TORONTO DISTRICT SCHOOL BOARD
Instructions for Submission of Police Vulnerable Sector Check

Teacher candidates assigned to the Toronto D.S.B. are required to submit their original Police Vulnerable Sector Check (PVSC) to the TDSB PRC Office **PRIOR TO THE FIRST DAY OF PLACEMENT**. Candidates who do not submit their original PVSC to the board office prior to the first day placement will be asked to leave the school. Candidates must submit their original PVSC by mail or in person as follows:

1. Mail the **original** to: TDSB PRC Office, 17 Fairmeadow Avenue, Room 107, Toronto ON M2P 1W6. **If you want your original returned to you, you must include a self-addressed, stamped envelope.**

OR

2. Personally deliver the **original** to the TDSB PRC Office at 17 Fairmeadow Avenue, Room 107.

If you have any questions relating this process, please contact the TDSB PRC Office at 416-393-0759.

IMPORTANT – SUBMISSION TO NIPISSING UNIVERSITY:

You must submit **A COPY** of your PVSC (not the original) to the Practicum Office by the applicable deadline. You may:

- send a clear picture of your documents to ptoffice@nipissingu.ca
- submit a copy in person to the Practicum Office in room F201
- mail a copy to the Practicum Office, Nipissing University, 100 College Drive, North Bay ON P1B 8L7

Failure to submit the required documentation by the applicable deadline will result in a $75 late fee and possible cancellation of the fall practicum block. Cancelled practicum must be made up in its entirety and will be rescheduled at the discretion of the Practicum Office, which could cause a delay in program completion/graduation. A $425 administrative fee will apply in these cases.

If you have questions, please contact the Practicum Office at ptoffice@nipissingu.ca or 705-474-3450 ext. 4555.