



CRIMINAL RECORD CHECK/VSS PROCEDURES
Faculty of Education
York University

Criminal Record Check/Vulnerable Sector Screening (VSS)

All Teacher Candidates (TCs) enrolled in a BEd program must have a **valid VSS** for every year in the program. At the start of the program in September, all TCs must have a cleared VSS document with an issued date of no earlier than 6 months prior to the September start of the academic year. TCs **must** re-apply for a new VSS prior to the expiry date of the existing one every year. Processing time can be quite lengthy and can take in excess of 4 months to complete the search in cases where fingerprinting may be required. For this reason, TCs must begin the process **early to ensure their VSS is never expired. Processing time will take between 3-4 weeks.** Please call your local Police Services Office to find out how long their processing time is and begin your application accordingly in order to always have a valid document dated no earlier than May.

Without a clear VSS document TCs will not be allowed to participate in practicum assignments.

School boards, practicum schools, community organizations, course directors and practicum facilitators will demand that you show your **original VSS** document prior to attending your practicum. Please keep your original document with you at all times so that you can produce this document as requested. TCs placed in specific school boards and/or community organizations may be asked to forfeit their **original VSS** document*. For this reason, you may request a second copy at the time of application. Most Police Services will provide a second copy at a nominal charge.

How and Where Do I Obtain a VSS?

TCs must obtain their VSS from the police services office based on where they reside. We have provided information below for some jurisdictions. If you live in a jurisdiction that does not appear below please check your local police website or go to your local police station to request a VSS.

Toronto Residents (you are a Toronto resident if your postal code begins with "M")

Toronto Police Services requires a signature from an authorized York University representative. TCs must pick up the "Disclosure Form" from the Practicum Office, 108 Winters College, Keele campus between the hours of 9:00-3:30 pm weekdays. TCs will be required to present **photo ID showing their current address.**

Signed and verified completed consent forms must then be mailed to: **Toronto Police Services, 40 College Street, Toronto, ON M5G 2J3** and must include a payment of **\$20.00**. Payment must be in the form of a **Certified Cheque** obtained from your bank, or a **Money Order** obtained from your bank or post office. Please make cheque/money order payable to the **Toronto Police Services**

York Region Residents

Information can be accessed on the York Regional Police website where you can download the VSS form, then follow the website instructions for processing. <https://www.yrp.ca/en/services/vulnerable-sector-check.asp>

Peel Region Residents

Information can be accessed on the Peel Police website <https://www.peelpolice.ca/en/services/record-checks-and-suspensions-pardons.aspx>. The Peel Police Headquarters is located at 7750 Hurontario Street, Brampton. Telephone number 905-453-2121 (X-4391).

Residents of Barrie, Durham & Regions Outside of the GTA

Information can be accessed on the Regional Police Services Website.

INFORMATION FOR TCs WITH PLACEMENTS IN THE FOLLOWING SCHOOL BOARDS

VSS Instructions for TCs With a Placement in a TDSB or Peel District School Board

Please note that the Peel District School Board and the Toronto District School Board (both are public boards) have specific instructions for TCs with regard to providing a VSS prior to attending a practicum in any of their schools. If your practicum placement will be in either of these Boards, please see specific Board instructions below. Once you have received your VSS please proceed with the requests below.

Toronto District School Board (TDSB – Public Board)

The TDSB requires all TCs placed in their schools to have a valid **VSS**. TCs **must** bring their **original VSS document** to the Police Reference Check Office to be verified prior to the start of any school practicum.

The TDSB Police Reference Check Office is located at 17 Fairmeadow Avenue located east of Yonge Street and south of the 401. Please note that the PRC office is open Monday to Friday from 8 am to 4:30 pm. Summer Friday closing will be 3:30 pm. The phone number is 416-393-0759.

TCs are required to go the PRC office located at 17 Fairmeadow Ave, Room 107 with the ORIGINAL VSS document for verification prior to starting your practicum.

Peel District School Board (Public Board)

All TCs placed in a Peel District School are required to provide a Criminal Record Check that is satisfactory to the board prior to the commencement of any duties. The Criminal Record Check must meet all of the conditions outlined below. It is the responsibility of the TC to ensure that the conditions below are met.

- **Must have been completed by a police service within the preceding 6 months**
- **Must include a Vulnerable Sector Screening (VSS) including a search of the pardoned sex offender database**
- **Must be an original**

The original Criminal Record Check, and any additional information requested, will become the property of the Peel District School Board, and will not be returned, copied or forwarded to any other institution or individual. **The original Criminal Record Check should be hand delivered, if possible, to Lisa Cruickshank, Employee Relations Officer, Criminal Record Checks/Professional Certification, Human Resources Support Services, 5650 Hurontario Street, Mississauga, ON L5R 1C6**, in a sealed envelope marked confidential, include the applicant's full name and nature of duties (employment, volunteer, placement, etc.), and the words "Criminal Record Check". This is an important document. You should make a copy of your Criminal Record Check for your own records prior to submitting.

Many police services will provide the applicant with multiple originals if requested at the time of application. TCs placed in a Peel District School should request an additional original for their own records. You will be required to produce another original VSS should a change in placement occur to a Board other than Peel within the academic year.