



MTAA Criminal Record Check Information

Individuals applying for Active Membership must submit a Criminal Record Check (CRC), inclusive of Vulnerable Sector. The MTAA accepts CRCs that are dated **90 days or less** from the date of an application submitted. The CRC must be requested through your local RCMP or City Police detachment. The CRC provided must include the jurisdictions the applicant has resided in for the past 5 years.

To clarify, if the applicant has resided within Canada for the past 5 years, the CRC with Vulnerable Sector that you request, as defined below, would likely include all jurisdictions.

If the applicant has resided within Canada for less than 5 years, additional information may be required. Please contact the MTAA office for more details.

Criminal Record Check (CRC) with Vulnerable Sector Requirements

A Criminal Record Check (CRC), inclusive of Vulnerable Sector must be completed by your local City Police or RCMP detachment for your membership application. Depending on where you reside, a completed CRC with Vulnerable Persons Sector can take a few days up to several weeks to process. For this reason, we will temporarily accept a receipt of payment until your completed CRC is received. The completed CRC must then be submitted as soon as it is received.

***Note: The MTAA can only accept a receipt for your CRC as long as you do not have a record of any a past criminal charges.**

Please be advised that the MTAA will require the Official Digital Copy, or the Original Hard Copy of your CRC results be submitted to complete your membership application. Failure to provide this in a timely manner will result in membership suspension.

The MTAA will only accept an official digital version of your CRC results that has been issued directly from your local City Police or RCMP department. If the official digital results are password protected, please be sure to provide our office with the password to access the document.

If you are issued a hard copy of your CRC results, the MTAA will temporarily accept a scanned or photocopy of the document. Please know you will be required to submit the official CRC results by mail to complete your member file.

Official Criminal Record Checks can be mailed to the following address:

Massage Therapist Association of Alberta

#204 - 37 Beju Industrial Drive

Sylvan Lake, AB T4S 0K9

3rd Party Criminal Background Checks

The MTAA will **not accept** any 3rd party Criminal Background Checks, such as:

- MyCRC Solutions inc.
- myBackCheck.com
- Certin.co
- Triton

Requesting a CRC with Vulnerable Sector in Alberta

Edmonton Police Services

Applicants who reside in Edmonton can request a Police Information Check inclusive of Vulnerable Sector online by using the link provided below.

Please note that the MTAA will require the Official Digital CRC results to be submitted with the password to access the document.

<https://www.policerolutions.ca/checks/services/edmonton/>

Calgary Police Services

Applicants who reside in Calgary can request a Police Information Check inclusive of Vulnerable Sector online by using the link provided below.

You can name the Massage Therapist Association of Alberta as the **AGENCY** you are applying for. Once your completed Criminal Record Check with Vulnerable Sector is received, you will need to **'share'** the document with the MTAA for our office to receive your official results.

<https://policeinformationcheck.calgarypolice.ca/>

Requesting a CRC with Vulnerable Sector outside of Alberta

Ontario Provincial Police (OPP)

It is to our understanding the OPP will require a letter from our association to confirm the need for a CRC with Vulnerable Sector. If this is the case, please contact our office to request this letter.

If the OPP issues an official digital version of your Criminal Record Check results, we will require the original document that was issued by the OPP to be sent to our office for your membership application.

<https://www.opp.ca/index.php?id=147>

Toronto Police Services

Toronto Police Services will require a Criminal Record Check request form from our association to request a CRC with Vulnerable Sector. Please contact our office to request this information. It is to our understanding that Toronto Police Services will require this form to be submitted as a Legal-Size document (8.5" x 14").

<https://www.tps.ca/services/background-checks/vulnerable-sector-screening/>

Local RCMP Detachment

Applicants can also request a Criminal Record Check inclusive of Vulnerable Sector from their local RCMP detachment. To find your local detachment click the link below:

<https://www.rcmp-grc.gc.ca/detach/en/find/AB#wb-cont>

Most RCMP Detachments will provide a hard copy of the CRC results. The MTAA requires the official document to be mailed to our office to complete your application.

Applicants with Existing Criminal Charges/Convictions

Individuals applying for Active Membership that have an existing criminal charge/conviction will have to complete all steps outlined in the MTAA's CRC Membership Eligibility Policy. This policy requires you to submit detailed information regarding the criminal charge/conviction, and proof that any conditions of the charge/conviction have been completed such as proof of fines paid, community service completed, mandatory courses completed, etc.

Once all required information is submitted, we submit the completed application to our Board of Directors for review to determine their eligibility for MTAA Membership. Please be advised that the MTAA cannot guarantee the approval of applications.

If an applicant has an existing criminal charge/conviction on their criminal record check, they are required to contact the MTAA to request the CRC Membership Eligibility Policy and information.

Contact Us

If you have any questions or concerns regarding your Criminal Record Check, please do not hesitate to contact our office by:

Email: info@mtaalberta.com

Phone: 403-340-1913