

### Overview

A complaint can be submitted to the Saskatchewan Professional Teachers Regulatory Board using the form available at [www.sptrb.ca](http://www.sptrb.ca). SPTRB staff will confirm with the complainant or employer that their complaint or employer’s notice was received. SPTRB staff will inform the registered teacher that a complaint, or employer’s notice, was received and it will be presented to the Professional Conduct Committee (PCC). The information provided to the registered teacher includes: a copy of the complaint, an explanation of the process moving forward, possible outcomes following review by the PCC, and their right to seek support from a third party (such as the STF or legal counsel).

Next, the complaint or employer’s notice is presented to the PCC. The PCC can only investigate complaints or employer notices if it has the authority and jurisdiction to do so. To allow the PCC to investigate, the complaint or employer’s notice must indicate misconduct or incompetence as defined in *The Registered Teachers Act* and the SPTRB’s Regulatory Bylaws. Upon review and consideration, the PCC may choose to either not investigate the matter(s) or order an investigation.

The complaint or employer’s notice may be investigated by SPTRB staff and/or a contracted investigator. In both instances, the investigator is an agent of the PCC and remains under the direction of the PCC. The investigator will submit a report of their investigative findings to the PCC.

When deliberating the facts of the case using the investigative report, the PCC’s threshold of consideration is on a balance of probabilities – in other words, based on the facts of the case, is it more likely than not that the misconduct or incompetence occurred? Upon receipt and consideration of the investigative report the PCC may: take no further action; refer the matter to a consensual complaint resolution agreement (CCRA) process; or determine a formal complaint and recommend that the Discipline Committee (DC) hear said complaint.

A CCRA is a process by which the registered teacher and the PCC develop an agreed statement of fact and develop measures to rectify the situation that led to the complaint. Cases referred for consent resolution must be resolved to the satisfaction of the complainant, the registered teacher and the PCC. The CCRA is noted on the SPTRB’s public registry as well as the SPTRB website.

When the PCC is confident that there is a reasonable expectation of a finding of guilt at a hearing and that proceeding to a hearing is in the public interest, the PCC may refer the matter to the DC. A formal complaint submitted to the DC consists of a charge(s) of professional misconduct or incompetence. Formal complaints are made public via the SPTRB website once they are submitted to the DC by way of a Notice of Hearing document. The date, time and location of the hearing are made public not less than 2 weeks prior to the hearing. The hearing is public, and all decisions of the DC are noted on the SPTRB’s public registry and the SPTRB website.

### Communication of Events in Process

The complaint and related information are communicated only once the process reaches certain milestones and then only to designated individuals. The public is made aware of the complaint when the Professional Conduct Committee (PCC) has made its decision to refer the matter to a public hearing or if the matter was concluded successfully via a consent resolution process.

	Registered Teacher	Complainant	Employer	Other*	Public (via website)
Concern					
Complaint Intake	✓	✓			
PCC Review	✓	✓			
PCC Investigation	✓	✓	✓	✓	
PCC No Further Action	✓	✓	✓		
Consent Resolution	✓	✓			✓**
DC Notice of Hearing	✓				✓
Discipline Hearing	✓	✓			✓
DC Decision	✓	✓			✓

\* may include witnesses and others that can provide facts

\*\* made public only if a consent resolution agreement is reached by all parties

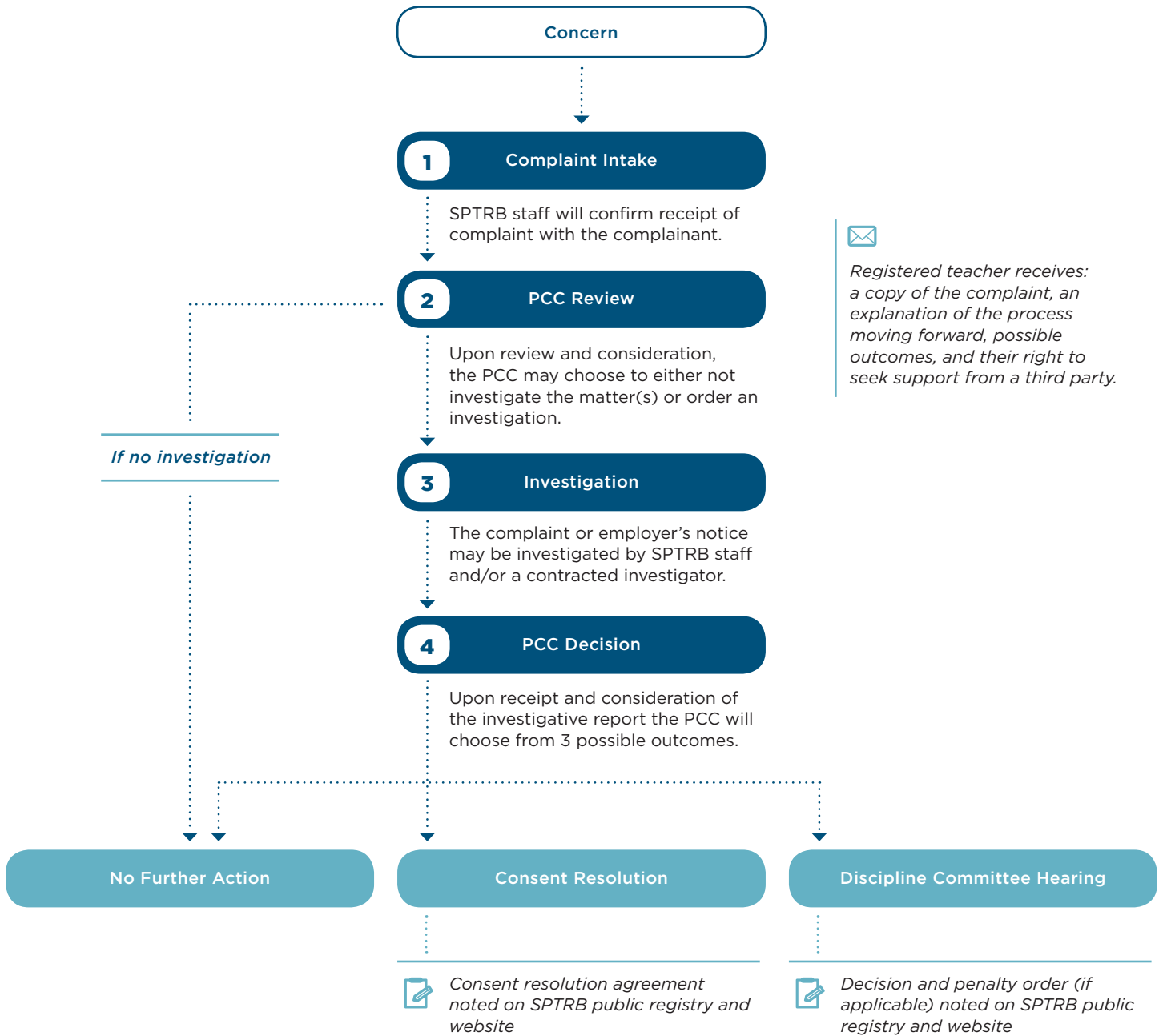


FIGURE 1 : OVERVIEW

