians and Surgeons of Ontario lists a number of links to Police Stations in Canadian cities on the CPSO website at: <https://www.cpso.on.ca/Physicians/Registration/Registration-Policies/Criminal-Record-Search>

For trainees who have a Toronto address, please use the “VSS Consent Form Toronto Police Services” located in your LOA documents folder in POWER. This form must be printed on 8.5” x 14” (legal size) paper in order to be accepted. A certified cheque or money order must also be included for the Toronto Police.

Some police services require a letter or form completed by the University to show proof a VSS is required. Please send the request or the document they need completed to postgrad.med@utoronto.ca.

Vulnerable Sector Screen reports from third-party agencies will NOT be accepted (ie myBackCheck.com or Triton).

How and where to upload your completed VSS report:

Please be sure that the report is scanned in its entirety. PGME must be able to see your personal information, the results of the VSS check, the date it was completed, and who completed it (signature, stamp, seal, police badge number). Acceptable formats include: jpeg, png, PDF, Microsoft Word, TIFF, bitmap. **We will not accept password protected files.**

Once you receive your completed VSS back from your local police services, please scan and submit to [PGME Form site](https://forms.pgme.utoronto.ca/?f=PGME%20Document%20Submission%20Form) at:
<https://forms.pgme.utoronto.ca/?f=PGME Document Submission Form>

Results of your VSS check:

The majority of VSS checks result in a “clear” report, indicating no police record was found. A very few trainees may receive a “not clear” report. A “not clear” report will be reviewed by a confidential committee of the Faculty of Medicine. The Faculty of Medicine reserves the right to revoke an appointment or cancel registration based on a review of this Report.

If you have ever been convicted of a criminal offence for which you have not received a pardon, you are strongly urged to consult with your provincial College of Physicians and Surgeons, as medical graduates with criminal records may not be eligible to receive licensure to practice medicine.

Please direct any questions to postgrad.med@utoronto.ca.