

## Police Vulnerable Sector Check Requirements for 2024-25

Bachelor of Education students must provide a current Police Vulnerable Sector Check (PVSC) to the Practicum Office by **4:30pm on September 9, 2024**. 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, 2024, or later. **A PVSC dated prior to May 1, 2024, 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 1, 2024, to ensure that you meet the deadline.**
- You must submit a clear picture or scan of your PVSC to the Practicum Office by following the link provided below. **Please keep your original PVSC in a safe place.** You will need it for placement. Further directions 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**, there is now an online process. 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 may also contact the Practicum Office (ptoffice@nipissingu.ca) to request a letter.**
- 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](mailto: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 may also reach out to the Practicum Office ([ptoffice@nipissingu.ca](mailto:ptoffice@nipissingu.ca)) to request a letter.**

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

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### IMPORTANT – SUBMISSION TO NIPISSING UNIVERSITY:

You must submit a copy of your PVSC to the Practicum Office **by 4:30pm on September 9, 2024**. Please submit your PVSC through a Microsoft form. [CLICK HERE](#) to access the form.

**Year 1/5 Teacher Candidates:** Please submit your PVSC to [ptoffice@nipissingu.ca](mailto:ptoffice@nipissingu.ca) until you receive your Nipissing University email address in mid-July. If you currently have a Nipissing email, please submit you PVSC through the Microsoft form.

**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](mailto:ptoffice@nipissingu.ca) or 705-474-3450 ext. 4555.

## Completing a Police Vulnerable Sector Check with the Toronto Police Service (TPS)

Students 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 May 1, 2024, to ensure you meet the deadline.

### Applying by Mail or In-Person

If you wish to apply with by mail, please email [ptoffice@nipissingu.ca](mailto:ptoffice@nipissingu.ca) and a copy of the application form will be emailed to your attention. There are also copies of this form available at TPS Headquarters, located at 40 College Street, for any applicants who would prefer to apply with us in person. You will be required to provide an agency code (indicated below) which should be written in the "name of organization requesting Vulnerable Sector Check and organization code" field on the application form. TPS is unable to accept an application form that is missing this agency code. Instructions for applying with the TPS by mail can be found on the application form, as well the TPS website: <https://www.tps.ca/services/police-record-checks>.

### Applying Online

To apply online with the TPS, please go to their website [www.tps.to/police-checks](http://www.tps.to/police-checks) for more information and to access the online application website. You must enter the agency code (indicated below) when completing the online application.

**Agency Code:** 202309TPSON3AE9F

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You must submit a copy of your PVSC to the Practicum Office **by 4:30pm on September 9, 2024**. Please submit a copy through the Microsoft form provided ([CLICK HERE](#)), **by noon on September 9, 2024**.

**Year 1/5 Teacher Candidates:** Please submit your PVSC to [ptoffice@nipissingu.ca](mailto:ptoffice@nipissingu.ca) until you receive your Nipissing University email in mid-July. If you currently have a Nipissing email, please submit through the Microsoft form.

**Please keep your original PVSC in a safe place.** You will need it for placement. Further directions 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](mailto:ptoffice@nipissingu.ca) or 705-474-3450 ext. 4555.