



THUNDER BAY CAMPUS – P/J & I/S
ORILLIA CAMPUS – I/S

PROFESSIONAL EXPERIENCES COORDINATOR:
LAURIE LESLIE

PLACEMENT OFFICER
KATHY MATIC

**PLACEMENT
INFORMATION /
PLACEMENT
PREFERENCE FORM
SUBMISSION**

**YEAR ONE
2022-2023**

April 6, 2022



Lakehead
UNIVERSITY

Faculty of
Education

Welcome!!

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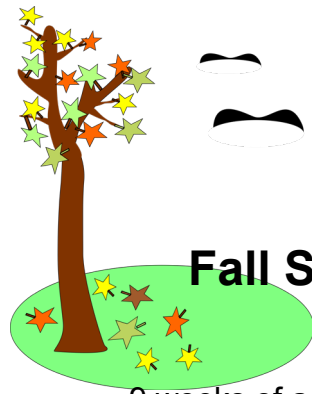
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YEAR ONE

8-month Delivery Model

What Your Year Will Look Like



Fall Session:

9 weeks of academic classes
School starts September 6

Fall teaching placement:

Nov 10 to Dec 16, 2022 (27 days total)

No classes during the block, and you do not return to campus in December after the fall session placement.

Christmas Break (University closed)

Sick days from placement will be made up in MAY of 2023



Winter Session:

9 weeks of academic classes
School starts January 3rd

Winter teaching placement:

March 20 to April 28, 2023
(28 days total)

No classes during the block, and you do not return to campus after the winter session placement.

NOTE: Expect to make up any sick days for placement, from Nov/Dec and March/April in MAY; postpone work start date or travel



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Year 1, 2022-2023 - DRAFT

September						
S	M	T	W	T	F	S
				1	2	3
4	Labour Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	Truth & Rec Day	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	Thanksgiving	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	Make Up Day	Travel	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	UNIVERSITY CLOSURE					31

REQUIRED MAKE UP DAY: Thanksgiving (Oct 10, 2022) to be made up on Nov 8th 2022 (runs on a MON class schedule)

January						
S	M	T	W	T	F	S
						1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	READING WEEK					25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	CTASK	15	16	Travel	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FALL 2022	
Fall Classes [9 weeks]	Tues Sept 6 - Mon Nov 7, 2022 (+ 2 makeup days)
1st Math Comp Exam	Saturday Sept 10 2022
Fall Placement (BLOCK)	Nov 10-Dec 16, 2021 (27 days)

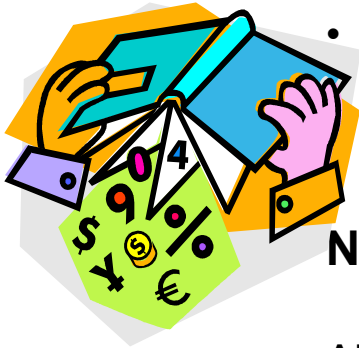
WINTER 2023	
Winter Classes [9 weeks]	Tues Jan 3- Mon Mar 13, 2023
2nd Math Comp Exam	Thurs Mar 16 2023
Winter Placement	Mar 20 - April 28, 2023 (28 days)*

*Do not book travel or finalize work plans for the week (or two) immediately following placement. You may need to make up sick days from the fall and/or winter term placement(s).

Program Specialization

PRIMARY / JUNIOR

PRIMARY / JUNIOR



- ONE practice teaching session in Primary (Grades 1-3)
ONE practice teaching session in Junior (Grades 4-6)

NOTE:

All P/J teacher candidates must pass the LU P/J Mathematics Exam, set at the Grade 6/7 level, with a grade of **75%** or better in order to complete the B.Ed Program successfully, and be recommended for teacher certification in the Province of Ontario.

It is **highly** recommended that you practice your Math over the summer

For more information on this mandatory exam, visit:

<https://www.lakeheadu.ca/academics/departments/education/undergraduate/about-the-math-competency-exam>



LU Math Exam

- **As a P/J teacher candidate, you must complete our math competency exam successfully. To pass our math competency exam, you must achieve a mark of 75%; if you do not pass the exam within the allotted number of attempts, you will not receive your B.ed**
- **First Math competency exam Saturday Sept. 10, 2022**
Should you be unsuccessful in September in passing this exam, you will be required to enroll in EDUC 3519, Mathematics Curriculum for PJ Teaching. This course is a full-year 2 hour per week course which will start right after the Math Competency exam in September.
- **Second opportunity Thursday March 16, 2023**
- **If you do not obtain a mark of 75% on your second attempt, you must then re-register for and complete EDUC 0450 in the next academic year.**
- **If you fail your third attempt in September of your second year, you will not be permitted to proceed to the November-December practicum.**
- For more details about the Math Competency Exam, please see
<https://www.lakeheadu.ca/academics/departments/education/undergraduate/about-the-math-competency-exam>



LU Math Exam

- **Students are not permitted to use a calculator during the Mathematics Competency Exam.**
- All teacher candidates are strongly encouraged to review/ practice their mathematics skills without the use of a calculator ***before June***, so that further preparation/study in Math can be completed throughout June, July and August.



Math Exam Resources

The Education Library offers resources both in person and online. Check the Education Libraries website for access to many online resources library.lakeheadu.ca/education

The Education Library (main floor Bora Laskin Building) is open year-round and is currently open during these times:

- Monday, Thursday & Friday: 8:30am to 4:30pm
- Tuesday & Wednesday 8:30am to 7:00pm
- Saturday 12-4pm
- Sunday Closed

Education Library hours will change from term to term, please check the library website library.lakeheadu.ca/education for the most up-to-date library hours.

You can visit the library in person to borrow materials from the library, you may also search the library catalogue, Omni, and place requests for items in advance. It is also possible to request scans of articles and book chapters. Information on placing requests is available [here](#).

Math Exam Resources

direct link to “P/J Teaching Mathematics” Library Guide

<https://libguides.lakeheadu.ca/primaryjuniormath>

or

<https://libguides.lakeheadu.ca/c.php?g=703197&p=4998892>

The Library staff are *extremely knowledgeable and helpful*, and will help you to find many other Math resources.

Please email edlib@lakeheadu.ca for assistance in locating other math resources.

Math Exam Resources

There are practice books (both in print and online) that students have used in the past to prepare for the math exam. Please visit the library in person to access the **print books**.

The links to the **ebook versions** of these practice books are provided below. To access, just click on a title, and from the next screen, click on the link that says "Ebscohost Ebooks" (in the middle of the page). You will be asked to enter a username and password. **Use your Lakehead username and password** as instructed on the screen. Please send an email to edlib@lakeheadu.ca if you have any issues with these links:

- [Singapore Math Challenge Word Problems](#), Grades 4 - 6
 - [Singapore Math Challenge Word Problems](#), Grades 5 - 8
 - [Singapore Math Challenge Word Problems](#), Grades 2 - 5
 - [Singapore Math Challenge Word Problems](#), Grades 3 - 5
-
- **New Year One Consecutive students *may not have access* to ebooks until your student status is updated to "Eligible to Register" in Myinfo, typically in July.

If you would like further assistance please contact the Education Library directly. You can visit the library in person, phone 807-343-8718 or email edlib@lakeheadu.ca .

Math Exam Resources

Math resources

The following resources do not require an LU login:

<https://www.lakeheadu.ca/academics/departments/education/undergraduate/about-the-math-competency-exam>

Look under: [How do I pass the math competency exam?](#)

You will find:

- Primary/Junior Mathematics Sample Exam with Answers
- Frequently asked questions (this also contains study suggestions)

OTHER RESOURCES:

- <https://crainase.files.wordpress.com/2016/05/eqao-questions-number-sense-2006-20111.pdf>
- <https://crainase.files.wordpress.com/2016/02/eqao-questions-measurement-2006-2011.pdf>
- <https://www.tcdsb.org/ProgramsServices/SchoolProgramsK12/Numeracy/EQAOMathematicsAssessments/Documents/EQAO%20Junior%20NSN%202006-2013.pdf>
- <https://www.ufacademy.org/wp-content/uploads/Grade-6-EQAO-Math-Booklet.pdf>

Program Specialization

INTERMEDIATE / SENIOR (GRADES 7-12)

- One secondary placement must be served in one of the teachables.
- One session *may* be in the other teachable or in a 7/8 classroom (teaching all subjects). Please note that due to the limited availability of high school placements, both of your Year One placements may be in grade 7/8.
- If you *prefer* to be placed in a Gr. 7/8 classroom, please select that option provided on the placement preference form (depending upon availability of High School placements, you still may be placed in a grade 7/8).

Please note that your secondary placement in a high school may not be *entirely* in your teachable(s). For example, you may be teaching two History periods along with Careers/Student Success, or Social Science. This will not affect your certification. It is also common to have two associates. . On your placement preference form, please include other subject areas (besides your teachables) you are able to teach.

Note: Almost all I/S candidates will be placed in Grade 7/8 – includes teaching all, or some, of the 7/8 subject areas, ie: Math, Science, Language Arts, PE, Geography, etc. This may or may not include your teachables. It is highly recommended that you brush up on your Math over the summer. See previous slides for Math resources, and consider looking up ‘balanced literacy instruction.’

Environmental Science

- Please note that we do not have many Environmental Science placements in Thunder Bay.
- For a sample list of Outdoor Education/Environmental Science placements you may select from in **Year Two**, please review the following:
 - [Northern Ontario OE3 placement Map and Information](#)
 - [Southern Ontario OE3 placement Map and Information](#)
- Some of the sites listed may be an option in Year One, if it is a traditional classroom within a Board. Outdoor Education Centres are not an option for Year One.
- If you are interested in an Outdoor Education Centre, please note that this is considered an Alternative Placement and is only an option for the fourth placement (March/April in Year Two). In September of Year Two, you will submit your Alternative Placement Application, where you can identify your top 3 choices for an alternative placement.

****Reminder**, do not contact the site directly.



2 Year Professional Program Courses

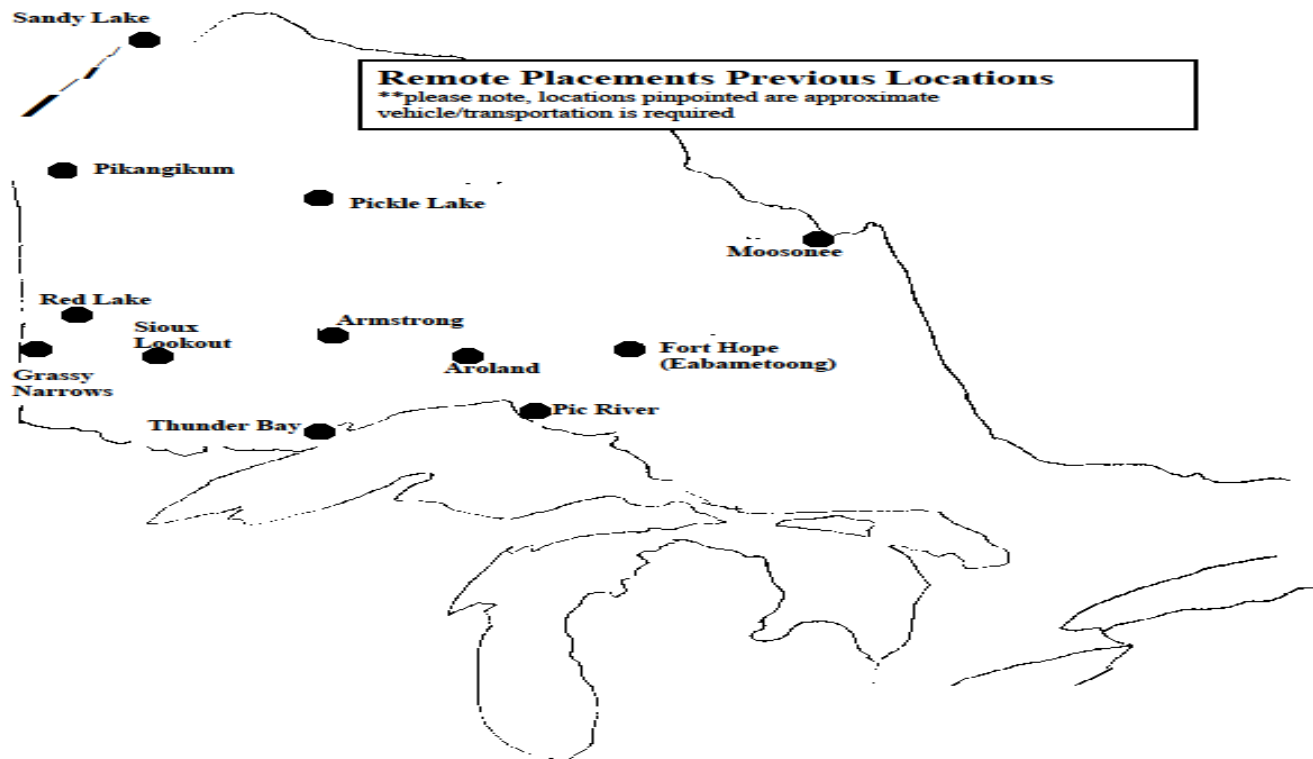
PJ YEAR ONE			PJ YEAR TWO	
Course #	Course Title		Course #	Course Title
0450	Math Competency Exam			
4031	Curriculum & Instruction Language Arts Part 1		4035	Curriculum & Instruction Visual Art
4032	Curriculum & Instruction Math Part 1		4071	Curriculum & Instruction Health & Physical Education
4033	Curriculum & Instruction Science & Tech Part 1		4072	Curriculum & Instruction Language Part 2
4034	Curriculum & Instruction Social Sciences Part 1		4073	Curriculum & Instruction Math Part 2
4079	Teaching Kindergarten		4074	Curriculum & Instruction Music, Dance and Drama
4350	Planning, Evaluation, Classroom Management		4359	Aboriginal Education
4351	Education Psychology and Inclusive Ed		4370	Classroom Management Part 2
4353	Social Difference in Education		4373	Professional Practice
4371	Practice of Inclusive Education		4374	Environmental Education
4398	Student Teaching Part 1		4375	Democracy & Education
.5 FCE	Education Elective		4498	Student Teaching Part 2
IS YEAR ONE			IS YEAR TWO	
Course #	Course Title		Course #	Course Title
Teachable 1	Teachable		42xx	Teachable
Teachable 2	Teachable		42xx	Teachable
4350	Planning, Evaluation, Classroom Management		4353	Social Difference in Education
4351	Education Psychology and Inclusive Ed		4359	Aboriginal Education
4354	Literacy & Learning in the IS Curriculum		4370	Classroom Management Part 2
4355	Effective Intermediate Teaching		4372	Inclusive Education
4398	Student Teaching Part 1		4373	Professional Practice
.5 FCE	Education Elective		4374	Environmental Education
			4375	Democracy & Education
			4498	Student Teaching Part 2
			.5 FCE	Education Elective

Remote/Isolate Placement Option

- Student teaching placements in remote and rural Aboriginal communities are one of a growing number of alternative placement opportunities available to teacher candidates in the BEd program. Placements in remote and rural Aboriginal communities come with additional costs (transportation and accommodation) to the student, and the Faculty of Education helps defray the cost of travel by providing teacher candidates who apply with a \$250 stipend (not applicable to those who are from those communities).
- On the placement form you will be able to select “remote” placement, preferably for the March/April session. You do not have to specify a community at this time. You can think about this and consider your options over the summer, letting us know your specific preference after the *Remote Placement Seminar* in September.
- Consider this option *carefully* before committing.
- You will require your own vehicle and arrange your own transportation.
- You are responsible for all associated costs. Please note in some cases the costs can be quite substantial, ie: gas, airfare (some are fly-in only, ie: Fort Hope, Moosonee, etc.), higher food costs, accommodations, etc. You will be able to apply for a \$250 stipend (for remote placements only).
- visit www.knet.ca for a list of communities, or see the following slide where we have recently had placements.
- There are further details (descriptions from previous students) available for the following: Pickle Lake, Sioux Lookout and Armstrong. Here is the google link: https://drive.google.com/a/lakeheadu.ca/folderview?id=0B3gxQv-vJP_5LUxwS2FQaEM5MWc&usp=sharing
or contact Kathy Matic tbplacement.educ@lakeheadu.ca if you are having trouble accessing the shared folder (you must be logged in with your Lakehead email)
- Consider taking the elective EDUC 3514 Teaching English Language Learners (offered in the winter session). The strategies for supporting ELL learners are useful in every classroom.



Map of Previous Remote Placement Locations



Some other options may be: Bear Skin Lake, Cat Lake, Sachigo Lake, Slate Fall, Moose Factory, Angling Lake, Longlac, Webequie, Marten Falls, Nibinamik, Neskantaga, Wunnumin

* At present, LU provides a \$250 stipend; some boards provide travel/accommodations



Remote/Isolate Placement Option

In the past, the following Boards/locations have offered free accommodations (or a very reduced fee). This is typically in a board teacherage, and is sometimes shared with other candidates or board supply staff.

You would receive a \$250 remote stipend from LU (not applicable to those who are from these communities).

- ❑ Armstrong, Lakehead DSB, approx. 3 hours drive from Thunder Bay, typically room for up to 4 candidates, LU stipend of \$250 usually covers the rent.
- ❑ Pickle Lake, Keewatin-Patricia DSB, approx. 7 hours drive from Thunder Bay, accommodations provided, typically room for up to 4 candidates
- ❑ Upsala, Keewatin-Patricia DSB, approx. 1hr 40min drive from Thunder Bay, typically room for 1-2 candidates, accommodations are provided. There is a teacher that commutes to Thunder Bay (might be willing to provide rides some weekends if you are commuting).
- ❑ Ignace, Keewatin-Patricia DSB, approx. 2hr 40min drive from Thunder Bay, typically room for 1 candidate, accommodations are provided – a room in a house.

Remote/Isolate Resources

- For any student who is requesting or considering a remote placement or a placement with a high aboriginal population, it is *highly recommended* that you view these 3 videos (for students requesting Dennis Franklin Cromarty *these are mandatory*):

Walk A Mile Film Project	available through Thunder Bay Public Library http://www.tbpl.ca/	Brodie, County Park, MJLB, Waverley: DVD 305.897 WAL
Where are the Children	available through Lakehead University Library https://ocul-lhd.primo.exlibrisgroup.com/permalink/01OCUL_LHD/544bqc/alma995321623405155	Education Library: VID 371.82997071 W56 And Paterson Library – NSRC 5th fl.: E 96.5 W56 2003
Reel Injun	Also available as a streaming video through Lakehead University Library: https://ocul-lhd.primo.exlibrisgroup.com/permalink/01OCUL_LHD/544bqc/alma9910227923405155	

Remote/Isolate Resources

Useful Resources to Better Prepare you for Teaching Indigenous Learners:

CBC has launched a new teaching guide to help educators talk to their students about residential schools and the Truth and Reconciliation Commission's 94 calls to action.

Full story here:

<http://www.cbc.ca/news/indigenous/beyond-94-reconciliation-teacher-guide-classroom-1.4676063>

- The guide will link to cbc.ca/beyond94, which is an immersive and interactive website on the commission's 94 Calls to Action. Created by the CBC Indigenous Unit, it highlights concrete suggestions, resources and examples of what reconciliation is, and how Indigenous and non-Indigenous Canadians can work together on the path of reconciliation. The project is a living resource as new documentaries, residential school survivor stories, ideas and community-based action around reconciliation are added. A curated selection of this content, as well as other videos on the theme of reconciliation, are featured in this collection – along with the [Beyond 94 teacher guide](#). (From the curio.ca website / Curio is subscription-based but the Beyond 94 materials will be free).

Remote/Isolate Resources

Useful Resources to Better Prepare you for Teaching Indigenous Learners:

- The Northern Practicum Video (produced by Teach for Canada) provides compelling testimonies from recent graduates regarding their experiences and the value of remote teaching placements:
<https://youtu.be/3YNUb7qmOcs>
-
- Aboriginal Education Strategy in Ontario, specifically where Indigenous content is currently found in curriculum <http://www.edu.gov.on.ca/eng/aboriginal/elemStrategies.html>
-
- *Realizing the Promise of Diversity: Ontario's Equity and Inclusive Education Strategy, 2009
<http://www.edu.gov.on.ca/eng/policyfunding/equity.pdf>
-
- *Truth and Reconciliation Commissions Calls to Action (2015), Section 10 which focuses on Education
http://www.trc.ca/websites/trcinstitution/File/2015/Findings/Calls_to_Action_English2.pdf
-
- Full Circle: First Nations, Metis, Inuit Ways of Knowing
<https://www.ossf.on.ca/full-circle-first-nations-metis-inuit-ways-of-knowing>
-
- https://www.ossf.on.ca/-/media/Provincial/Documents/Resource-Centre/Curriculum-Materials-and-Classroom-Supports/Common-Threads/full-circle-first-nations-metis-and-inuit-ways-of-knowing.ashx?sc_lang=en-CA
-
- *Getting to Know Turtle Island: Incorporating First Nation, Metis, and Inuit Perspectives K-8*
http://www.oise.utoronto.ca/deepeningknowledge/UserFiles/File/Turtle_Island.pdf
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- *Accepting Schools Act (Bill13), 2009
http://ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=2549

Interesting resources for teachers

- Focus: Indigenous learners and learning; orange shirt day; residential school survivors; related literature (elementary and secondary); Charie Wenjack story (The Secret Path); missing and murdered Indigenous women and more
<https://www.trentu.ca/education/resources>
- Aboriginal/Indigenous Education (K-12) Library Guide <https://libguides.lakeheadu.ca/aborigenaleducation>

Placement Board Options

ONLY SCHOOL BOARDS THAT APPEAR ON OUR PARTNERSHIP LIST MAY BE SELECTED FOR PLACEMENT

Link to full list of partnership boards: <https://www.lakeheadu.ca/education-practicum> **

**Primary/Junior students who are studying at the Thunder Bay Campus cannot complete their teaching placement in Simcoe County.

- You will be required to remain *in Thunder Bay* for your Year Two placements if there were any signs of difficulty in your Year One placements.
- Both placements may be done in the **same board/school, or a different school board.**
- Some boards are very large. Proximity is not guaranteed.
- Placements must be based on unbiased, professional relationships to preserve the integrity of the teacher candidate evaluation process.
- Shared placements are arranged as required.
- Placements are contractual agreements as provided by our partnership school boards. Candidates do not arrange their own placements, under any circumstance.**

Placement Board Options

Securing of Placement Locations

Teacher candidates or their relatives **must not** contact boards, individual schools, or teachers to arrange a teaching placement.

Candidates who interfere or who have individuals interfere in the placement procurement process on their behalf, are subject to sanctions under [Article II of Lakehead University's Code of Student Behaviour and Disciplinary Procedures, 2002](#)

<https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/code-of-student-behaviour-and-disciplinary-procedures>



Your Placement Board Selection

Selection of a Catholic School Board for Placement

When Thinking About Selecting a Catholic School Board for placement....

- Teacher candidates selecting a Catholic school board for placement should be eligible for employment with a Catholic board.
- Candidates should be prepared to integrate Catholicity throughout the curriculum.
- A faith-based setting is not suitable for an Agnostic Teacher Candidate.

•This means when completing a placement within a Catholic school, you will be expected to do the following:

- ***teach religion***
- ***lead the class in the Lord's Prayer***
- ***teach the Stations of the Cross***
- ***attend and participate in religious services (may be in school or church)***
- ***participate in Catholic celebrations and/or celebrate Catholic holy days etc.***

•if this is of interest to you, teacher candidates may choose to register for the Education elective course:

- **EDUC 3510: Curriculum & Instruction in Religious Education in Catholic Schools of Ontario**

Thunder Bay Catholic District School Board – Special Instructions

If you are selecting the Thunder Bay Catholic DSB:

The board requires you to email your vulnerable sector screening to them prior to placement. Please send this in to them between August 1 - September 6.

*If you received your vss documentation from your police service **via email**, please **forward the email from your police service directly to the board.***

In the email, please identify yourself as a Lakehead University Faculty of Education Teacher Candidate and will be completing a placement(s) with their Board.

Please email to jbuonocore@tbcschools.ca between August 1 - September 6

If you are not selecting Thunder Bay Catholic for the fall placement, and are only selecting this Board for your winter term placement, you should still send in your documentation by September 6, otherwise you will have to reapply for a new vss for the next placement (the document must be current within 6 months of entry into a school).

VIRTUAL PLACEMENTS

- There may be an opportunity for Virtual Placements, but these are limited as not all boards will have fully virtual school options. Some Virtual Placements still require the candidate to join the AT on-site.
- Priority for Virtual Placements will be given to those who are immuno-compromised, or are living with someone who is immuno-compromised. You will be required to produce documentation.
- The Online Placement Preference Form provides a spot to indicate:
I would prefer a virtual placement as I am Immuno-Compromised (or a person in my household is immuno-compromised) _____

If you are Immuno-Compromised and we are not able to secure a virtual placement, you have the option of deferring the placement and completing it later, either in May/June of 2023 or November/December of 2024.

CONFLICT OF INTEREST

What is a Conflict and How Do I Report One?



Teacher candidates cannot be placed at a school where an ***immediate*** relative currently attends or is currently employed, ie: your children, your parents, your partner, your partner's children, your siblings. You may still be placed within that board, just not those particular school(s). You should also identify any immediate relatives that are also students in the Education Program with you this year.

- Should we become aware of a conflict at any time that a candidate did NOT disclose, the placement request will be cancelled and may need to be completed the following year.
- If the placement is underway it will be cancelled, or if was already completed will be deemed unsuccessful.
- You should also identify any close family friends, or others where you have developed a relationship that goes beyond the professional level.
- If you are not certain of the relationship contact the Faculty.
- The Online Placement Preference Form provides a spot to list your:

Name(s) of Conflict Schools: _____

Name(s) of Conflict Boards: _____

Name(s) of Conflict Cities: _____

Name(s) of immediate relatives currently in the Education Program with you: _____



Confirmation of the Placement – YEAR ONE

View Your Online Submission As A Contract

Requested board preferences named in the online submission are **final**. **CHOOSE CAREFULLY. Do NOT submit your form until you have made a final decision on your partnership school board – Public or Catholic**

- **NO requests for changes will be accepted.** The only option available to a candidate is a “deferred” placement which will make you ineligible to graduate in May of the current academic year. This option is subject to an application, fees and approval.
- If you do list preferred schools on your placement form, note that schools named are **geographic markers ONLY** which **may or may not** be used by the boards in their placement process.
- The University & partnership boards reserve the right to arrange appropriate alternate placements **anywhere** within the Board’s geographic boundaries. This can mean 1-2 hrs. travel each way, or more if relying on public transit.
- In some extreme instances in previous years, teacher candidates have had to rent a vehicle, rent an apartment in a closer location, seek out a carpool, etc.
- Confirmed placements are professional commitments which **will not be changed** should accommodation, transportation, or child care arrangements fail to materialize.



Confirmation of the Placement Contract

When You Submit Your Online Preferences

1. **Review all of your choices carefully** and print a copy of the Placement Preference Request Form for your personal records prior to hitting “**submit**”.
2. Remember the placement preferences named on the online form are **FINAL!** You will have a *very small window of opportunity* (between April 1 – May 21) to log back in to the placement form to make changes/updates. Requests will be sent to various boards at the end of May/beginning of June; at that point changes will not be possible.
3. This form may only be submitted **ONCE**.
4. All forms are date stamped and time stamped by the software program.



OFFICIAL DOCUMENTATION REQUIRED

Tips To Remember When Securing Your Police Record Check



- Many police services will request a University "letter" from you stating why the police record vss check is required.
- You will receive an email from tbplacement.educ@lakeheadu.ca containing this letter that you can print and present when you apply - many police services will not proceed without this letter.



OFFICIAL DOCUMENTATION REQUIRED

Tips To Remember When Securing Your Police Record Check

On the first day of each placement, you will be asked to show the principal the **ORIGINAL** (not a copy) of a valid Police Record Check (PRC) from all CPIC databases including a Vulnerable Sector Screening (VSS) of the Pardoned Sex Offender database. Some schools may ask you to deliver this document to them *prior* to placement.

BEST PRACTICE:

- Students must go to a local police service location or OPP Detachment **in the community of their permanent address to request the documentation.**
- Request **2 original copies** of this documentation when you go to your local police service location or an OPP detachment. Some police services will not issue two originals.
- Remember to bring all ID with you.

NOTE: It is your responsibility to inquire about turn around times when you request your Police Record Check and Vulnerable Sector Screening. Every police service location has varying delivery times.

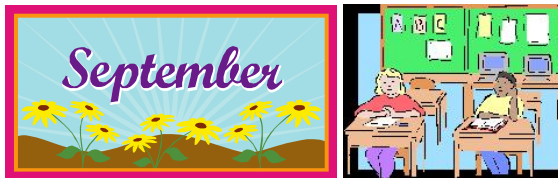


OFFICIAL DOCUMENTATION REQUIRED

Tips To Remember When Securing Your Police Record Check



- Apply for ALL of this REQUIRED documentation on **June 1**, prior to your program entrance. This is especially important for those applying with high-volume areas, ie: **Toronto, Thunder Bay, etc.** **Waiting too long without considering the standard wait time for results, could mean you do not receive the documentation in time for September.** If you have had multiple addresses over the past 5 years please note that this may also add considerably to the processing times. Check with your police service.



- Most candidates will need to be in classrooms in the first week of school for course requirements. **Make sure you have processed documents that are in effect for the first week of classes of your Professional Program.**
- Once you receive this document, keep it in a very secure place.

OFFICIAL DOCUMENTATION REQUIRED

Tips To Remember When Securing Your Police Record Check

OUT OF PROVINCE for minimum of last 12 months?

If you have been living out of province, including out of country, please ensure that you obtain a comparable Police Record Check, including Vulnerable Sector Screening (VSS) documentation, from the police services where you have been residing.

Please note that many countries (and also Provinces within Canada) may use different terminology for the vulnerable sector screening. Explain that it is a more in-depth check than a basic police check and that it is required when working with children. VSS is known as Certificate of No Criminal Record in China.

This material may be very useful in helping you obtain the necessary Ontario (or your home province) documentation without undue delay. These documents may be required to be translated. This is your responsibility.

If the document produced is in another language, contact the local Canadian Consulate office.

The Canadian Consulate should be able to provide the student with the name of a local Notary Public Office.

Arrange to take the documentation in to the Notary Public Office, to have the document translated.

Once you receive this document, keep it in a very secure place.



OFFICIAL DOCUMENTATION REQUIRED

Tips To Remember When Securing Your Police Record Check

Note: When you go to any police service location for your PRC and VSS, they must check both Canadian Police Information Centre (CPIC) and Pardoned Sex Offender databases. This check is often referred to as a Level 3 check. Schools will not accept Level 1 or 2 checks.

TIPS TO REMEMBER:

When you request these documents at a police service location, identify yourself as a teacher candidate who will be working with vulnerable persons or minors so a “**Vulnerable Sector Screening**” is necessary.

Be sure to bring the POLICE SERVICE LETTER the LU Faculty of Education has provided to you, when you go to a police service location



OFFICIAL DOCUMENTATION REQUIRED

Tips To Remember When Securing Your Police Record Check

Most Boards, including the Lakehead District School Board and the Thunder Bay Catholic District School Board, will accept the same prc/vss check that you obtained for the fall session for the entire school year, so that you do not have to reapply, provided that the fall session check was current within 6 months.

It is each BEd student's responsibility (not the Faculty's) to understand the specific documentation requirements of the school board(s) they have chosen to complete their placements in, and ensure those requirements have been met prior to the first day of placement.

OFFICIAL DOCUMENTATION

Going to An OPP Detachment?

STUDENTS GOING TO AN OPP (Ontario Provincial Police) DETACHMENT FOR THEIR PRC with VSS:

There is a pdf-fillable form available here (Ontario Central Forms Repository)

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ENV=WW&NO=026-LE220E>

Or you may obtain the forms from your detachment and fill out by hand.

Not sure if your police service is an OPP Detachment?

You can search the OPP website for their locations:

<https://www.opp.ca/index.php?id=119&lng=en>

Don't forget to bring the LU signed "police check letter" with you when you apply. If they require anything in addition please contact Kathy Matic,
tbplacement.educ@lakeheadu.ca

OFFICIAL DOCUMENTATION

Fingerprinting



When you apply for your PRC (including VSS), it is possible that the OPP or City police may inform you that fingerprinting is required.

Important Note About This Process:

1. This process usually involves additional fees, significant time delays (sometimes several months to one year), and may involve having to return to your city police service (you may have already moved to Thunder Bay or another location when they notify you). If this occurs, please notify the Placement Officer **immediately**.
2. Follow OPP/City police instructions.
3. Please visit the RCMP website for further details: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm> or your city's police services website.



OFFICIAL DOCUMENTATION

Toronto Police Services (TPS)

Students going to the TORONTO POLICE SERVICES for their PRC & VSS:

- ARE YOU A **RESIDENT OF THE CITY OF TORONTO?**
- IF YES, FOLLOW THESE INSTRUCTIONS CAREFULLY:
- We (Faculty of Education) are also required to fill in a portion of your application *before* you go to the Toronto Police.
- Please contact tbplacement.educ@lakeheadu.ca to request a form.
We will complete our portion and email back to you.

Fill out the form, following the instructions precisely.

- Mail it to the address provided on the form along with the payment (\$20).
- Certified cheques, Business cheques and Money Orders are accepted forms of payment and must be made payable to the **Toronto Police Service**.
- Personal cheques are not accepted.

For students living outside the GTA:

- Students must complete an application for a VSS by the local police in the jurisdiction where they live.



OFFICIAL DOCUMENTATION

Toronto Police Services (TPS)

COVID UPDATE from TORONTO POLICE SERVICES:

Please be advised of the following:

Vulnerable Sector Checks can be mailed or dropped off in the Drop Box at Toronto Police Headquarters, 40 College Street, Toronto, ON, M5G 2J3.

In-person services are unavailable at the counter.

Expedited Services are unavailable at this time.

- For up-to-date processing times, the Toronto Police publish processing dates on their website: <https://www.torontopolice.on.ca/background-checks/> (scroll down and ensure that you view the section for vulnerable sector screening)



OFFICIAL DOCUMENTATION

Other Points to Consider:

- If the option is given, request two (or more) originals (there may be an additional fee, or there is a possibility your police service will refuse additional originals).
- Please make and keep several copies for your records.
- Ensure you obtain a receipt.
- Once you have all of your documentation (Police Record Check/VSS, health and safety), keep everything with you in a safe place. Bring everything with you when you come to Lakehead. Your placement school will ask to see your *original* documentation.
- Make copies, perhaps at your home residence or with relatives, where you can access a copy should you misplace the originals (please remember, most school boards require to view an original – wherever possible request two originals from your police services).
- Please check your Lakehead University email for any further notifications.



Health and Safety Training



Health and Safety Training is required by school boards and must be completed prior to placement:

- You will be sent, by email, a chart of partnership board health & safety requirements. This is also on our partnership board website:
<https://www.lakeheadu.ca/academics/departments/education/undergraduate/about-your-teaching-practicum/tbay-teaching-practicums/our-partnership-boards>
- Complete the training as specified by your partnership board
- Once completed, print the certificate for the Ministry of Labour Training for Workers in 4 Steps (several copies are recommended)
- Have a copy ready to present when you enter a school (along with the other board required documentation)
- You may also have to submit the certificate to the partnership board directly prior to placement - this will be specified in the chart of instructions.
- All training is required to be completed **prior to placement**.
- If you are selecting two different partnership boards you may be required to complete the training twice (and again for your Year Two placement boards if different from Year One).

Online Placement Request Form

Hints For When You're Ready To Submit

- When completing the placement preference form application online, do not use the scroll feature on your mouse as you move through the application, “click” the left-hand side of the mouse for your selections. Using the scroll feature may change some of the responses if it's a drop down box.
- You must be logged in to your Lakehead email before you access the placement form link, <http://myemail.lakeheadu.ca/>
- Not sure what your LU email login is?
- When you received your Letter of Acknowledgement from Admissions, they include your LOGIN and PASSWORD in that letter. If you have not received the letter, or misplaced it, contact Admissions to obtain a reset, or If you forget your username or password you may contact Student Central, studentcentral@lakeheadu.ca or (807) 343-8675.

Electronic Offer Of Admission Package From Email:

- If you require a copy of the electronic Offer of Admission package that was emailed to you, please click [here](#). Please note that this electronic package does not constitute an official Offer of Admission to Lakehead University.



Online Placement Request Form

Hints For When You're Ready To Submit

- **Are you using a shared computer?**
- If you are using a shared computer in a public area (i.e. computer labs, public library, etc.), it is important to ensure that you **do not leave the computer unattended** while completing the placement form or logged in to your email.
- Before leaving the computer, it is very important that you fully log out of all email, myinfo, web browsers, etc., close down your browser and log out of the computer. This will ensure that no one else can access any of your personal information.
- Print a copy for yourself and review.
- Reflect and **when you are sure** hit the “**submit**” button.



Non-Academic Conditions

BACHELOR OF EDUCATION NON-ACADEMIC CONDITIONS:

<https://www.lakeheadu.ca/studentcentral/applying/general-admission-requirements/admission-requirements-for-professional-year-bachelor-of-education-consecutive-/consecutive-education-non-academic-conditions>

In addition to meeting the average, teachable, and credential requirements for the Bachelor of Education programs, all admitted applicants are required to:

- submit an official [Police Records Check with Vulnerable Sector Screening](#) that is valid for the duration of their student teaching placement.
- **The above documentation must be received by the first day of classes in September!** Failure to comply may result in the withdrawal of an Offer of Admission.



Non-Academic Conditions

- Bachelor of Education students are required to familiarize themselves with the:
- [Faculty of Education's Placement Protocols](#)
- [Faculty of Education Regulations](#)
- [Department of Undergraduate Studies in Education Regulations \(LU Calendar\)](#)
- [All Professional Program Reference Guides](#)
- Although the Faculty of Education will do its best to secure student teaching placements, the Faculty cannot guarantee them, in particular for those students with a criminal charge or conviction. It is at the discretion of the principal and/or school board as to whether a required placement can be secured and as to whether they choose to accept students who have been charged or convicted of a criminal offence.



Non-Academic Conditions

- Students in the Primary/Junior division of the Two-Year Bachelor of Education program will be required to complete a Mathematics Competency Exam, and achieve a passing score of 75% in order to successfully complete the Bachelor of Education program, and be recommended for teacher certification in the Province of Ontario.
- Students may write the exam in September and, if unsuccessful, again in March. Students who do not pass the first attempt of the exam in September must register for Education 3519, Mathematics Curriculum for Teaching PJ in Year 1 of their program. Students who do not pass the Mathematics Competency Exam may only repeat the course once, and this must be in the following academic year.
- **Students are not permitted to use a calculator during the Mathematics Competency Exam.** All admitted applicants to the Primary/Junior division of the Two-Year Bachelor of Education program are strongly encouraged to review/ practice their mathematics skills without the use of a calculator. [Primary/Junior Mathematics Sample Exam with Answers](#)
- If you have any questions, please contact the Faculty of Education at (807) 343-8010 ext. 8520



Non-Academic Conditions

Students with a French teachable:

- Intermediate/Senior students with a French teachable are required to demonstrate French language proficiency for graduation. Students must achieve a minimum of 70% on the Diplôme d'Études en Langue Française, B2 level, (DELFB2) exam from an accredited centre, with at least 70% in each of the four competencies: oral comprehension, written comprehension, oral expression, and written expression.
- DELFB2 at a 70% level represents a reasonably high level of French proficiency, and we strongly recommend students have attained this before starting the program. Students who have not attempted the DELFB2 before entering the Professional Program, must attempt this exam before the end of their first term (December of Year 1).
- Students whose French language proficiency does not meet the minimum 70% requirement in September of Year 1, are required to register for Education 3910, Perfecting French Written and Oral Skills, in Year 1.
- Students must achieve this requirement before completing the program, in order to be recommended for graduation; original documentation of the exam results are to be provided to the Department of Undergraduate Studies in Education.
- All costs associated with the DELFB2 exam are the responsibility of the student.
- For a potential placement in French Immersion, you must have your DALF – C1

Online PLACEMENT Request Form

What You Will Require Before You Can Submit the Placement Form



Ensure that you have carefully reviewed this file and contacted Kathy Matic, Placement Officer, with any questions prior to submitting:

tbplacement.educ@lakeheadu.ca

- Have your Lakehead University Student ID# ready.
- Your emergency contact name and phone number
- Your teachables information, found on your offer of admission – consecutive students (not applicable for Primary/Junior)
- Your final decision on your preferred partnership school board
- **YOU HAVE 24 HOURS FROM THE TIME STAMP ON YOUR SUBMITTED PLACEMENT FORM TO REPORT ANY ERRORS TO Kathy Matic**
tbplacement.educ@lakeheadu.ca



Submitting the form

- You will receive a confirmation of your submitted responses. The email sender will show as nobody@google
- If you notice an error on the form **after** submitting you must notify tbplacement.educ@lakeheadu.ca immediately.

■ **Link to the 2022/2023 placement preference form:**

<https://forms.gle/x4FDpuh54Gg7W3Xb9>

You must be logged in with your LU email in order to access the link.

Please note that if your computer cannot launch the link – copy and paste the link into your web browser address line, or right-click on the link and select “open link”



To-Do Checklist



	VSS police check	Apply for your police record check/vulnerable sector screening by June 1st (remember to bring our letter) and follow any <u>board specific instructions</u>
	Board	Think about which partnership board you wish to select for your placements
	Placement Form	Submit your placement form once you have decided (due May 15 – if you still need more time you may submit the <i>placement form</i> later, as long as you accept the <i>Admissions offer by their deadline</i>)
	Health & Safety Training	Complete the <u>health and safety training for your board(s)</u> before September
	Math	Practice your Math, both PJ and IS candidates, and take our <u>sample tests</u> before June. Work on your Math skills, if necessary, prior to September.
	Email	Check your Lakehead email regularly, even throughout the summer
	Bring Original VSS	Remember to bring your original documentation with you for September (if you are moving from your home city to another location). You will not be allowed into schools without this original document. If you forget it at your home city, you will have to make arrangements for someone to send it via courier to you, or you will have to return home to retrieve it.

Important Dates

- **April/May:** submit placement preference form
- **June:** apply for your vulnerable sector screening with your home city police services
- **July:** register for your courses (details will be sent by Ashley Fretz, teacher.education@lakeheadu.ca)
- **August:** upload vss documentation and h&s certificate
- **September:** classes begin (PJ candidates will need their VSS first week of classes – some classes are held in a local school)
- **September:** First Math Competency exam Saturday Sept. 10, 2022
- **November/December** – first placement
- **January:** classes resume
- **March:** Second Math Competency Exam opportunity, Thursday March 16, 2023
- **March/April :** second placement