



This four-page form is to be used for a complaint against one BC certified educator. If you have a complaint about more than one educator, please complete a separate form for each.

<b>Educator's Name</b>	
<b>School or District</b>	

**Step 1: Clarify the Issues**

1. Does the person you are complaining about hold a BC Ministry of Education and Child Care certificate? (You can check in the online registry at <a href="https://teacherregulation.gov.bc.ca/CertificateServices/FindATeacher.aspx">https://teacherregulation.gov.bc.ca/CertificateServices/FindATeacher.aspx</a> .)	<b>Yes</b>	<b>No</b>
2. Does the complaint relate to the behaviour of an educator?	<b>Yes</b>	<b>No</b>
3. Does the complaint relate to the competence of an educator?	<b>Yes</b>	<b>No</b>
4. If so, does this conduct conflict with the Standards for BC Educators? (You can check at <a href="https://www2.gov.bc.ca/gov/content/education-training/k-12/teach/standards-for-educators">https://www2.gov.bc.ca/gov/content/education-training/k-12/teach/standards-for-educators</a> .)	<b>Yes</b>	<b>No</b>
5. Does the conduct represent a single action or a pattern of behaviour?	<b>Single</b>	<b>Pattern</b>
6. Have you spoken with the educator about your concerns?	<b>Yes</b>	<b>No</b>
7. Have you spoken with the educator's supervisor or followed a complaint resolution process at the district level or through another agency?	<b>Yes</b>	<b>No</b>
8. Do you have specific examples and/or documents or examples to support your complaint?	<b>Yes</b>	<b>No</b>
9. Have you reviewed our website and other materials related to making complaints?	<b>Yes</b>	<b>No</b>
10. Do you have support or assistance? (If you are a parent, you may request assistance through the district's Parent Advisory Council.)	<b>Yes</b>	<b>No</b>



**Step 2: Describe the Issue(s)**

What specific behaviours are of concern to you? Please explain what happened, when it happened, and who was involved.

What steps have you taken to resolve your concerns at the school level and what was the outcome?



**Step 2: Describe the Issue(s) – continued**

**Have you made this complaint to other agencies? If so, what was the outcome?**

**What outcome are you seeking in making this complaint to the Ministry of Education and Child Care?**

**Step 3: Your Contact Information**

<b>Name</b>	
<b>Street Address</b>	
<b>City/Town</b>	
<b>Postal Code</b>	
<b>Telephone</b>	
<b>Email</b>	



**Step 4: Freedom of Information and Protection of Privacy Act Consent**

Please be advised that the Commissioner and the Professional Conduct Unit of the Ministry of Education and Child Care are authorized, pursuant to the *Teachers Act*, S.B.C 2011, c. 19, to collect, use, and disclose personal information contained in your complaint for the purposes of reviewing, investigating and determining the outcome of the complaint.

By submitting your complaint, you are consenting to the collection, use, and disclosure of your personal information for the purposes set out above. This includes disclosure of your name and particulars of the complaint that identify you to the educator (certificate holder). If you are a parent or guardian, your consent also applies to the collection, use and disclosure of personal information in your complaint relating to your minor child(ren)/ward(s). This consent is effective from the date you submit this notice to the Professional Conduct Unit.

Please sign and date this form, then mail, email or fax it to the attention of the Intake Officer at the Professional Conduct Unit of the Ministry of Education and Child Care. We will advise you in writing of the process to follow.

**The educator (certificate holder) will receive a copy of this complaint, or a copy of your letter of complaint, and any attachments. The educator (certificate holder) will be provided with your name.**

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Signature

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Date

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Signature

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Date

2023

**Mailing Address:**

Ministry of Education and Child Care  
Professional Conduct Unit  
201-828 8<sup>th</sup> Ave W  
Vancouver BC V5Z 1E2

**Fax:**

Facsimile: 604 775-4858

**Email:**

trb.intake@gov.bc.ca

**Telephone:**

Telephone: 604 775-4870

Toll Free: 1 800 555-3684