



September 20, 2019

To Whom It May Concern,

Re: Canadian Criminal Record Check University of British Columbia Teacher Candidates

I would like to take this opportunity to thank all of our international, school and community-based partners who have agreed to place UBC teacher candidates for their Community Field Experience (CFE). The CFE is an integral part of our Bachelor of Education program, and your contributions make a tremendous difference. We appreciate that you may have questions regarding the requirements of the British Columbia Criminal Record Review Act (BCCRRA) with respect to personnel working or volunteering in your facility. The purpose of this letter is to advise you about how we adhere to Ministry of Justice policies and receive information. I hope this will be informative as you move forward with your CFE preparations.

Teacher education programs in the province of British Columbia are required to ensure that every registered teacher education student completes a criminal records check. Accordingly, the names of all individuals admitted to our program are submitted to the designated officials within the Ministry of Justice before our program begins in September. The Ministry then advises our office of those individuals who have been cleared, those for whom additional information is required before a determination is given, and those who should not proceed. We receive this information in a timely manner before our teacher candidates work in schools and/or community settings. The information provided to us by the Ministry of Justice is in the form of a block report rather than unique reports on individuals. Therefore, we cannot respond to requests from teacher candidates to provide copies of cleared Criminal Record Check letters; however, we can assure you that all registered teacher candidates in the UBC Bachelor of Education program have been reviewed and approved by the Ministry of Justice to continue their studies and work with youth or vulnerable adults. For more information on the BCCRRA, please visit: <http://www.pssg.gov.bc.ca/criminal-records-review>.

We trust that this information provides you the assurance that the requirements of the Criminal Record Review Act have been met at the time of the individual's initial entry to our program.

Yours truly,

Dr. Wendy Klassen

Director of Undergraduate Programs
Co-Chair, Behavioural Research Ethics Board
Associate Professor | Okanagan School of Education | EME 3101
The University of British Columbia | Okanagan
1137 Alumni Ave. | Kelowna, BC Canada V1V 1V7
Phone 250 807 8106 | Fax 250 807 8084
wendy.klassen@ubc.ca