

**Certification and Standards Board**  
**Policy Governing Police Record Checks**  
**CSB 2013-04**

Pursuant to sections 7 and 11 of the *School Act* R.S.P.E.I. 1988, Cap. S-2.1, I hereby approve the following Certification and Standards Board Policy concerning Police Record Checks.

1. Applicants for a teacher's certificate, or for an authorization to substitute for a teacher, must provide to the Minister a Criminal Record and Vulnerable Sector Screen issued not later than three months from the date of application.
2. A satisfactory Criminal Record and Vulnerable Sector Screen is a requirement of certification and of initial authorization as a substitute for a teacher.
3. The Minister may refuse to issue a teaching license, or an authorization to substitute for a teacher, to a person whose Criminal Record and Vulnerable Sector Screen indicates that they have been convicted of an offense in Canada, or an equivalent conviction in a jurisdiction outside of Canada, which indicates that the applicant presents a risk to the safety of children including risk of physical or sexual abuse to children.
4. In evaluating an offense, the Minister will consider the seriousness of the offence, the potential impact on student safety, mitigating factors such as the age at the time of the offense, the time elapsed since the offense was committed and potential for re-occurrence.
5. All records relating to Criminal Record Checks are kept by the Office of the Registrar in accordance with the *Freedom of Information and Privacy Protection Act*.
6. School boards are responsible for obtaining Police Record Checks for their employees according to their own board policies.

**DATED** at Summerside, PE  
February 14<sup>th</sup>, 2013

---

J. Alan McIsaac, Minister