



The Faculty of Education and the University of Manitoba Senate have approved that all students admitted to the B.Ed. program:

1. be required to submit the enclosed Self-Declaration form for Newly Admitted Students: Child Abuse Registry & Statement of Criminal Record(s)

A signed self-declaration of *adult* criminal convictions will not necessarily preclude admission. Decisions with regard to criminal records will be made by the Associate Dean (Undergraduate Programs and Partnerships), Faculty of Education. However, applicants to and graduates of Bachelor of Education programs who have criminal records which indicate they may pose a threat to the safety and well-being of children and others in the school or who appear on the Child Abuse Registry will be denied admission and/or teacher certification.

Any changes in a student's status while in the B.Ed. program must be reported to the Associate Dean (Undergraduate Programs and Partnerships), Faculty of Education. A signed self-declaration form is required for each year of attendance.

2. be required to submit and be cleared on a formal Criminal Records Search/Check (including Vulnerable Sector screening) prior to registration. Documents (including electronic submissions from Winnipeg Police Services) **MUST** be dated **March 15, 2024 or newer. Any form dated prior to March 15, 2024 is considered stale-dated and is NOT acceptable**

A formal Canadian Criminal Records Search (including Vulnerable Sector screening) is required prior to registration in any coursework. Originals must be submitted to Student Services, Faculty of Education. Originals submitted in person or via mail will be **copied and returned to student.**

Criminal Records Searches can be obtained from Winnipeg Police Services at 245 Smith Street. See <https://www.winnipeg.ca/police/services/online-record-checks> for ordering online and for more detailed information. If residing outside of Winnipeg in Canada, contact your local law enforcement agency. We are not able to provide students with copies of any checks submitted online.

3. be required to submit and be cleared on a formal Child Abuse Registry Self-Check prior to registration. Documents **MUST** be dated **March 15, 2024 or newer. Any form dated prior to March 15, 2024 is considered stale-dated and is NOT acceptable.**

A formal Child Abuse Registry Self-Check is required prior to registration in any coursework. Originals must be submitted to Student Services, Faculty of Education. Originals will be **copied and returned to student.**

If residing in Manitoba, Child Abuse Registry Self-Checks can be obtained from Manitoba Family Services, Child and Family Services, Child Protection, 777 Portage Avenue or https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html. If you reside in Canada but outside of Manitoba, contact your provincial authority for an equivalent check. If your provincial authority does not provide an equivalent check, you may obtain a check from Manitoba instead.

Please Note:

Although the Province of Manitoba notes on its webpage that if you are applying for an unpaid position working with children, you are to make your application "through the employer/agency as a fee exemption may apply", the Faculty of Education is requiring all students admitted to complete a Child Abuse Registry Self-Check through the Registry itself.

Please be advised of the following pertinent information.

1. Only criminal convictions obtained as an adult need be reported. Students are not required to disclose records under *The Young Offenders Act* or *The Youth Criminal Justice Act*.
2. Students whose name appears on the Child Abuse Registry will have their admission offer revoked.
3. The formal checks are the property of the student and will be returned to the student. Copies will be held separate from the students file until such time as their program is complete.
4. The above information will be kept strictly confidential by the Faculty of Education and will not become a part of the student's permanent record with the University.
5. Failure to disclose any criminal record or listing on the Child Abuse Registry will invalidate the application and shall result in immediate expulsion from the Faculty of Education.
6. Registration in coursework is subject to clearance of the Criminal Record Check (including vulnerable sector screening) and Child Abuse Registry.
7. It is the continuing student's responsibility to inform the Associate Dean (Undergraduate Programs and Partnerships) in the Faculty of Education should there be a change to their status on the Child Abuse Registry or should they obtain an adult criminal record while enrolled in the Faculty of Education.
8. The Faculty of Education/University of Manitoba cannot be held responsible for future changes in legislation which may affect teacher certification. Further information may be obtained from:

Faculty of Education – Admissions Coordinator
Bachelor.Education@umanitoba.ca

Please print pages 3 & 4 of this document and complete both pages of the Self-Declaration form.

We are accepting scanned copies of the Self Declaration form. Please ensure you print both pages of the form. Initial and sign where required before scanning and emailing

Scan and email form to: Lisa.Maharaj@umanitoba.ca
Use the subject line: 2024 New Admit Self Declaration Form

The Criminal Record Check and the Child Abuse Registry Self-Check forms **must** be **dated after March 15, 2024** and should be mailed to:

Faculty of Education – Admissions Coordinator
Faculty of Education
Student Services Office, 203 Education Building
Winnipeg, MB R3T 2N2

You should retain the instruction pages for future reference.

In order to register for Fall 2024 and Winter 2025, all three forms - Self Declaration, Criminal Record Check (with VS screening) and the Child Abuse Registry Check - must be completed and submitted no later than **July 8, 2024.**

- *Students who submit these documents after July 8 will be considered on a case-by-case basis and may not be able to register for courses in Fall 2024. If no documents are submitted by August 23, the student will be restricted from completing practicum in the Fall. All documents must be submitted by August 29 to attend classes in Fall Term 2024.*

This personal information is being collected under the authority of *The University of Manitoba Act*. It will be used for the purpose of assessing your application and communicating with you. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information contact the Access & Privacy Coordinator's Office (tel. 204-474-9462 or 204-474-8757), University of Manitoba, 233 Elizabeth Dafoe Library, Winnipeg, MB, R3T 2N2.

Name _____ Student No. _____
Surname Given Name(s)

Other Name(s) which you have used for any purpose _____

Address _____
Number and Street

City/Town

Province/State

Postal/Zip Code

Date of Birth _____
Day/Month/Year

SELF-DECLARATION STATEMENT

Sign your initials in the appropriate boxes for #1 and #2 (do not use check marks, X's, etc)

I certify that:

1. [_____] My name does not appear on the Child Abuse Registry.

and

2. I have **not** [_____] or I have [_____] (please **initial one box**)

been convicted of an offence under the *Criminal Code*, *Controlled Drug and Substances Act* or *Food and Drugs Act* for which no pardon has been granted. Only criminal convictions obtained as an adult must be reported (see #1 on cover sheet).

If you have been convicted of an offence as described above please explain using the space provided on the reverse side of this form:

Note: If you are presently charged with any offence pursuant to *Criminal Code*, *Controlled Drug and Substances Act* or *Food and Drugs Act* and are subsequently convicted, it is your responsibility to report these changes to the Associate Dean (Undergraduate Programs and Partnerships), Faculty of Education.

I understand that I am obligated to inform the Associate Dean (Undergraduate Programs and Partnerships) in the Faculty of Education should there be a change in my status on the Child Abuse Registry or should I obtain a Criminal Record while enrolled in the Faculty of Education.

Date

Signature

A signed self-declaration of previous criminal convictions obtained as an adult will not necessarily preclude admission. However, applicants to and graduates of Bachelor of Education programs who have a criminal record which indicate they may **pose a threat to the safety and well-being of children and others in the school** will be denied admission and/or teacher certification.

Applicants who appear on the Child Abuse Registry will have their admission offer revoked.

If you have been convicted of an offence as described above, use the reverse side of this form to elaborate with respect to where and when the offence(s) took place, the nature of the offence, the nature of any sentence (including time spent in prison, probation, community service, etc.), whether you are still fulfilling the requirements of your sentence, and (if so) when those obligations will be completed. Any other relevant information which may assist the Associate Dean (Undergraduate Programs and Partnerships) in considering your application should be included. You may comment on the implications you perceive this has had on your decision to seek a career in teaching.

SUBMISSION OF FALSE INFORMATION WILL INVALIDATE THE APPLICATION AND WILL RESULT IN IMMEDIATE REJECTION OF THE APPLICATION OR EXPULSION FROM THE FACULTY OF EDUCATION.

