



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 certificate? (You can check the online registry on the BC Ministry of Education Teacher Regulation Branch website at <a href="http://www.bcteacherregulation.ca">www.bcteacherregulation.ca</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 “Standards for the Education, Competence and Professional Conduct of Educators in BC” (attached)?	<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) – 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?**


**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 Teacher Regulation Branch of the Ministry of Education 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 Teacher Regulation Branch.

Please sign and date this form, then mail or fax it to the attention of the Intake Officer at the Teacher Regulation Branch. 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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*August 2013*

**Mailing Address:**  
Ministry of Education  
Teacher Regulation Branch  
400-2025 West Broadway  
Vancouver BC V6J 1Z6

**Fax:**  
Facsimile: 604 775-4858

**Telephone:**  
Telephone: 604 660-6060  
Toll Free: 1 800 555-3684

## The Standards

**1. Educators value and care for all students and act in their best interests.**

Educators are responsible for fostering the emotional, esthetic, intellectual, physical, social and vocational development of students. They are responsible for the emotional and physical safety of students. Educators treat students with respect and dignity. Educators respect the diversity in their classrooms, schools and communities. Educators have a privileged position of power and trust. They respect confidentiality unless disclosure is required by law. Educators do not abuse or exploit students or minors for personal, sexual, ideological, material or other advantage.

**2. Educators are role models who act ethically and honestly.**

Educators act with integrity, maintaining the dignity and credibility of the profession. They understand that their individual conduct contributes to the perception of the profession as a whole. Educators are accountable for their conduct while on duty, as well as off duty, where that conduct has an effect on the education system. Educators have an understanding of the education system in BC and the law as it relates to their duties.

**3. Educators understand and apply knowledge of student growth and development.**

Educators are knowledgeable about how children develop as learners and as social beings, and demonstrate an understanding of individual learning differences and special needs. This knowledge is used to assist educators in making decisions about curriculum, instruction, assessment and classroom management.

**4. Educators value the involvement and support of parents, guardians, families and communities in schools.**

Educators understand, respect and support the role of parents and the community in the education of students. Educators communicate effectively and in a timely manner with parents and consider their advice on matters pertaining to their children.

**5. Educators implement effective practices in areas of classroom management, planning, instruction, assessment, evaluation and reporting.**

Educators have the knowledge and skills to facilitate learning for all students and know when to seek additional support for their practice. Educators thoughtfully consider all aspects of teaching, from planning through reporting, and understand the relationships among them. Educators employ a variety of instructional and assessment strategies.

**6. Educators have a broad knowledge base and understand the subject areas they teach.**

Educators understand the curricular, conceptual and methodological foundations of education and of the subject areas they teach. Educators must be able to communicate effectively in English or French. Educators teach students to understand relevant curricula in a Canadian, Aboriginal, and global context. Educators convey the values, beliefs and knowledge of our democratic society.

**7. Educators engage in career-long learning.**

Educators engage in professional development and reflective practice, understanding that a hallmark of professionalism is the concept of professional growth over time. Educators develop and refine personal philosophies of education, teaching and learning that are informed by theory and practice. Educators identify their professional needs and work to meet those needs individually and collaboratively.

**8. Educators contribute to the profession.**

Educators support, mentor or encourage other educators and those preparing to enter the profession. Educators contribute their expertise to activities offered by their schools, districts, professional organizations, post-secondary institutions or contribute in other ways.