

Police Vulnerable Sector Check Requirements for 2023-24

Bachelor of Education students must provide a current Police Vulnerable Sector Check (PVSC) to the Practicum Office by **noon on September 18, 2023**. Failure to do so will result in a \$75 late fee and 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. An administrative fee may apply in these cases.

TIME-SENSITIVE INFORMATION:

- Your PVSC must have an issue date of May 1, 2023, or later. **A PVSC dated prior to May 1, 2023, will not be accepted.**
- The process to complete a PVSC can take up to 6 months, especially during times of high demand (like the beginning of a new semester). Please don't assume that because you have been able to get a PVSC quickly in the past, you will be able to do so again. **Begin the process immediately on May 1st to ensure that you meet the deadline.**
- You must submit a clear picture or scan 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 in the fall.
- 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. 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.
- **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 your 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 (apply online if possible) to request a Police Vulnerable Sector Check. You will be required to provide two pieces of acceptable 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 a letter from Nipissing University formally requesting a PVSC. **A personalized letter is included in this offer package.**

You are encouraged to purchase more than one copy of your PVSC if possible.

IMPORTANT – SUBMISSION TO NIPISSING UNIVERSITY:

You must submit a copy of your PVSC to the Practicum Office **by noon on September 18, 2023**. A clear picture or scan to ptoffice@nipissingu.ca is acceptable. Hard copies will not be accepted.

Please keep your original PVSC in a safe place. You will need it for placement. Further direction will be provided to you in the fall.

Failure to meet the deadline will result in a \$75 late fee and cancellation of the practicum, resulting in a delay of program completion/graduation and an additional administrative fee.

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 (TPS)

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. 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, 2023, to ensure you meet the deadline. Please follow the instructions below:

1. 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#.
2. 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.
3. Once you receive the completed waiver from the Schulich School of Education, please visit the TPS website for further instruction: <https://www.tps.ca/services/background-checks/vulnerable-sector-screening/>.
4. 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**. Personal cheques are not accepted.

IMPORTANT – SUBMISSION TO NIPISSING UNIVERSITY:

You must submit a copy of your PVSC to the Practicum Office **by noon on September 18, 2023**. A clear picture or scan to ptoffice@nipissingu.ca is acceptable. Hard copies will not be accepted.

Please keep your original PVSC in a safe place. You will need it for placement. Further direction will be provided to you in the fall.

Failure to meet the deadline will result in a \$75 late fee and cancellation of the practicum, resulting in a delay of program completion/graduation and an additional administrative fee.

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