BRANDON UNIVERSITY	**Criminal Records Check and Child Abuse Registry Check Policy (Undergraduate)**	**Approved by:** Education Faculty Council Senate (June 16/26)
Faculty of Education Administrative Policy	**First Approved:** June 2008	**Updated:** April 2026

1.0 Policy General Purpose

Brandon University's Student Records policy states "Education students registering for field experience courses are required to provide evidence of current and acceptable adult criminal records checks (including vulnerable sector) and child abuse registry checks."

The Criminal Records Check and Child Abuse Registry Check policy requires that all students applying to the Faculty of Education, including all students applying to Faculty of Education teacher training projects, must complete a criminal records check (including vulnerable sector) and a child abuse registry check prior to the commencement of the first field experience placement. The Faculty or Project may require such checks to be completed early, if deemed necessary. The checks must have been completed in the same year of the student's acceptance into the program and will be considered valid for two years.

2.0 Policy Guidelines

It is the responsibility of the student to ensure that all matters related to the criminal record check (including vulnerable sector) and child abuse registry check have been completed successfully. Failure to complete such checks at the appropriate time will result in the student being ineligible for the field experience practicum. All expenses incurred as a result of these checks are the responsibility of the student. Students who are not yet 18 years of age upon acceptance into the program must submit these checks to the Field Experience Office no later than 10 weeks after turning 18 years of age.

1) Students in all degree and teacher certification programs in the Faculty of Education are required to submit original copies of their criminal records check (including vulnerable sector) and child abuse registry check to the Director of Field Experience or, the Director of PENT Indigenous Teacher Education and Community Based Education program where applicable. Original copies of criminal record check (including vulnerable sector) and child abuse registry check forms must be submitted to the Education main office within six months from the date of issue and remain valid for two years. Third party criminal record checks will not be accepted. As record checks are considered valid by the Faculty of Education for two years, it is recommended that the checks be dated May 15 or later, starting in the year of acceptance, to minimize the number of check submissions that will be required throughout a program. Checks that are issued in an electronic format must be forwarded to fereport@brandonu.ca **with the original results email** and **ALL** required security information so that the Faculty of Education can access the check.

Refer to the Undergraduate Calendar for submissions deadlines for criminal record checks (including vulnerable sector) and child abuse registry checks for each program. If a student's criminal record check (including vulnerable sector) or child abuse registry check indicate that the student has a record, the Director of Field Experience, or the Director of PENT Indigenous Teacher Education and Community Based Education where the students is enrolled, will require the student to proceed to have the specific charges determined and provide evidence of the disposition of the charges prior to field placements.

In the event that an applicant or student has a criminal record that would potentially disqualify them from certification (e.g., violent offence, drug trafficking) or appears on the child abuse registry, the information will be forwarded to the Faculty of Education Professional Standards Committee (PSC). In conjunction with the Manitoba Director of Professional Certification, the PSC will determine whether the student should be a candidate for the teaching profession. If a record exists which would disqualify a student from entry into the profession, the student will be advised that no recommendation for certification will be made until a pardon is granted by the federal government.

It is the student's responsibility to report immediately any charge(s) that may be incurred after the Criminal and Child Abuse Checks have been submitted to the Faculty of Education. Failure to report any change to the CRC/CARC status may result in expulsion from the program.

3.0 Scope of the Policy

Applies to all students applying to the Bachelor of Education programs. Students must complete a criminal records check (including vulnerable sector) and a child abuse registry check prior to the commencement of the first field experience placement.

4.0 Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

CRC	Criminal Records Check (including vulnerable sector)
CARC	Child Abuse Registry Check

5.0 Reference to Other Policies

Brandon University Faculty of Education policy in the Brandon University General Calendar under General Information states that "Satisfactory completion of a Criminal Records check (including vulnerable sector) and a Child Abuse Registry check is required to gain entrance into all Education degree programs requiring placement in Manitoba Schools for Field Experience (student teaching)."

6.0 Approval Process

Faculty of Education

7.0 Appendices

N/A

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
