



Criminal Record Checks (CRC), with the additional requirement of the Vulnerable Sector Check (VSC), are required by all school divisions. The field experiences office is helping to collect them in one place.

All Teacher Candidates registered for field experiences must upload a clear digital copy of their CRC and VSC in PDF format **ONLY** to specific site (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. Some communities might require a letter from the College for your CRC application. We will **NOT** send out any placement information if we do not have your CRC on file.

You will have to submit your CRC for each practicum. For confidential reason, we do **NOT** review your CRC after you upload it, and we delete all CRCs once we have the current practicum finalized.

1. The criminal record check (CRC) must be an original document that is dated as per the school division policy, of the start date for field experiences and includes a Vulnerable Sector Check (VSC).
2. File named as “**LAST NAME, first name**”, which will help us to sort it out quickly.  
e.g.: SMITH, John
3. You will **NOT** be allowed to enter a school for field experiences without a valid 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.
5. **The cost for the 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](mailto:education.fieldoffice@usask.ca)