

Police Records Check Requirements

Department of Teacher Education, Brock University

All teacher candidates – without exception – are required to have obtained a police records check with vulnerable sector screening prior to entering a school in September. It is a policy of the Brock Teacher Education Program that teacher candidates who do not have an acceptable police records check may be immediately withdrawn from the program.

Police records checks must be:

- Dated no earlier than May 1, 2014 (records checks can be no older than six months prior to the first visit to a school);
- Include a vulnerable sector screening;
- Be issued through your local police station.

Applying for the records check:

- When visiting a police station to apply for a police records check, ensure that you bring everything you need for the application process. Contact your local police service to determine what documentation is needed to apply for a records check with vulnerable sector screening.
- Please be aware that police services have different application processes. For example:
 - **Niagara Regional Police**
You will need a letter from the Department of Teacher Education in order to apply for a background check with vulnerable sector screening from the Niagara Regional Police. This letter was sent to you by regular mail earlier in May. Once you're ready to apply for your records check, take it to your local Niagara Regional Police station along with two pieces of acceptable government-issued identification.
 - **Hamilton Police Service**
You will need a letter from the Department of Teacher Education in order to apply for a background check with vulnerable sector screening (at the school placement rate) from the Hamilton Police Service. This letter was sent to you by regular mail earlier in May. Once you're ready to apply for your records check, take it to the Hamilton Police Services along with two pieces of acceptable government-issued identification.
 - **Ontario Provincial Police**
You will need a letter from the Department of Teacher Education in order to apply for a background check with vulnerable sector screening from the Ontario Provincial Police. This letter was sent to you by regular mail earlier in May. Once you're ready to apply for

your records check, take it to your local Ontario Provincial Police detachment along with two pieces of acceptable government-issued identification.

- **Other**

If your local police station is not listed above and requires documentation to be filled out, please contact the Department of Teacher Education to have the forms filled out. Otherwise the Department of Teacher Education has sent you a letter (stating that you have been accepted to the Teacher Education Program) to take with you to the police station.

Recommendations:

- We advise that you make an extra copy of your records check in case you are asked to submit the original document to a school administrator;
- We recommend that you apply for a police records check as soon as possible. The processing time for a check with vulnerable sector screening can be quite lengthy. You will not be able to enter a school until you have a police records check with vulnerable sector screening in your possession;
- We advise that you contact the police service you will be going to beforehand to know what documentation you will need to start the process (i.e., forms, letters, identification, etc.);
- Once you have the records check we ask that you do not send it to us. Please keep it secure so that you can bring it with you when you enter a school in September. Please note that it is your responsibility to show (or submit) your completed check to your school principal or school board contact.

If you have further questions regarding the required police records check please contact Michelle Smythe at 905-688-5550 x4967 or msmythe@brocku.ca.