

## Vulnerable Sector Screening (VSS) Instructions

- 1) Failure to provide a VSS by June 14, 2024 may result in your removal from the B.Ed. program.
- 2) Do not apply for your VSS prior to May 1, 2024; it will not be accepted.
- 3) The VSS is only valid for one year from date stamped by Police. You must be fully covered for your practicum until April 30, 2025.
- 4) No VSS checks will be accepted if it is for employment or for another agency.
- 5) Apply for your VSS on May 1, 2024 (carefully read the details in the table below, and determine the option that applies to you).
- 6) You are responsible for any fee associated with obtaining this mandatory document.
- 7) When you receive your VSS from the Police, take a photo or scan the document, and send it to Cynthia. Please review the photo/scan for appropriate size and clarity before sending.
- 8) By June 14, 2024 e-mail your VSS to [cynthiabudgell@trentu.ca](mailto:cynthiabudgell@trentu.ca)
- 9) Retain the original document to safekeeping as you will be required to provide it on the first day at each of your placement and practicum schools in 2024-2025.

Canadian Residents with a <u>postal code starting with any letter other than "M"</u>	Canadian Residents with a <u>postal code starting with the letter "M"</u>	International Students
<p>Using the attached letter from the Dean of Education (see page 2 of this document), print your name on it and apply for your Vulnerable Sector check via your local police station. Check with your local Police process online before you apply; some police services will accept online applications, while others will not.</p> <p>Your police service will normally require proof that you reside in the district serviced by that police station. Please note that they may require you to file this request in your home district if you cannot provide such proof of residence.</p>	<p>Go to: <a href="https://www.tps.ca/services/police-record-checks/">https://www.tps.ca/services/police-record-checks/</a></p> <p>Click on "Fill Out Form" and register for an adult police record check account and apply for the <b>Vulnerable Sector Application</b>.</p> <p>In the field "<i>Reason for request Name of organization requesting Vulnerable Sector Check and organization code</i>", Enter: <b>Trent University B.Ed. 202310TPSON25C27</b></p>	<p>Apply for an International Police check (translated into English). When you receive those results, scan and e-mail a copy to <a href="mailto:cynthiabudgell@trentu.ca">cynthiabudgell@trentu.ca</a> by <b>June 14, 2024</b>.</p> <p>As soon as you arrive in Peterborough, you will need to apply for a VSS at the Peterborough Police Services office (500 Water Street, Peterborough). When you apply at the Peterborough Police you will need your International Police check along with the enclosed letter from the Dean of Education with you, to obtain that document.</p> <p>DO NOT DELAY in applying for your VSS as soon as you arrive in Peterborough. Once you receive the document from the Peterborough police, retain the original and scan a copy to <a href="mailto:cynthiabudgell@trentu.ca">cynthiabudgell@trentu.ca</a></p>

**E-MAIL ADDRESS FOR VSS QUESTIONS:** Cynthia Budgell ([cynthiabudgell@trentu.ca](mailto:cynthiabudgell@trentu.ca)) If, for any reason you are not able to send the VSS by June 14, then you must email the specific details to Cynthia, and each scenario will be determined on a case-by-case basis. **In some cases, not meeting the timeline given above may result in your B.Ed. program acceptance being deferred to the following year.**

May 1, 2024

To Whom It May Concern:

\_\_\_\_\_ is a registered student at  
(Print full legal name)

the School of Education and Professional Learning, Trent University, in the Bachelor of Education program. They will be on unpaid Elementary and/or Secondary school practicum and placements for the 2024-2025 school year, and therefore require a Vulnerable Sector Check including a check of the Pardoned Sexual Offenders database.

Thank you,



**Dr. Sarah Twomey**  
Dean, School of Education  
Trent University  
sarahtwomey@trentu.ca

*Note: This letter is for all Ontario Police EXCEPT for Toronto Police Services.*