

PLEASE REVIEW BEFORE YOU APPLY ONLINE

Have:

- ✓ Time to sit and complete the application (or you can save it and come back to it later).
- ✓ JavaScript enabled on your browser.
- ✓ Westmount's Agency name (required to do ePIC):
 - **Westmount Charter School Society**
 - **728 32 Street NW, Calgary Alberta T2N 2V9**
- ✓ Your Volunteer invitation email containing the invitation link from Westmount.
- ✓ The following **documents saved as files** on your computer for uploading into the ePIC system. *(Take clear and readable photos):*
 - Two pieces of government issued identification documents; one must have your photo:

Photo ID	Non-Photo ID
Driver's License	Provincial Healthcare Card
Alberta Photo Identification Card (Issued through Registry Agent Offices)	Birth Certificate
Passport	Marriage Certificate
Permanent Resident Card	Immigration Papers
Firearms License	Citizenship Card
Nexus Card	Citizenship Certificate
Secure Certificate of Indian Status Card (Federally issued)	
Aviation Document Booklet	
Refugee Protection Claimant Document-Certified	

Know that:

- ✓ You must live in **Calgary** to apply online.
- ✓ You must have **resided in Canada for greater than 1 year**
- ✓ You must be able to supply your **Social Insurance Number (SIN)** as it is mandatory for your identification to be verified by Equifax eIDverifier. *(This is NOT a credit-check and will not affect your credit rating).*
- ✓ **Your online application is more likely to be successful** if you have an **established and/or active credit history** - i.e. credit card, bank loans, mortgage, etc. as these are required to authenticate your identification.
 - *Think carefully as you answer questions about your credit history as they can be tricky and your application will be rejected if you make any errors.*

- ✓ Once the CPS emails you your PIC/VSC results, you must **SHARE** them with Westmount by downloading the PDF of your results letter and emailing it to ecadmin@westmountcharter.com or mhadmin@westmountcharter.com
- ✓ You are not an official volunteer until you return the completed Westmount Volunteer Registration form to the Elementary or Mid-High Office.
- ✓ Results are available in your PIC account for 60 days from completion. Please make sure you download and save a copy within this time frame if desired. Your certificate will not be accessible in your account past 60 days, however will be accessible if saved to a personal desktop or folder. **The PIC/VSC you supply to Westmount will be valid for 3 years.**

For more helpful tips, review the following:

- [PIC Website](#)

For questions about the Westmount Volunteer Process, contact the [Elementary](#) or [Mid-High](#) Offices.

For assistance with the ePIC system, contact cps-picunit@calgarypolice.ca or call 403 428-2052.