

The Commissioner of Teacher Professional Conduct



Public Complaint Form

IMPORTANT: For optimal use of this PDF form, download it to your digital device and complete it using Adobe Acrobat Reader or another Adobe Acrobat product. A free copy of Adobe Acrobat Reader can be downloaded at <https://get.adobe.com/reader/>.

Purpose of this Form

The form collects information required to submit a complaint to the Commissioner of Teacher Professional Conduct concerning the alleged professional misconduct of a certified Manitoba teacher or clinician. Any member of the public with knowledge of alleged professional misconduct can submit a complaint form. This includes parents, legal guardians, former students, current students, and members of the public.

Important Information

Under The Education Administration Act, professional misconduct is conduct that includes but **is not limited to:**

- Sexual abuse or sexual exploitation of a pupil or child
- Sexual misconduct concerning a pupil or child
- Physical harm of a pupil or child
- Significant emotional harm of a pupil or child
- Any act prohibited under section 163.1 of the Criminal Code of Canada (child pornography)

A “child” is defined as a person **under the age of 18**.

Complaint Form Instruction

- The Commissioner can only act on and accept complaints regarding a certified Manitoba teacher or clinician.
- A separate complaint form must be submitted for each individual teacher or clinician about whom you wish to make a complaint.
- Make sure that your contact information is current, accurate and complete. The primary method of contact will be by email.
- The complaint form (Part 3) must be completed with a clear and detailed description of the action or involvement of the Manitoba certified teacher or clinician who is the subject of the complaint.

Contact Information and Protecting Personal Information

The Commissioner of Teacher Professional Conduct collects your contact information to communicate with you during the complaint process. As the individual completing this form, you will be the “complainant” in the complaint process. **The complainant is responsible for keeping their contact information up to date with the Commissioner while the complaint process is ongoing. This personal information is being collected under the authority of The Education Administration Act. Personal information is protected under The Freedom of Information and Protection of Privacy Act.**

Part 1 – Complainant Contact Information

Last Name

First Name(s)

Address

City/Town

Province

Country

Postal Code

Phone Number

Email Address

What's your relationship with the certified Manitoba teacher or clinician?

Are you under the age of 18? Yes No

Part 2 – About the Manitoba Certified Teacher or Clinician

Full name of the Manitoba certified teacher about whom you are making the complaint

School Name

Employer

Part 3 – The Complaint

- Please only provide information about the alleged professional misconduct of the certified Manitoba teacher or clinician identified in Part 2.
- The section must be completed even if you are providing supporting documents.
- Ensure your description of the action or involvement of the Manitoba certified teacher or clinician is clear, concise, and specific.

What happened? What specific behaviours are of concern to you? Please explain what happened, when it happened, and the other parties involved. Please include names, locations, dates, and times.

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

Have you made this complaint to other agencies (e.g. Child and Family Services or Police)? If so, please provide the date of the report, the service, and the file/case number (if applicable). If applicable, what was the outcome?

Document

Check this box if you have supporting documents or evidence regarding this complaint.

Please include with your submission any evidence or documentation related to the complaint that may be helpful if an investigation is ordered. (i.e., pictures, screenshots, video, audio recording, documents, text messages, social media, etc). The Commissioner of Teacher Professional Conduct may in the future request additional information, documents or materials.

The information you provide in this complaint will be treated as confidential and used solely for the purpose of addressing the alleged professional conduct concern described.

The Commissioner of Teacher Professional Conduct will conduct a preliminary review of the matters raised and determine whether or not further action will be taken.

Declaration

I, _____, attest that the information provided in this form is true, accurate and complete to the best of my knowledge and understand that the personal information being collected is for the purposes described at the beginning of this form.

This declaration is dated _____ .

Save the completed form and press the submit button below. Alternatively, you can print it and send a scanned copy by email at tcs@gov.mb.ca. If you are unable to email your employer report form, send it by mail to 309-1181 Portage Ave., Winnipeg, MB R3G 0T3 or by fax at 204-945-1625.