



## BC Offshore School Guide to Reporting Conduct and Competence of Teachers to the Commissioner for Teacher Regulation

1	<p><i>Report pursuant to a Pre-Certification Agreement or a Certification Agreement under the British Columbia Offshore School Program</i></p> <ul style="list-style-type: none"><li>• The form for offshore school reporting is available online under the Commissioner</li><li>• The form must be signed by the owner/operator or principal of the school</li><li>• Please include with the form a copy of the letter to the certificate holder advising of the conclusion of the investigation, and any findings and consequences.</li><li>• Summary of reasons for reporting and/or description of conduct being reported. If a succinct description of the conduct, findings and consequences is contained in the letter to the certificate holder advising of the conclusion of the investigation, it is not necessary to complete this section.</li><li>• If possible, include all records as described in section 3 below.</li></ul>
2	<p><i>Acknowledgment pursuant to section 44 of the Teachers Act</i></p> <ul style="list-style-type: none"><li>• An intake officer in the Professional Conduct Unit will acknowledge your report and request further documentation, as described in section 3 below.</li><li>• If you have previously provided all the records available that relate to the matter, please advise the intake officer.</li></ul>
3	<p><i>Description of Records the Commissioner will require:</i></p> <p>When school personnel are conducting investigation into issues of educator conduct or competence, the investigator should bear in mind that the Commissioner will require all records that relate to the matter, including, but not limited to:</p> <ol style="list-style-type: none"><li>a. Investigation reports and written findings;</li><li>b. All correspondence with the teacher;</li><li>c. Investigation notes, handwritten or typewritten;</li><li>d. Handwritten notes of witnesses, principals, teachers, employees or students;</li><li>e. Handwritten and typewritten records of interviews, or audio tape/digital recordings;</li><li>f. Handwritten and typewritten records of telephone conversations or meetings;</li><li>g. Contact information for students and employees who were interviewed;</li><li>h. Copies of emails, Facebook posts, twitter posts or other electronic communication relevant to our investigation;</li><li>i. Copies of relevant texts and/or other social media messaging; and</li><li>j. Photographs used in investigation.</li></ol>

**British Columbia Offshore School Report to the  
Commissioner for Teacher Regulation  
and the Offshore School Program**

Name of teacher being reported	Certificate number of teacher
Name and address of school	

Summary of reasons for reporting or description of conduct being reported
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This report is being made under the certification agreement between the offshore school and the Ministry of Education and Child Care. It will be accepted as a complaint as defined under section 39 of the *Teachers Act*.

I am also enclosing all the records available to me that relate to the matter in respect of which this report is being made.

I acknowledge that under the certification agreement I must also provide this report to the Offshore School Program, Ministry of Education and Child Care, [international.education@gov.bc.ca](mailto:international.education@gov.bc.ca).

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Owner/Operator or Principal (please print name)

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Signature

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Date