



THE UNIVERSITY OF BRITISH COLUMBIA  
Okanagan School of Education



**2023-2024**  
**Bachelor of Education**  
**Welcome Guide**

# Welcome

**Dear teacher candidate,**

Welcome to the Okanagan School of Education (OSE) at UBC. Our learner-focused approach builds on the university's tradition of excellence as a world-class public research and teaching institution. You have chosen an amazing professional career and we look forward to learning with you during your time in the Bachelor of Education (BEd) Program.

Our intent in the BEd Program is that you will learn *about* teaching and you will learn *through* teaching. Our uniquely integrated program encourages the fusion of practice and theory, with many in-situ opportunities. Alongside coursework, you will have field experiences in schools and with a community partner. Additionally, there are many place-based opportunities infused throughout the program that are reflective of the Okanagan Syilx territory and the histories and aspirations of Indigenous peoples of this land.

Research informs practice. Through doing, reading, discussing and reflecting, you will be encouraged to derive personal meaning and find relevance in the integration of theory and practice in a variety of teaching contexts. You will learn what it means to become a scholar-practitioner – a student of life-long learning.

In your university courses and in your field experiences you will be engaged in the competencies of creative and critical thinking, communication, personal and social responsibility, and collaboration – aligning with the revised BC K-12 Curriculum. You will have many opportunities to create, collaborate and reflect. You will be part of an Advisory Group from the beginning of the program. You will also have chances to gather and share with mentor teachers, other educators, and invested community stakeholders to engage in professional learning conversations that will enrich your theoretical, pedagogical and content knowledge. Our OSE faculty engages with our students in meaningful ways and supports the wellbeing and success of all of our teacher candidates.

It's an old saying but a good one...*"I hear and I forget. I see and I remember. I do and I understand."* In our BEd Program you will *"do"*. You will get involved and create your own understanding of teaching and learning through your own involvement.

Learn to teach and teach to learn!



Sincerely,

*W. Klassen*

Wendy Klassen, PhD  
Director of Undergraduate Programs  
Okanagan School of Education  
University of British Columbia, Okanagan Campus



# Let's get started

**This guide is intended to help you navigate the start the BEd program. Please read through this guide carefully.**

*Use the checklist to confirm that you have completed all required tasks.*

TASK	PAGE #	DUE DATE	COMPLETED
Review Professional Programs section	pg. 4		<input type="checkbox"/>
Complete Field Experience Profile	pg. 6	June 30	<input type="checkbox"/>
Complete EDUC 440 Pre-Assignment	pg. 8	June 30	<input type="checkbox"/>
Pay Program Fees (first installment of \$100 or total amount of \$400)	pg. 11	Sept 5	<input type="checkbox"/>
Pay Accident Insurance (first installment of \$7)	pg. 12	July 15	<input type="checkbox"/>
Submit or Share Criminal Record Check	pg. 13	July 15	<input type="checkbox"/>
Register for Winter Term 1 and 2 Courses (Check SSC for your registration date)		July 15	<input type="checkbox"/>
<a href="#">Sign Policy Agreements</a> (electronic)	<a href="#">Link</a>	Sept 5	<input type="checkbox"/>
Connect With Us Join your Facebook group: <a href="#">UBCO Bachelor of Education 2023/2024</a>			<input type="checkbox"/>

## Bachelor of Education Student Resources

Candidates can find information on course registrations, timetables, calendar, health and wellbeing resources, guidelines, policies and protocols for field experiences and professional conduct at [education.ok.ubc.ca/BEdresources](http://education.ok.ubc.ca/BEdresources).

## Communication

Ensure your email in the Student Services Centre (SSC) is the one you use on a regular basis. If you don't already have a professional email address, this is the time to get one. Many people use first.lastname@emailprovider.com as a professional email address template.

## Registration Dates

Registration dates can be found on [students.ok.ubc.ca](http://students.ok.ubc.ca) under Courses, Money and Enrolment. You will receive an email about two weeks before your registration opens to let you know your registration date and time are available.

## Questions

Questions about the program can be directed to [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

# Professional Program



The Bachelor of Education Program is an intensive full-time program of study. Our program has a look and feel that is quite different from others. Participants are called “teacher candidates” and later “interns” as they develop their teaching skills and gain practical experience. You will be engaged in competencies of creative and critical thinking, community, and personal and social responsibilities aligning with the BC Kindergarten – Grade 12 curriculum. You will learn what it means to become a scholar-practitioner.

We recommend you review the [Professional Standards for BC Educators](#) and [Truth and Reconciliation Commission of Canada \(2015\) Calls to Action](#).

## Attendance & Participation

Plan to be available 8:30 a.m. to 4:00 p.m. Monday to Friday. The specific times of your coursework will vary throughout the program. Detailed schedules and syllabi will provide specifics as your program unfolds. Due to the interactive, collaborative and experiential nature of our courses, missing class is not a simple matter of “getting the notes.” Teacher candidates who are unavoidably absent because of illness or emergency should report to their instructors as soon as possible. You are required to submit an Absence Report Form, located on the [Bachelor of Education Student Resources web page under Grades & Attendance](#). Teacher candidates have a duty of care for the students in their host schools. Full-time attendance and professional accountability are fundamental expectations during all field experiences.

If you have a planned personal event that conflicts with course or field experience time, please book an appointment with the Undergraduate Director to discuss the event ahead of time.

## Learning Experience & Support Services

### **Indigenous Centre**

Indigenous Programs & Services provides community and culturally appropriate services and support to First Nation, Métis, and Inuit students. Learn more and find advisor contact information at [students.ok.ubc.ca/indigenous-students](https://students.ok.ubc.ca/indigenous-students).

### **Library Services**

UBC Okanagan’s library offers assistance with resources, research and citations. Sajni Lacey is the subject librarian for education and can be emailed at [sajni.lacey@ubc.ca](mailto:sajni.lacey@ubc.ca).

### **Student Learning Hub**

The Hub provides access to peers and professionals to assist students in building the skills, strategies, and behaviours that are essential to being a confident and independent learner. Learn more at [students.ok.ubc.ca/under Academic Success](https://students.ok.ubc.ca/under Academic Success).

### **Technology**

Candidates must also come to class prepared and ensure they have all the technology necessary for accessing learning experiences in-person and online. UBC Okanagan offers students technology assistance and support with canvas



and other learning technologies, access to UBC programs and software, student technology discounts and a laptop loan program. Learn more at [students.ok.ubc.ca under Academic Success](https://students.ok.ubc.ca/under/Academic%20Success).

### Online Presence

Teacher candidates are guided by principles of professional conduct, as outlined by the [B.C. Teacher Certification Branch \(TCB\) Standards](#), while on campus, in the schools, and in their personal lives. This includes your online activities.

Review your online presence and ensure that the pictures you post or have posted and the comments you make or have made align with the high standard of leadership that is expected of educators.

During field experiences, you are subject to the [School Act](#) and you are expected to comply with the standards for professional conduct followed by school personnel and to act in accordance with guidelines published in the [Members' Guide of the BC](#)

[Teachers' Federation](#) (BCTF).

### Professional Attire

Teacher candidates are role models of contextually-appropriate appearance and good hygiene for their students. They convey this by maintaining a professional appearance when attending classes, place-based learning sites, field experiences, school visits or other professional events. What you wear should reflect that you are a positive role model for your students. When in doubt, wear business casual.

### Transportation

It is expected that teacher candidates will commute throughout the Okanagan Valley, up to 75km from your place of residence, for field experiences. As a result, teacher candidates are strongly advised to have regular access to reliable motor vehicle transportation with adequate snow tires for the duration of the program.

### Weather conditions

To miss a field experience day due to hazardous weather conditions teacher candidates must first obtain approval from their field advisor and, if granted, must then inform the field experience site in a timely manner.

### Parcours français

Les Parcours français du BEd (soit Parcours – Enfance ou Parcours – Adolescence) font partie intégrante du BEd généraliste de Okanagan School of Education.

Pour recevoir une recommandation de Okanagan School of Education auprès du BC Teacher Regulation Branch (TRB) pour pouvoir enseigner en français, les candidat.es des Parcours français doivent compléter plusieurs composantes du programme en français. Voir "[Bachelor of Education Student Resources](#)" pour plus d'information.



# Field Experience Profile

Due by **June 30**

**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

**Review the guidelines below that form the framework for the partnership process. You will then be ready to complete your Field Experience Profile Form. The deadline for this form is June 30.**

## General Guidelines for Assigning School Partnerships

The Okanagan School of Education is a regional program and 'best fit' partnerships between mentor teachers and candidates are determined primarily on the basis of available mentors. Partnerships are arranged by the Field Experience Coordinator and are in schools and/or school districts in the Okanagan Valley. The availability of partnerships in some areas may be limited and while we do the utmost to place candidates near where they live, you must be prepared to accept a field partnership within 75 km of your place of residence.

The partnership region encompasses School Districts 22, 23, 67, 83 and various independent schools.

Teacher candidates make their own arrangements and bear the cost of personal transportation and accommodation during field experiences. Teacher candidates do not arrange their own partnerships for their field experiences (EDUC 440, 441 and 442). After completing their formative experiences (EDUC 440 and 441), candidates complete a Community Field Experience (EDUC 442) in May to experience teaching and learning in a new environment that provides a more holistic view of those processes and that enhances the candidate's formal teaching experience. For this experience, candidates will select their top five choices from a list of community partners.

At the beginning of the BEd program, teacher candidates will be organized into cohorts. The cohort composition is based on many factors including, but not limited to, the information shared by teacher candidates in their field experience profiles and the available partnership opportunities within the region. Each cohort will work within a designated network of schools in the Okanagan Valley for the duration of the program.

The Okanagan School of Education will take reasonable measures to organize cohort assignments with teacher candidates' special circumstances in mind; however, not all special circumstances can be accommodated.

The following are not considered special circumstances:

- **Employment:**  
Teacher candidates are strongly advised to give their full attention to their field experiences.
- **Transportation** (e.g. no automobile):  
Teacher candidates make their own arrangements and bear the cost of personal transportation.
- **Personal preferences** (e.g. particular mentor teacher, school, network of schools or district):  
Partnerships are limited and cannot be tailored to personal preferences. If you have special circumstances that will affect your field experiences, please provide pertinent information in the space provided on the Field Experience Profile Form.

If you have an ongoing medical condition or disability that impacts your access to campus activities, or if you received





academic or other disability-related accommodations at another educational institution, the Disability Resource Centre (DRC) is available to support you. The DRC facilitates disability-related accommodations and programming initiatives to remove barriers for students with disabilities and ongoing medical conditions.

Learn more at [students.ok.ubc.ca under Disability Resources](https://students.ok.ubc.ca/under/DisabilityResources).

### Instructions for completing your profile

- 1. Personal information:** Ensure that the personal information included on your profile is up-to-date and is the same as the personal information you have entered in your Student Service Centre account. Ensure your phone number and email address are the ones that you use and check regularly. If at any point during the program your preferred name and/or pronouns change, please contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca) to update this information in our files. We can also assist you with updating this information in other UBC systems and notify your instructors at your request.
- 2. French Pathways:** If you have not done so, please email your DELF results or written assessment from the faculty of the French language department of a Canadian university, or provide proof of completion of your education in the French language to the Education Office at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).
- 3. Conflict of interest considerations:** We cannot place you in a field experience where you have a close personal connection. With this in mind, we need to know the schools you have attended, the high school you graduated from, and if you have close relatives (spouse, parents, siblings, children, grandparents, aunts/uncles/cousins) who are attending or who are employed at any schools in the Okanagan Valley.
- 4. Please read all of the fine print on the profile:** There is a declaration and a permission section at the end of the profile form. Please complete these sections prior to submitting your form.
- 5. Keep a copy of your profile for your records:** You will receive an email containing your responses. We encourage you to keep this copy.

Fill out your **Field Experience Profile** at [education.ok.ubc.ca/BEresources](https://education.ok.ubc.ca/BEresources) under the Getting Started Section



# EDUC 440 Pre-assignment

Due dates: Electronic copy due **June 30**, and one hard copy is due on orientation day  
**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

All teacher candidates will prepare a resume and cover letter that will serve as a letter of introduction to your field advisor and your field experience mentors (mentor teacher(s) and school administrator). With this in mind, make sure that the information you include in your resume/cover letter fulsomely represents you, and your candidacy as a future educator and colleague. These documents will constitute the first impression you will make on your future mentors. Follow the general guidelines and criteria closely as you complete your resume/cover letter.

If you have any questions regarding your resume or cover letter, please contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

## Electronic copy: June 30

**Email a PDF copy** to the Okanagan School of Education at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca) by June 30.

In your email, use the **subject line:** BEd Resume/Cover Letter - last name, first name

**Save your file** as *last name\_first name\_BEdResumeCoverLetter*

## One hard copy: Orientation Day

On your orientation day, we ask that you bring in one hard copy of your resume and cover letter. Use a paper clip to hold your pages together. **Do not staple.**

## General Guidelines

Letter of introduction

- One page with a suitable photo in the right-hand corner. The photo should be approximately wallet-size (about 2"X 2" or 5cm X 3cm) and electronically inserted (not paper clipped, glued or taped). Your photo can be informal or formal, but it should clearly and primarily show your face, and reflect that you are a professional.
- Please sign your letter. Your signature should be your handwritten signature with your first and last name typed underneath.
- At the bottom of your letter, **you must include** the following phrase: *P.S. I give permission to have my letter of introduction and resume forwarded to my field advisor and field experience mentors for advisory and placement purposes.*

Your resume should be less than two pages.

A sample resume and letter of introduction is provided in this package for your reference. The information in this sample is fictitious and is not intended to represent any person or individual experiences. Please follow the outline in the samples provided. Ensure that all content is professional in tone and grammatically correct.

For this pre-assignment, do not include your contact information (phone, email, address) in your letter or resume.

For French Pathways candidates, you may write your resume and letter in English or French.

**Keep a copy of your resume and cover letter. You will use this again in the future.**



# Sample: Cover Letter

To Whom It May Concern,

Introductory paragraph: consists of three or four sentences introducing yourself as a teacher candidate in the Bachelor of Education program in the Okanagan School of Education. You might mention that you are beginning your studies at the end of August and are looking forward to school visits and extended field experiences in the coming year.

The next two or three concise paragraphs describe you. You might introduce yourself in the following ways. Decide on two or three key ideas:

- Describe your work or volunteer experiences and how these opportunities have prepared you for becoming a teacher.
- Outline your special interests, skills or life experiences (travel, extra-curricular activities, community service, etc.) and articulate how these have engaged your curiosity and/or fostered a love of learning and/or shaped your working philosophy of teaching and learning.
- Explain what motivated/inspired you to become a teacher and the role you are envisioning both in the teaching profession and the lives of your future students.
- Describe what you are curious about and/or most excited to learn during your time in the Bachelor of Education program.

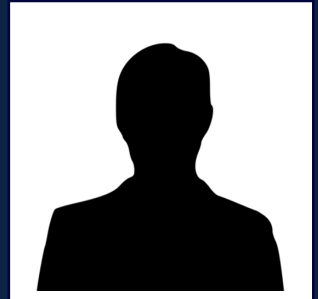
Closing Paragraph: One brief paragraph (two to three sentences maximum). You can conclude your letter in a few ways. For example, you could mention what you are looking forward to in your upcoming school visits/practicum AND/OR your appreciation of the opportunity to work in the school etc. AND/OR thank the reader for their time AND/OR you are looking forward to meeting the reader in person in the upcoming field experience.

Yours truly, (*choose either: Yours truly OR Sincerely OR Kind regards*)

**Your handwritten signature**

Your first/last name typed

*P.S. I give permission to have my letter of introduction and resume forwarded to my field advisor and field experience mentors for advisory and placement purposes.*



**Photo  
(size 2" x 2"  
maximum -  
electronic)**

In the top right-hand corner of your letter/document, your photo should be inserted (not paper clipped or glued to paper), it can be either informal or formal but it should clearly and primarily show your face (e.g. no sunglasses, other people/pets in the picture) and reflect that you are a professional

# Sample: Resume

## Parts of your Resume:

### Education

Start your list with the following:

Bachelor of Education, In progress 2023/2024  
University of British Columbia Okanagan  
Kelowna BC

Next, list your post-secondary degrees, diplomas and certificates starting with your highest levels of achievement. Finally, list your other credentials.

Note: Additional individual courses, seminars, workshops etc. should be listed under a heading such as 'Additional Training and Qualifications', 'Professional Development' or 'Relevant Courses Work' - later in your resume (after 'Teaching Experience').

### Teaching Experience

List any school teaching experiences. List any other teaching experiences (tutoring, coaching, camp counselor, kids club facilitator etc.).

### Other possible sections:

Include information about jobs that involved working with people (in particular, children or youth) or positions where your role was instructional or leadership related.

For the remainder of your resume, include any of the following headings as they apply to you. For any items listed under one or two of these headings, only include a brief description or a couple of bullet points describing the skills and/or responsibilities you 'employed'.

-Additional Related Experience

-Volunteer or Community Experience

-Extracurricular Activities and Interests OR Special Skills

-Additional Training and Qualifications

-Professional Development

-Relevant Course Work

-Professional Memberships

-Awards

## Gabriel Madison

Teacher candidate

Bachelor of Education Program

University of British Columbia Okanagan  
Kelowna BC

### Education

Bachelor of Education

In progress 2022/2023

University of British Columbia Okanagan  
Kelowna, B.C.

Bachelor of Arts

Major: History/Minor: Spanish

Graduated: 2020

### Teaching Experience

2016 - 2019: Girl Guides of Canada

Pathfinder Leader

Kelowna, B.C.

- Organized weekly meetings with two other leaders
- Facilitated program during school year for 10 - 15 Pathfinders (ages 12 - 14)

2010 - 2015: Lifeguard and Swimming Coach

Prince Albert Recreation Center

Prince Albert, SK

- Coached 6-year olds to adults in stroke improvement and water safety
- Developed nutritional plans with swimmers, parents and public health dietitian

### Volunteer Experience

2008 - 2010: Elizabeth Fry Society

Prince Albert Recreation Center

Prince Albert, SK

- Coordinated weekly community kitchen with 25 participants and family members
- Planned special events with volunteers for groups of 250 adults and children

### Additional Related Experience

2008 - 2010: IT Support Person

Prince Albert City Hall

Prince Albert, SK

- Supported 100 staff with day to day tasks using Microsoft Office Suite
- Designed workshops for new software or hardware implementations

# Tuition & Program Fees

**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

## Tuition Fees

The BEd program is 60 credits. Tuition is paid by credit per term.

### DATES

Winter Term 1: Tuesday, Sept. 4, 2023	15 credits
Winter Term 2: Monday, Jan. 8, 2024	15 credits
Summer Term 1: Monday, May 13, 2024	9 credits*
Summer Term 2: Tuesday, July 2, 2024	6 credits
Winter Term 1: Tuesday, Sept. 3, 2024	15 credits*

\*Continuing undergraduate students must pay a non-refundable registration deposit of \$100.00. Deposits will be credited toward assessed tuition fees.

Please note: The BEd course start dates do not follow these dates. These are only payment due dates.

For information regarding the per credit fee rate, please refer to the [Academic Calendar > Fees > Tuition Fees](#).

If you have questions regarding tuition or financial assistance, please contact Student Services at [sis.ubco@ubc.ca](mailto:sis.ubco@ubc.ca).

## Student Fees

Student fees include fees authorized by student referendum, the UBC Board of Governors, and other student societies and organizations. Student fees are due annually, and charged to all students. Learn more by visiting [students.ok.ubc.ca under Tuition & Fees](https://students.ok.ubc.ca/under-tuition-fees).

Some student fees have opt-out provisions while others do not. For more information about students fees, please refer to the [Academic Calendar > Fees > Student and Student Society Fees](#).

## Program Fees

Program fees for the BEd program are \$100/term and are paid at the beginning of each term or you have the option to pay a one time fee of \$400 for the entire program at the beginning:

### DATES:

Winter Term 1: due Sept. 4, 2023	\$100
Winter Term 2: due Jan. 8, 2024	\$100
Summer Terms 1 & 2: due May 13, 2024	\$100
Winter Term 1: due Sept. 3, 2024	\$100

### OR

A one time fee: due Sept. 5, 2024	\$400
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*Note: The program fees are not visible in SSC, please make note of these dates to ensure you are paying on time.*

These fees cover general program expenses, including (but not limited to):

- **Field Experience Kits**  
The Field Experience Kit will be used for various field experiences (e.g. site-based coursework, school visits and experiences) and includes: a teacher candidate identification lanyard and a padfolio.
- **Field Trips & Community Building events**
- **Workshops and special sessions**  
(e.g. Art/Music/IT explorations)

## Textbooks/Course Materials:

You may have to purchase textbooks and other course materials for some of your courses. Any additional course supplies (e.g. art supplies, admission or conference fees, etc.) are covered by your program fees.

## How to Pay Your Fees

Pay for the first installment of your Program Fee of \$100, or \$400 for all program fees, via the [online payment system](#) before the first day of class.



# Accident Insurance

Accident insurance fee first installment is due July 15

**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

Teacher candidates are required to have accident insurance coverage prior to starting school visits and/or the practicum.

Retroactive coverage is not available.

## **You have two options for accident insurance:**

**OPTION 1)** UBC has an insurance plan that you must purchase if you do not have your own coverage.

To go with option 1 you can pay for the [UBC Accident Insurance Fee](#) of **\$14.00 in two \$7.00 installments** (first installment due July 15 and second installment in August of following year) via the [online payment system](#).

*Select Bachelor of Education - teaching children and adolescents from the Programs drop down menu. Check the box that says Accident Insurance. This can be paid for at the same time as program fees.*

## **OR**

**OPTION 2)** If you have your own additional coverage, please email the Okanagan School of Education at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca), prior to July 15, stating that you are declining coverage under the UBC plan because you have your own coverage. It will be your responsibility to have documentation of this. We do not require a copy.



# Criminal Record Check

Criminal Record Check forms are due by July 15  
**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

Every teacher candidate **must submit a completed and verified criminal record check (CRC)** by **July 15**. This ensures we will receive the completed or shared check in time for you to begin your school experience.

Review requirements of the [Criminal Records Review Act](#).

You have two options for submitting your criminal record check. Please attempt the online submission first as the turnaround time is quicker than the manual process.

## OPTION 1) ONLINE SUBMISSION

You will have the option of requesting a new criminal record check or sharing the results of a previously completed criminal record check for **working with children and vulnerable adults** (if completed within the last five years).

Request your criminal record check at [justice.gov.bc.ca/criminalrecordcheck](https://justice.gov.bc.ca/criminalrecordcheck)  
The access code is JBQG92EFG7

### Notes for submitting a new request:

- The fee for submitting a new criminal record is \$28. Have your credit card ready as you will be paying online. Print or save your receipt.
- Please use teacher candidate as Applicant's Position/Title.

## OPTION 2) MANUAL SUBMISSION

### A) Request a New Criminal Record Check | Further details on pg. 12

Complete the form attached in the welcome email labeled "Consent to a Criminal Record Check."

On page 1, you will complete *Section 2: For Applicant Use*. On page 2, you will fill out parts 1, 3 and 5. Please use teacher candidate as Applicant's Position/Title. You **must print off, sign (in blue or black pen)**, scan and email the Okanagan School of Education the filled out form. Email the form to [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).

We need to verify your I.D. prior to sending the form to the Ministry. You must schedule an appointment with the Undergraduate Assistant. The verification can take place over Skype or Zoom. Please bring one piece of Government-issued photo I.D. to the meeting. Your name on the I.D. must match the name provided on the form. Schedule your meeting by emailing [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).

The fee for the criminal record check is \$28.00. You will receive an invoice from the Ministry via email. Please ensure the email you provide on your form is one that you check regularly. **The invoice must be paid before the Ministry will process your criminal record check. Please check your spam and junk folders as the email may be sent there. It is your responsibility to ensure that all of these steps are completed on time.**

### B) Share a Criminal Record Check | Further details on pg. 13

If you have previously completed a criminal record check for **working with children and vulnerable adults** within the last five years, complete the form attached in your welcome email labeled "Sharing Consent."

On page 1, you will complete *Section 2: For Applicant Use*. On page 2, you will fill out parts 1, 2 and 3. You **must print off, sign (in blue or black pen)**, scan and email the Okanagan School of Education the filled out form. Email the form to [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).

We need to verify your I.D. prior to sending the form to the Ministry. You must schedule an appointment with the Undergraduate Assistant. The verification will take place over Zoom. Please bring one piece of Government issued photo I.D. to the meeting as well as a secondary I.D. with your name on it. Your name on the I.D. must match the name provided on the form. Schedule your meeting by emailing [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).

## EMPLOYEE/APPLICANT - CONSENT TO A CRIMINAL RECORD CHECK COVER PAGE

**THIS FORM MUST BE SIGNED BY THE EMPLOYER ORGANIZATION AUTHORIZED CONTACT AND  
SUBMITTED WITH THE EMPLOYEE/APPLICANT CONSENT FORM**

### SECTION 1: FOR AUTHORIZED CONTACT USE

#### CONSENT TO A CRIMINAL RECORD CHECK - EMPLOYER ORGANIZATION CHECKLIST

- ☐ The employee/applicant has provided my organization with the original, completed and signed consent form to submit to the Criminal Records Review Program (CRRP). **FORMS SUBMITTED BY APPLICANTS DIRECTLY TO THE CRRP WILL NOT BE PROCESSED.**
- ☐ My organization will submit a copy of the consent form to the CRRP and will retain the original consent form for 5 years.
- ☐ My organization will verify the I.D. of each employee/applicant in person to confirm their identity and ensure that the information provided on the consent form is accurate.
- ☐ My organization

**This section completed by OSE**

#### AUTHORIZED CONTACT INFORMATION

- ☐ I acknowledge the critical importance of my organization's role in carrying its duties in this regard. Any false statements or deliberate omissions on a consent form filed with the CRRP may result in the inability of the CRRP to accurately determine whether the applicant poses a risk to children or vulnerable adults.
- ☐ On behalf of the organization, I confirm that the employee's/applicant's primary and secondary I.D. have been verified.

AUTHORIZED CONTACT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### SECTION 2: FOR EMPLOYEE/APPLICANT USE

#### CONSENT TO A CRIMINAL RECORD CHECK - EMPLOYEE/APPLICANT CHECKLIST

- ☐ I have completed the attached consent form truthfully, clearly and legibly, and signed and dated it.
- ☐ My organization
- ☐ My employer
- ☐ I have read and understand the Consent for Release of Information and Acknowledgements (below) and information regarding the Freedom of Information and Protection of Privacy Act (FOIPPA) on Page 2.

**Ensure you check every box**

#### CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS

##### PURSUANT TO THE BC CRIMINAL RECORDS REVIEW ACT:

- ☐ I hereby consent to a check of criminal charges and convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) under the Criminal Records Review Act. I understand that providing my Driver's Licence number or BCID number pursuant to this criminal record check authorization will facilitate identification requirements; and, in accordance with Sections 32(b) and 33.1(1)(b) of the Freedom of Information and Protection of Privacy Act (FOIPPA), I hereby consent to the release of my Driver's Licence number or BCID number, name, date of birth and gender to the Insurance Corporation of British Columbia by the CRRP for ID verification purposes.
- ☐ I hereby consent
- ☐ I hereby consent
- ☐ I understand that as part of the Vulnerable Sector search, I may be required to submit fingerprints to confirm my identity.
- ☐ I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the courts, corrections, and crown counsel relating to any outstanding charges or convictions for any relevant or specified offence(s) as defined under the Criminal Records Review Act or any police investigations, charges, or convictions deemed relevant by the Deputy Registrar.
- ☐ Where the results of a check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- ☐ My organization and I will be notified that I have an outstanding charge or conviction for a relevant or specified offence(s), and that the matter has been referred to the Deputy Registrar for review.
- ☐ The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual, or financial abuse to vulnerable adults as applicable; the determination will include consideration of any relevant or specified offence(s) for which I have received a record suspension (formerly known as a pardon).
- ☐ If I am charged with or convicted of any relevant or specified offence(s) at any time subsequent to the criminal record check authorization herein, I further agree to report the charge(s) or conviction(s) to my organization and provide my organization, in a timely manner, with a new signed Consent to a Criminal Record Check Form.

**Ensure you check every box**

Website: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>  
Phone: 1-855-587-0185 (Option 2)

Ministry of Public Safety and Solicitor General  
Criminal Records Review Program  
Policing and Security Programs Branch  
Security Programs Division

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For Internal Use

## EMPLOYEE/APPLICANT CONSENT TO A CRIMINAL RECORD CHECK

**IMPORTANT: Please read information and instructions on Page 1. To avoid processing delays, ensure all fields are complete. Providing your Driver's Licence number or BCID number may expedite the process. Your organization must**

**This section completed by OSE**

Schedule Type (C

WORKS WITH (C

adults

### PART 1: APPLICANT INFORMATION

Legal Surname / Last Name: \_\_\_\_\_ Legal Given / First Name: \_\_\_\_\_ Legal Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: ☐ M ☐ F Birthplace: \_\_\_\_\_

YYYY MM DD

Additional Names

Surname / Last N

**Ensure this information is complete, accurate and legible. The email address is required for you to receive payment instructions.**

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Residential Address (If different from above): \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Driver's Licence or BCID#: \_\_\_\_\_

Applicant E-mail Address (REQUIRED to receive your payment options): \_\_\_\_\_

### PART 2: ORGANIZATION INFORMATION

To be completed by an Authorized Contact of the organization:

Organization Name: UNIVERSITY OF BRITISH COLUMBIA OKANAGAN CAMPUS-FACULTY OF EDUCATION

Authorized C \_\_\_\_\_ Information from the CRRP: \_\_\_\_\_

Mailing Address

City: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Office Address & Phone No: \_\_\_\_\_

### PART 3: POSITION WITH ORGANIZATION (REQUIRED)

Applicant's Position / Job Title with Organization: teacher candidate (employee)

### PART 4: SCHEDULE D ONLY MUST PROVIDE

Licensed Child Care Name, Adult Care Facility Name, or Licensed Company Name: \_\_\_\_\_

### PART 5: CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS

I have read and understand the Consent for Release of Information and Acknowledgements on Page 1. I hereby consent to these terms as indicated by my signature

Applicant Signa

Freedom of Information Act section 4(1) and the Criminal Records Information, please

**Signature will only be accepted if it is written in ink. If you are unable to sign this way, please check in with the Undergraduate Programs Assistant.**  
*Please note the date format is YYYY/MM/DD*

M / DD

Review of personal

Website: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>  
Phone: 1-855-587-0185 (Option 2)

Ministry of Public Safety and Solicitor General  
Criminal Records Review Program  
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## SHARING - CONSENT TO A CRIMINAL RECORD CHECK COVER PAGE

**THIS FORM MUST BE SIGNED BY THE ORGANIZATION AUTHORIZED CONTACT THAT WILL BE RECEIVING THE RESULTS OF THE SHARING REQUEST**

**POLICE CHECKS ARE NOT SHAREABLE BY THE CRRP**

### SECTION 1: FOR AUTHORIZED CONTACT USE

#### SHARING A CRIMINAL RECORD CHECK - ORGANIZATION CHECKLIST

- ☐ The applicant has provided my organization with the original, completed and signed sharing form to submit to the Criminal Records Review Program (CRRP). **FORMS SUBMITTED DIRECTLY TO THE CRRP BY APPLICANTS WILL NOT BE PROCESSED.**
- ☐ My organization will submit a copy of the consent form to the CRRP and will retain the original sharing consent form for 5 years.
- ☐ My organization will verify the applicant's I.D. and ensure that the information provided on the sharing form is accurate.
- ☐ My organization understands that the applicant is not providing us with a new criminal record check, but the results of a criminal record check completed within the past 5 years for another organization that is enrolled or registered with the CRRP.
- ☐ My organization completed.
- ☐ My organization

**This section completed by OSE**

#### AUTHORIZED CONTACT SIGNATURE REQUIREMENT - ACCOUNTABILITY AND ACKNOWLEDGEMENT

- ☐ I acknowledge the need for proper I.D. verification for the CRRP to conduct a complete risk assessment, and the critical importance of my organization diligently carrying its duties in this regard. Any false statements or deliberate omissions on a consent form provided with the CRRP may result in the inability of the CRRP to accurately determine whether the applicant poses a risk to children or vulnerable adults.
- On behalf of the organization, I confirm that the applicant's primary and secondary I.D. have been verified.

AUTHORIZED CONTACT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### SECTION 2: FOR APPLICANT USE

#### SHARING A CRIMINAL RECORD CHECK - APPLICANT CHECKLIST

- ☐ I have completed the attached sharing consent form truthfully, clearly and legibly, and signed and dated it.
- ☐ I have confirmed the accuracy of the information provided on the sharing consent form.
- ☐ The organization is accurate.
- ☐ The organization
- ☐ I have read and understand the Consent for Release of Information and Acknowledgements (below) and information regarding *Freedom of Information and Protection of Privacy Act (FOIPPA)* on Page 2.

**Ensure you check every box**

#### CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS

##### PURSUANT TO THE BC CRIMINAL RECORDS REVIEW ACT

- ☐ I understand that providing my Driver's Licence number or BCID number pursuant to this sharing authorization will facilitate identification requirements; and, in accordance with Sections 32(b) and 33.1(1)(b) of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, I hereby consent to the release of my Driver's Licence number or BCID number, name, date of birth and gender to the Insurance Corporation of British Columbia by the CRRP for ID verification purposes.
- ☐ I understand that the results of the criminal record check completed by the CRRP within the last 5 years through the CRRP will be shared with the organization I am applying to, for the purpose of identifying children, vulnerable adults, or both children and vulnerable adults.
- ☐ I confirm I have consented to the release of information to the organization I am applying to, only the result. I hereby consent to share the result of the completed check with the organization I am applying to.
- ☐ I understand that if the registrar determines I do not have a criminal record check to share according to the above criteria, I will be promptly notified.
- ☐ I understand that within 5 years of the date of this sharing form, should the CRRP make a determination that I pose a risk to children and/or vulnerable adults, the Deputy Registrar will promptly provide notification to me and to the persons and entities (organizations) identified on this sharing form.

**Ensure you check every box**



## SHARING CONSENT TO A CRIMINAL RECORD CHECK

**IMPORTANT: Please read information and instructions on Page 1. To avoid processing delays, ensure all relevant fields are complete and the form is dated and signed. Providing your Driver's Licence Number or BCID number may expedite the process. Further, all organization specific ID Numbers must be obtained from the organization.**

PART 1: APPLICANT INFORMATION				
Legal Surname / Last name:	Legal Given / First Name:	Legal Middle Name:		
Date of Birth:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Birthplace:		
Additional Names:				
Surname / Last Name:	Ensure this information is complete, accurate and legible.			
Mailing Address:				Postal Code:
Residential Address (if different from above):	City:	Province:	Country:	Postal Code:
Contact Area Code & Phone No.	Driver's Licence or BCID #:			

PART 2: ORGANIZATION INFORMATION				
Organization that I have already completed a criminal record check for under the CRRP:				
Organization Name:	Organization ID Number:	Office Area Code & Phone No:		
Mailing Address:				Postal Code:
Organization that I have not yet completed a criminal record check for under the CRRP:	Ensure this information is complete, accurate and legible.			
Organization Name:	Organization ID Number:	Office Area Code & Phone No:		
Organization ID Number:	1058859	1137 Alumni Ave	Postal Code:	Office Area Code & Phone No:
City:	Province:	Country:	Postal Code:	Office Area Code & Phone No:
Kelowna	BC	Canada	V1V 1V7	250.807.9176
Works With (Select ONE default category of Criminal Record Check to be performed for your organization):				
<input type="checkbox"/> Children or <input type="checkbox"/> Vulnerable Adults or <input checked="" type="checkbox"/> Children and Vulnerable Adults				

PART 3: CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS	
I have read and understand the Consent for Release of Information and Acknowledgements on Page 1. I hereby consent to these terms as indicated.	
Applicant Signature:	Signature will only be accepted if it is written in ink. If you are unable to sign this way, please check in with the Undergraduate Programs Assistant.
Applicant Name:	Please note the date format is YYYY/MM/DD
Authority of the Criminal Records Review Program:	authority of the Criminal Records Review Program
The information provided will be used to fulfil the requirements of the <i>Criminal Records Review Act</i> for the release of criminal records information in accordance with the FOIPPA. If you have questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8W 9J1 or by phone at 1-855-587-0185 (Option 2).	



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