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**INFORMATION AND INSTRUCTION FOR OBTAINING A VULNERABLE SECTOR SCREENING**

**for**

**COUNSELLING INTERNS LIVING IN TORNOTO**

In order to enter and complete the internship requirements of the Counselling Internship program some internship organizations require you to obtain a satisfactory **Vulnerable Sector Screening (VSS).**

***Please note:*** *You can only apply for a VSS by going through an appropriate agency registered with the Toronto Police Services. For internship purposes your “Agency” is Tyndale Counselling Program.*

***You must follow this process in order to obtain your VSS:***

1. Read the enclosed Toronto Police Service “***Information for Applicants – Appendix A”***about the Vulnerable Sector Screening-Police Reference Check Program.
2. Make an appointment with the internship coordinator (Kern Stanberry) to obtain a copy of, and complete, the ***Consent to Disclosure of Personal Information***form.
3. Obtain a **certified cheque or money order** made payable to the Toronto Police Services in the about of **$20.00**.
4. Mail (or hand deliver) your completed Consent to Disclosure of Personal Information form and certified cheque/money order to: **Toronto Police Service, 40 College Street, Toronto, Ontario, M5G 2J3.**
* No other forms of payment is accepted by the Toronto Police Services except as stated above
* The results of your VSS is mailed to you (the applicant) directly, typically within 10 business days of receipt of application

 You can find additional information about the police check process on their website at <http://torontopolice.on.ca/background-checks/vulnerable-sector-screening-process.php>

 Please attend to this process as soon as possible to avoid delays in the start of your internship.

Attachments:

Toronto Police Service ***Information for Applicants – Appendix A*** - please read thoroughly.