

Police Vulnerable Sector Check Requirements for 2026-27

Bachelor of Education students must provide a current Police Vulnerable Sector Check (PVSC) to the Practicum Office by **4:30pm on September 14, 2026**. 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, 2026, or later. **A PVSC dated prior to May 1, 2026, 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, 2026, 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.**
- 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 may also reach out to the Practicum Office (ptoffice@nipissingu.ca) to request a letter.**

IMPORTANT: Most Teacher Candidates will receive an electronic copy of their PVSC. Teacher Candidates are encouraged to immediately save a copy to their electronic device before access to their PVSC expires. Teacher Candidates who receive a hard copy of their PVSC are encouraged to purchase more than one copy.

IMPORTANT – SUBMISSION TO NIPISSING UNIVERSITY:

Once you have officially received your Nipissing University email address, you must submit a copy of your PVSC to the Practicum Office **by 4:30pm on September 14, 2026**, through a Microsoft form. [CLICK HERE](#) to access the form.

Please keep your 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 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, 2026**, to ensure you meet the deadline.

Applying Online (Fastest Service)

To apply online with the TPS, please go to their website 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. Type this code in the required field. Do not copy and paste the code as it will indicate an error.

Applying In-Person

If you wish to apply in person, TPS Headquarters is located at 40 College Street. 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 can be found on their website: <https://www.tps.ca/services/police-record-checks>.

Agency Code: 202309TPSON3AE9F

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