

**Police Vulnerable Sector Check Requirements for 2020-2021
Year 2 Consecutive/Year 6 Concurrent**

All incoming Bachelor of Education students must provide a current Police Vulnerable Sector Check (PVSC) to the Practicum Office by **noon on September 25, 2020**. Failure to do so **will result in a \$75 late fee** and possible cancellation of the practicum. Cancelled practicum must be made up in its entirety and will be rescheduled at the discretion of the Practicum Office, which could cause a delay in program completion/graduation. A \$425 administrative fee will apply in these cases.

TIME-SENSITIVE INFORMATION:

- Your PVSC must have an issue date of May 1, 2020 or later. **A PVSC dated prior to May 1, 2020 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 deadline.
- You must submit a clear picture or photocopy of your PVSC 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 and Canadian students **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 students 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.
- **If you are applying for a PVSC through the Toronto Police Service** you 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.**
- You 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 those whose permanent address is Toronto. If your postal code begins with 'M' please refer to the next page.

All other students 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 in this offer package.)**
- 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 to the Practicum Office **by noon on September 25, 2020** in one of the following ways:

- send a clear picture of your documents to ptoffice@nipissingu.ca
- submit a copy in person to the Practicum Office in room F208
- 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 a \$75 late fee. The Practicum Office will then determine next steps, which could include cancellation of the practicum resulting in a delay of program completion and a \$425 fee.

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.

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

If your permanent address is Toronto (postal code begins with 'M') you 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 May 1, 2020 to ensure you meet the deadline of September 25, 2020.

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 to the Practicum Office **by noon on September 25, 2020** in one of the following ways:

- send a clear picture of your documents to ptoffice@nipissingu.ca
- submit a copy in person to the Practicum Office in room F208
- 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 a \$75 late fee. The Practicum Office will then determine next steps, which could include cancellation of the practicum resulting in a delay of program completion and a \$425 fee.

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