

Complaint Form

Concerning the Alleged Unprofessional Conduct or Professional Incompetence of a Teacher or Teacher Leader

Before completing this complaint form, please contact the Office of the Registrar at Alberta Education to discuss the nature of your complaint. Contact information for the Registrar's Office is: 780-427-2045 (dial 310-0000 first for a toll-free call in Alberta) or email: Education.Registrar@gov.ab.ca

Complaints of alleged unprofessional conduct and professional incompetence filed against Alberta-certificated teachers and teacher leaders are governed by the *Education Act*. Complaints are filed with the registrar at Alberta Education and addressed by the Alberta Teaching Profession Commission ("the Commission").

Under the *Education Act*, unprofessional conduct is conduct that:

- is detrimental to the best interests of students, the public, teachers or teacher leaders or the teaching profession;
- does not comply with the Code of Professional Conduct [Code of Professional Conduct for Teachers and Teacher Leaders](#); or
- is the basis for an indictable offence conviction under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada), the *Food and Drugs Act* (Canada) or the *Youth Criminal Justice Act* (Canada).

Under the *Education Act*, professional incompetence means being unskilled or incompetent while practicing. It is failure to meet:

- the [Teaching Quality Standard](#) in carrying out teaching duties related to a teaching certificate;
- the [Leadership Quality Standard](#) in carrying out leadership duties related to a leadership certificate; or
- the [Superintendent Leadership Standard](#) in carrying out leadership duties related to a superintendent leadership certificate.

Steps:

- Complete all three (3) parts of this form. A separate complaint form must be submitted for each teacher or teacher leader that you wish to make a complaint about.
- Ensure that your name and the date are filled in at the end of this form.
- Save the completed complaint form and email it to: Education.Registrar@gov.ab.ca.

If you are unable to email your complaint form, send it by postal mail to:

Registrar
Office of the Registrar, Alberta Education
2nd Floor, 44 Capital Boulevard
10044 108 Street
Edmonton, Alberta T5J 5E6

Please note that the teacher or teacher leader will know that you are making a complaint. When a formal complaint is received, the *Education Act* requires the Commissioner to notify the teacher or teacher leader of the nature of the complaint, which may require the Commissioner to provide content from, or a copy of, Part 2 and Part 3 of the complaint form. This provides the teacher/teacher leader with the opportunity to understand and respond to the Commissioner regarding the nature of complaint. Therefore, complaints cannot be made anonymously. Your contact information will not be shared with the teacher/teacher leader.

Part 1 – Your Contact Information			
Surname		Given Name(s)	
Address			
City	Province		Postal Code
Email			
Phone Number			



Part 2 – About the Complaint			
Name of teacher or teacher leader the complaint is about			
To the best of your knowledge, is the teacher or teacher leader currently employed at a school?		Yes	No I don't know
Name of School (if known)			
Location of School (if known)			
Other (if applicable)			
Date(s) when the alleged issue(s) or concern(s) occurred (yyyy-mm-dd)			
What is your relation to the person the complaint is about?			
Does your complaint involve allegations of physical, sexual, psychological, verbal or emotional harm or abuse to a student?	Yes No		
If you reasonably believe the teacher or teacher leader's actions are very serious (for example, sexual abuse or exploitation of a student) did you report the matter to police?			Yes No Not applicable
Please provide the following additional details IF you have reported this incident to the Police.			
Date Reported to Police (yyyy-mm-dd)	Police Officer Name	Police Service (RCMP, Edmonton Police Service etc...)	File/Case Number



Part 3 – Nature of the Complaint

Please describe what happened, when and where the alleged incident(s) occurred, and who was involved. *(approximate characters: 7000)*



Do you have supporting documents for this complaint against the above mentioned Teacher or Teacher Leader? Note: Commission staff will provide instructions on how to submit supporting documents once they have reviewed your complaint.	Yes No
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Collection Notice: The personal information collected through the Complaint Form is for the purpose of handling complaints of alleged unprofessional conduct and/or professional incompetence about teachers and teacher leaders by the Office of the Registrar at Alberta Education and the Alberta Teaching Profession Commission. This collection is authorized by Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact the Office of the Registrar by phone at (780) 427-2045 (toll free dial 310-0000 before the number (in Alberta), or by mail to: the Office of the Registrar, 2nd Floor, 44 Capital Boulevard, 10044 108 Street NW, Edmonton, AB T5J 5E6.

Name of Complainant (your name)		Date (yyyy-mm-dd)	
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Save the completed complaint form and email it to Education.Registrar@gov.ab.ca. If you are unable to email your complaint form, send it by postal mail to the address below. You will be contacted about your complaint.

Please note, the length of time the complaints process may take varies based on a number of factors, including the complexity of the complaint. To understand the steps in the disciplinary process please visit: [Alberta Teaching Profession Commission](http://AlbertaTeachingProfessionCommission) | Alberta.ca. The Commission will notify you as your complaint progresses. In the meantime, we thank you for your patience.

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