

# Criminal Reference Check Information – DO NOW!

Teacher candidates will need a police criminal reference check for **two separate purposes** during your UOIT B. Ed. (and at any Faculty of Education in Ontario). Please read the following information carefully.

**Purpose 1:** All school boards in Ontario **require teacher candidates** to have a **police/criminal reference check** done prior to entry into any school. You will be **denied entry** into your placement without this check done. This could cause serious problems with gaining the appropriate number of days for your degree, as well as an unprofessional relationship with your host school.

Since UOIT has a school/field placement beginning Tuesday, September 8th, you will need to have a criminal reference check done (with wallet card in hand) a few weeks prior (**by Monday, August 17<sup>th</sup> at the very latest**). We strongly suggest you get to this task promptly as time will run out fast!

If you have been successful in getting a cleared criminal reference check, your name will appear on a database administered by the corporation handling all police checks for teacher candidates. UOIT is regularly sent the database list of all teacher candidates who have successfully completed and passed a criminal reference check. This will also be **checked by August 17th** to ensure your name is on the list.

**Purpose 2:** In order to start your application process for **being certified to teach in Ontario**, you will need to apply to the **Ontario College of Teachers (OCT)** to obtain your qualifications record and license to teach. OCT is booked to come to **UOIT in November** to show you the process of applying so you can fill out your application online. Part of the application process involves you sending in an **original paper copy of your police/criminal reference check** (dated within 6 months of making application to OCT), along with a copy of your birth certificate and original transcripts sent from all university degrees (more on transcript and birth certificates on Friday, August 21st when OCT comes to UOIT for a preliminary visit).

Purpose 1 and Purpose 2 can be satisfied in **one application to OESC** (Ontario Educational Services Corporation) who handles all teacher candidate requests for criminal reference checks in Ontario.

**Timing:** In order to satisfy “Purpose # 1” you need to allow 4-6 weeks for processing by OESC and mailing you the wallet card and original paper copy. In order to satisfy “Purpose # 2” you will need to have your paper copy dated within 6 months of November 13th. Since you start at UOIT a little earlier than most teacher candidates (August 17th) and since OESC may think you don’t start until September - we strongly advise you to make application to OESC for BOTH the wallet card and original written Police Report. Given these conditions and the need to leave a little extra time for processing, you should **APPLY NOW and NO LATER than JUNE 30<sup>th</sup> !!!!!!!!!!!**

**Website:** Access the OESC website at <http://oesc-cseo.org> - Be sure to **read EVERYTHING** on the site and then click on Police Checks button at the top right and choose **“A College or University Student who needs an OESC ID Card for placement in a school or other agency”** to access the proper forms”. Please complete in BLUE pen, include **all of your names** you have ever gone by and **CHOOSE the \$40.00** item as shown.

I require:  
Please check ONE (1) box ONLY

GST# 85719 3080 RT001

	Purpose	Cost (includes all taxes)
<input checked="" type="checkbox"/>	1 OESC ID Card:	Required for students completing placements in Ontario schools and other agencies \$30.00
<input type="checkbox"/>	1 Replacement OESC ID Card	In cases where the original card issued has been lost or stolen or when changes are requested (e.g. address or name change) \$20.00
<input type="checkbox"/>	1 OESC ID Card PLUS 1 ORIGINAL written Police Report:	Required for students completing placements in Ontario schools and other agencies where the agency requires a written Police Report \$40.00
<input type="checkbox"/>	2 ORIGINAL written Police Reports (for Certification/Employment):	For graduating B.Ed. students who are applying to the Ontario College of Teachers for certification and for anyone who requires written reports for employment purposes \$30.00

## **Criminal Reference Check Information Continued:**

Each year some teacher candidates do not receive their OESC wallet card and original form on time because of errors, forgetfulness or not properly reading instructions. Going to a local police station to get a police/criminal check is **NOT** a solution for these people. School boards insist that all teacher candidates use the service of OESC because they are ensured of a “full vulnerable sector check” along with other checks that school boards require. **Please DO NOT leave this task to the last minute or forget to do it! We want all of our students to start their placement on time and have this task completed well in advance.**

**Here are some tips in the process:**

1. Go to the **website now** and read the entire website (just a few pages and 10 minutes of your time). Everything is well explained on the website. <http://oesc-cseo.org>
2. **Print off the PDF** of the **2009-2010 Student Consent and Payment Forms** - found at the bottom of this link page – [http://oesc-cseo.org/English/university\\_students.html](http://oesc-cseo.org/English/university_students.html)
3. Fill out the form in **BLUE INK in CAPITAL LETTERS**.
4. **Include all nicknames, maiden names, or any names** used in the past. YOU MUST ensure that every possible name you have gone by is included here. If you do not do this – the police check will have to be done again at your expense as it will not relate to all of your documents.
5. Attach a **photocopy of your driver’s license** to the form (or check off you do not have one).
6. **Sign the consent form with your legal signature** and date it! It must be **YOUR original** signature – not a copy or a fax version of it. It is an offense to sign for someone else.
7. Check off the **\$40.00 item for BOTH a wallet card and original written police report** so you have them for both practicum in September and OCT in November.
8. **DO NOT FAX** the form.
9. Enclose **proper payment**. (Money order, VISA or Mastercard- **NO** cash or personal cheques)
10. Realize that Canada Post mail will take **3 – 5 days to reach the destination (or longer)**. You can use **Priority Post or Express Post (to track it – great idea!)** but since it is delivered to a Canada Post P.O. box you **CANNOT** use FedEx, Purolator, UPS etc. Ensure this is done **PRIOR TO JUNE 30<sup>th</sup>** so it reaches OESC in time for processing and return to you for starting UOIT.
11. Email Practicum Assistants Lori Keilty ([lori.keilty@uoit.ca](mailto:lori.keilty@uoit.ca)) or Nancy Papadimitriou ([nancy.papadimitriou@uoit.ca](mailto:nancy.papadimitriou@uoit.ca)) for any help. Please do not call the Practicum Co-ordinator.

**Please do not delay. We urge you to complete this promptly as thousands of incoming teacher candidates take part in this service too!**