

Background Checks

Policy Statement

Manitoba Education and Early Childhood Learning (the “department”) requires applicants for teaching and clinician certificates to provide a current background check, in accordance with the Teaching Certificates and Qualifications Regulation (the “regulation”) under s. 1(2):

This policy is to provide clarity on the requirement for a background check for teacher or clinician certification.

Definitions

Child Abuse Registry check is a record about a person from the Child Abuse Registry obtained under The Child and Family Services Act (also known as a Manitoba Child Abuse Registry check).

Criminal record check is a report, including a vulnerable sector search, obtained from a Canadian law enforcement agency about a person, stating

- (a) whether the person has any conviction or outstanding charge awaiting court disposition under any federal, provincial, or territorial enactment; and
- (b) the details of any conviction or charge.

Vulnerable sector search is a search of the records maintained by Canadian law enforcement agencies, including the records of offences referred to in Schedule 2 of the Criminal Records Act (Canada) for which a pardon has been issued or granted or a record suspension has been ordered.

Application

For the purposes of the regulation, a current background check consists of a **Manitoba Child Abuse Registry check** and a **Canadian criminal record check, including a vulnerable sector search**.

Both background checks must be dated within **six** months before the date they are submitted to the Professional Certification Unit (PCU).

All background check documents in a physical format must be original documents.

See below for detailed instructions on each of the background checks:

1. The **Manitoba Child Abuse Registry check** must be mailed or couriered to the PCU, as there are currently no electronic options for providing this information. The Manitoba Child Abuse Registry check information and application form are available online from the Department of Families (not a police agency) at this link: [Province of Manitoba | Families | Adult and Child Abuse Registry](#).
2. The **Canadian criminal record check, including vulnerable sector search**, can be issued in an electronic format (such as from the Winnipeg Police Service). It must be forwarded to MBProfCert@gov.mb.ca with the original results email and all required security information to allow PCU to access the check. The vulnerable sector search must be requested with the criminal record check.
 - a. IMPORTANT: If the applicant does not request the vulnerable sector search as part of the criminal record check, the policing agency will not complete this service.
 - b. NOTE: Electronic checks may have an expiry date. Ensure that the electronic check is still accessible to PCU when submitted or it will be considered expired.

For Greater Clarity

1. Background checks must include all current and past full legal names that match the applicant's birth certificate, marriage certificate, divorce decree, official name change documents, and any alias names, if applicable.
2. Background checks are part of the applicant's file and will not be returned or forwarded to employers. Applicants are encouraged to order additional copies or keep a photocopy.
3. Applicants applying from outside of Canada who are not Canadian residents will not be able to complete the background checks. Applicants can still apply for certification without the background checks and have their academic credentials evaluated. If they are eligible for a teaching certificate based on academic credentials, the background checks will be required along with a valid work visa, Canadian citizenship, or landed immigrant status documentation.
4. It is important that the application process is completed in a timely manner. Background checks that were current at the point of initial submission become invalid one year from the date the check was completed. The applicant will be required to submit new background checks if the application process remains incomplete at that point.
5. A criminal record check with vulnerable sector search is commonly provided by the Royal Canadian Mounted Police (RCMP) or a city policing agency (e.g., Brandon Police Service). On rare occasions, it may be provided by the military (i.e., for military families).
 - IMPORTANT: Background checks from contracted agencies (such as Triton, MyCRC, Certn Canada, Commissionaires) are not accepted by the department, as they are not able to provide a vulnerable sector search.
6. Fingerprinting may be required. PCU will advise the applicant if this is necessary.

Reference

[Teaching Certificates and Qualifications Regulation, M.R. 115/2015](#), s. 1(2):

Definitions and interpretation

1(2) A current background check consists of a child abuse registry check and a criminal record check, each dated within six months before the date it is submitted.

Authorization

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