

Criminal Occurrence Security Check / Criminal Record Check / Vulnerable Sector Screening

Criminal Occurrence Security Checks / Criminal Record Checks (COSC/CRC), with the additional requirement of the Vulnerable Sector Check (VSC), are **mandatory** for ALL Teacher Candidates.

All Teacher Candidates registered for field experiences have to submit a clear digital copy of their CRC and Vulnerable Sector Screening Check in **PDF format only** to <https://forms.office.com/r/PZTqNCvycw>. **(We no longer accept CRC through email)** It can sometimes take up to two weeks to get a CRC finalized so please start 3 weeks before the submission due date. **We will NOT send out any placement information if we do not have your valid CRC on file.**

You will have to submit your CRC for each practicum. For confidential reason, we delete all CRCs once we have the current practicum finalized.

1. The criminal occurrence security check / criminal record check (COSC/CRC) must be an original document that is dated within six (6) months of the start date for field experiences and includes a Vulnerable Sector Check (VSC).
2. **File named as “LAST NAME, first name – CRC Course Code – ISSUE DATE”**
e.g.: **SMITH, John – CRC EDST 213 – JAN 22, 2022**
3. You will **not** be allowed to enter a school for field experiences without a valid COSC/CRC with VSC delivered to the appropriate location.
4. COSCs/CRC with VSC can be obtained from the local city police or the RCMP in your area and take about two weeks to process by these groups. Field office staff suggest that teacher candidates request three (3) originals so that you can retain copies for future use.
5. **The cost for the COSC/CRC with VSC is paid by you - the applicant.**
6. Verbal reporting of any new criminal charges must be done (no later than two working days after being charged) to the HR of the school division or their designate and this report must be followed immediately by a written report outlining the charges. Relevant circumstances may be included so that the Director or a designate can investigate further.

If You Have a Criminal Record

Teacher candidates with a criminal record are advised to seek advice as to whether they will be eligible to do field experiences or teach once they graduate. You are advised to apply for a record suspension as soon as possible. Further information regarding eligibility to receive certification and application for a record suspension can be found at:

<https://www.canada.ca/en/parole-board/services/record-suspensions.html>

If you have any questions, please email to education.fieldoffice@usask.ca