

REQUIRED POLICE VULNERABLE SECTOR CHECK - YEAR TWO

All incoming Bachelor of Education teacher candidates must provide a current Police Vulnerable Sector Check (PVSC) to the Practicum Office by **noon on September 18, 2018**. Failure to do so will result in the cancellation of the fall practicum. Cancelled practicum must be made up in its entirety and will be rescheduled at the discretion of the Practicum Office. A \$425 administrative fee will apply. **Exceptions to the deadline will not be made for any reason.**

TIME-SENSITIVE INFORMATION:

- Your PVSC must have an issue date of May 1, 2018 or later. **A PVSC dated prior to May 1, 2018 will not be accepted.**
- The process to complete a PVSC can take up to 120 days. You must begin the process immediately on May 1st to ensure that you meet the September 18th deadline.
- **Candidates must submit a photocopy** to the Practicum Office. **Please keep your original PVSC in a safe place.** You will need it for placement. Further direction will be provided to you over the summer.
- Your PVSC must be obtained from the local police authority/OPP detachment in the community of your permanent address.
- International candidates and Canadian candidates **who have not lived in Canada** for the last five years must obtain a comparable PVSC from their country of residence. If the PVSC is in a language other than English, a notarized translation of the PVSC must also be provided.
- Canadian candidates currently living abroad will not be able to obtain the required PVSC while out of country. In order to obtain the required PVSC, you must apply for it, and in most cases pick it up, in person. You are responsible for making the necessary arrangements to obtain the required documentation. Please contact the RCMP if you have questions regarding this process.
- **Candidates applying for a PVSC through the Toronto Police Service** will require a “Toronto Police - Consent to Disclosure of Personal Information” form signed by a representative of the Schulich School of Education. Please refer to the attached instructions for more information if your postal code begins with ‘M’.
- Your local police authority may require a representative of the Schulich School of Education to complete a “Consent to Disclosure of Personal Information” form or letter. A personalized letter is included in this offer package.
- Teacher Candidates are **strongly encouraged** to purchase more than one original copy of their PVSC.
- Please take this package with you, as a reference, when applying for your PVSC.

If you have any additional questions, please contact the Practicum Office at ptoffice@nipissingu.ca or 705-474-3450 ext. 4555.

Completing a Police Vulnerable Sector Check with your Local Authority or OPP

These instructions **do not apply** to teacher candidates whose permanent address is Toronto. If your postal code begins with 'M' please refer to the next page.

All other teacher candidates please follow the instructions below:

Go in person to your local police authority or OPP station to request a Police Vulnerable Sector Check. You will be required to provide two pieces of accepted identification, complete an application form, and pay a service fee. The service fee will vary by police service. You **may** also be asked to complete/provide the following forms:

- a. A letter from Nipissing University formally requesting a PVSC. **(A personalized letter is included on Blackboard.)**
- b. Consent to Disclosure of Personal Information
- c. Request for Vulnerable Sector Screening (OPP)

A representative from the Schulich School of Education may be required to complete certain sections of each of the forms listed above. If so, send the forms to Nipissing University in the manner indicated and clearly specify how the documents should be returned to you.

IMPORTANT – SUBMISSION TO NIPISSING UNIVERSITY:

You must submit **A COPY** of your PVSC (not the original) to the Practicum Office **by noon on September 18, 2018**. You may:

- send a clear picture of your documents to ptoffice@nipissingu.ca
- submit a copy in person to the Practicum Office in room F201
- mail a copy to the Practicum Office, Nipissing University, 100 College Drive, North Bay ON P1B 8L7

Failure to meet the deadline will result in the cancellation of the fall practicum. Cancelled practicum must be made up in its entirety and will be rescheduled at the discretion of the Practicum Office. A \$425 administrative fee will apply.

PLEASE KEEP YOUR ORIGINAL PVSC IN A SAFE PLACE. You will need it for placement.

If you have questions, please contact the Practicum Office at ptoffice@nipissingu.ca or 705-474-3450 ext. 4555.

Completing a Police Vulnerable Sector Check with the Toronto Police Service

Teacher candidates whose permanent address is Toronto (postal code begins with 'M') must complete a Police Vulnerable Sector Check (PVSC) with the Toronto Police Service (TPS). The TPS processes an extremely high volume of requests and the wait period to receive your PVSC will be lengthy. You must begin the process on April 1, 2018 to ensure you meet the deadline of August 23, 2018.

Please follow the instructions below:

Send an email to ptoffice@nipissingu.ca with the subject line "REQUEST FOR CONSENT TO DISCLOSURE FOR TPS". In the body of your email please include your full name and student ID#.

A representative of the Schulich School of Education will complete the required sections of the "Consent to Disclosure of Personal Information" waiver from TPS and email it back to you.

Once you receive the completed waiver from the Schulich School of Education, please follow these instructions:

- Print on legal size paper (letter size will not be accepted by TPS and will cause a delay in processing)
- Fill out the top portion of the waiver (i.e. name, address, birth date, etc.)
- Sign and date as "applicant"
- Mail your completed form to: Records Management Services Unit, Toronto Police Service, 40 College Street, Toronto ON M5G 2J3.
- **When mailing your form to TPS, please include either a money order or certified cheque payable to Toronto Police Service in the amount of \$20.00 or your PVSC will not be processed.**
- To learn about TPS expedited service for obtaining your PVSC please visit their website at www.torontopolice.on.ca.

IMPORTANT – SUBMISSION TO NIPISSING UNIVERSITY:

You must submit **A COPY** of your PVSC (not the original) to the Practicum Office **by noon on September 18, 2018**.

You may:

- send a clear picture of your documents to ptoffice@nipissingu.ca
- submit a copy in person to the Practicum Office in room F201
- mail a copy to the Practicum Office, Nipissing University, 100 College Drive, North Bay ON P1B 8L7

Failure to meet the deadline will result in the cancellation of the fall practicum. Cancelled practicum must be made up in its entirety and will be rescheduled at the discretion of the Practicum Office. A \$425 administrative fee will apply.

PLEASE KEEP YOUR ORIGINAL PVSC IN A SAFE PLACE. You will need it for placement.

If you have questions, please contact the Practicum Office at ptoffice@nipissingu.ca or 705-474-3450 ext. 4555.