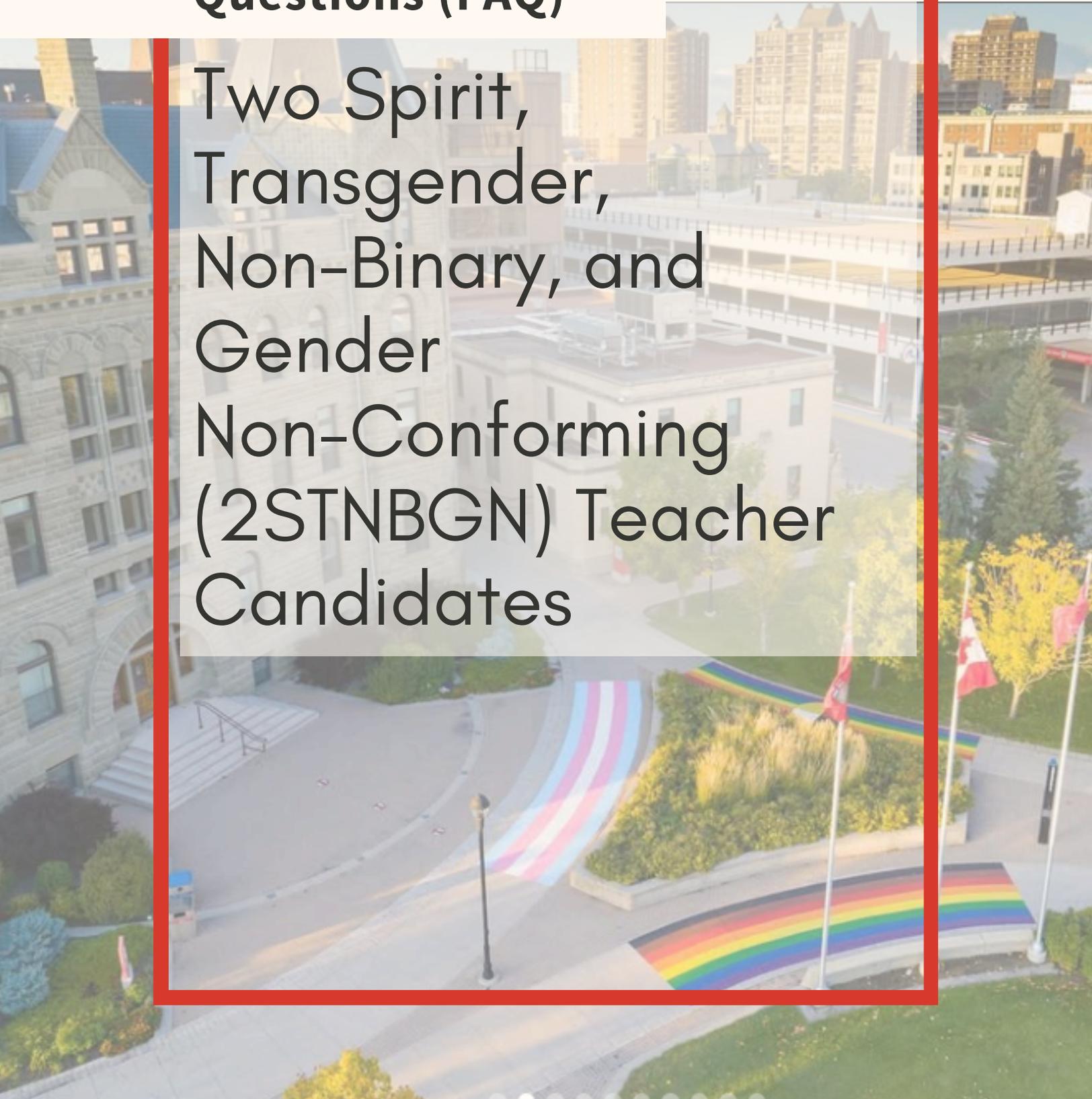


Frequently Asked Questions (FAQ)

Two Spirit,
Transgender,
Non-Binary, and
Gender
Non-Conforming
(2STNBGN) Teacher
Candidates



CONTENTS

ABOUT THIS DOCUMENT	3
Message from the Deans.....	3
Acknowledgements	3
KEY CONTACTS & LINKS	4
GENERAL	5
What resources does the Faculty of Education have for Two Spirit, trans, nonbinary, and gender nonconforming teacher candidates?	5
On-Campus Centres.....	5
What should I do if I experience gender-based discrimination or harassment during my time in the B.Ed. program?	5
A Cooperating Teacher, Faculty Advisor, or B.Ed. Instructor (etc.) kindly wrote me a reference letter but misgendered me/used my legal name. How should I proceed?	6
FACILITIES	7
Where can I find and access an all-gender washroom on campus?.....	7
How can I access all-gender washrooms near my Education classes?.....	7
NAME & GENDER CHANGES IN UWINNIPEG RECORDS	7
How can I add my preferred first name to NEXUS and my online accounts?.....	7
If I've filled out the Personal Update form, where will my chosen name appear?	8
How can I change my UWinnipeg email address?	8
How can I change my name on my UWinnipeg Student I.D. Card?	8
How can I ensure my instructors use my chosen first name?	8
NAME & GENDER CHANGES IN MANITOBA	9
How do I legally change my name or gender in Manitoba?	9
How do I change my name or sex marker on my Manitoba Health Card?	9
How do I change my gender marker on my Manitoba Driver's License?	9
PRACTICUM	9
Do I need to maintain consistent gender expression during practicum?.....	9
Do I have to use Mrs./Ms./Mr. during my practicum?.....	10
MANITOBA TEACHER CERTIFICATION & REGISTRY	10
What name should I use when applying for certification?	10

Can the public see my legal name on the Provincial Registry website?10

GRADUATION & CONVOCATION 11

How do I make sure that my chosen name is used in the convocation ceremony, if it is different from my legal name? 11

What is the washroom situation in Duckworth Centre (where students are marshalled prior to entering the convocation hall)? 11

Which name will appear on my Degree Parchment and official transcript? 11

I changed my legal name. Can my degree be re-issued in my new name? 11

GLOSSARY..... 12



ABOUT THIS DOCUMENT

Message from the Deans

Welcome to the Faculty of Education!

This FAQ guide has been developed to support Two Spirit, transgender, nonbinary, and gender nonconforming (2STNBGN) teacher candidates in navigating university systems, accessing supports, and addressing practical questions related to program, practicum, and certification. It is part of our broader commitment to creating an environment where all teacher candidates can participate fully and authentically.

This guide is a living resource, and we invite you to let us know if there are areas where it could be improved or expanded. Your feedback helps ensure the guide remains current, useful, and grounded in lived realities. We thank you for being part of this faculty. We look forward to learning with and from you.

Sincerely,

Laurie-Ann Hellsten
Dean

Lesley Eblie Trudel
Associate Dean

Acknowledgements

The Faculty of Education at the University of Winnipeg would like thank Dr. Lee Airton and Dr. Michelle Searle at Queen's University for creating the template for this important resource document. Their work to support 2STNBGN teacher candidates has set an example for many others to follow.

Thank you also to our team in the Faculty who helped to create this document:

- Carl Heaman-Warne (he/him)
- Danielle Gagnon (she/they)
- Heather Krepiski (she/her)
- Jake Bergen (they/them)
- Jan DeFehr (she/her)
- Lesley Eblie Trudel (she/her)
- Peter Bjornson (he/him)
- Wayne Davies (he/him)

KEY CONTACTS & LINKS

UNIVERSITY OF WINNIPEG LINKS

Campus Accessibility Map

Gender neutral washroom locations

Convocation Office

Ensure chosen name used at convocation

- convocation@uwinnipeg.ca

Faculty of Education

General inquiries

- education@uwinnipeg.ca
Practicum office
- practicumoffice@uwinnipeg.ca

Human Rights & Diversity Office

Discrimination and harassment inquiries

RM 1RC025, Richardson Building

- respect@uwinnipeg.ca
- 204-786-9161

Personal Update Form

Chosen name changes in University systems

Student Central

New student ID cards

1st Floor, Rice Building

- studentcentral@uwinnipeg.ca

Technology Service Desk

- servicedesk@uwinnipeg.ca

UWSA Pride Centre

Bulman Student Centre, Room 0R14

EXTERNAL LINKS

Manitoba Health Services

Change your health card information

Manitoba Provincial Teacher Certification

Applying for teaching certificates

- 204-773-2998 / toll-free 800-667-2378
- pcs@gov.mb.ca

Manitoba Vital Statistics

Legally change your name and gender markers

- 204-945-3701 / toll-free 866-949-9296
- [Legal Name Change](#)
- [Gender Marker Change](#)

Two-Spirited People of Manitoba

Culturally relevant resources

GENERAL

What resources does the Faculty of Education have for Two Spirit, trans, nonbinary, and gender nonconforming teacher candidates?

The Faculty of Education at the University of Winnipeg is committed to fostering an inclusive, equitable, and affirming learning environment for all students. We recognize the unique needs and lived experiences of Two Spirit, transgender, nonbinary, and gender nonconforming (2STNBGN) teacher candidates as they navigate their Bachelor of Education (B.Ed.) program, including coursework, service learning, school placements, and professional development in a profession that is cisnormative and which has historically reinforced harmful binary genders.

This FAQ document was created to support 2STNBGN students by providing clear, accessible, and up-to-date information about resources, policies, and procedures across various areas of university life, including academic settings, practicum experiences, campus facilities, records and documentation, and graduation. It also includes guidance on interactions with instructors, faculty advisors, cooperating teachers, and administrative staff—both at the University and within K-12 school communities. Resources include: access to gender-neutral washrooms, name and gender marker changes in university systems, advocacy assistance, and information about policies and procedures relevant to 2STNBGN students.

On-Campus Centres

Located on the Concourse Level of the Bulman Student Centre, the Rainbow Lounge (Room 0R13) is a welcoming space for all UWinnipeg students with inclusive views on sexuality and gender diversity. It offers books on social issues, safer sex supplies, and referrals to 2SLGBTQIA+ resources in Winnipeg. [More info.](#)

Adjacent to it, the Women-Trans Spectrum Centre supports women and non-cis-gendered students. It provides free safer sex supplies, menstrual products, pregnancy tests, and access to resources like a computer, phone, and lending library. The centre also hosts events addressing gender-based oppression. [More info.](#)

What should I do if I experience gender-based discrimination or harassment during my time in the B.Ed. program?

Gender-based discrimination and harassment include being treated unequally based on your gender identity or gender expression, which may also include or be related to your sex and sexual orientation (i.e. inaccurately believing that someone's biological sex determines their gender). These are all protected grounds under the Canadian Human Rights Act. Gender-based discrimination includes any intentional or unintentional policy, procedure, action, behavior, or decision (including omissions) that treats you differently based on these protected grounds.

Harassment, which is rooted in preconceived, false notions about what gender is, how gender 'should' look, or how gender is performed, is a form of discrimination that includes any action that intimidates, humiliates, threatens, or belittles you. For QTBIPOC (queer/trans Black, Indigenous, or People of Color), Indigiqueer, and Two Spirit students, harassment may also include overlapping dimensions of racism and colorism, making it particularly marginalizing and harmful. Harassment can include direct or indirect spoken words, text, gestures, and images that impact a person's physical or psychological well-being, such as unwelcome remarks or jokes about gender or gender expression, unwanted physical contact, threats and intimidation, taunts or repeated Gender Critical critiques directed at you, persistent unfounded criticism, sexual innuendo or insinuation, and cyber bullying ([Canadian Human Rights Commission, 2025](#)).

If you experience discrimination or harassment during your courses or while on campus: Contact a trusted course instructor or the Director of Undergraduate Teacher Education (m.kuly@uwinnipeg.ca). In either case, they can help navigate the situation, coordinate support for you, and/or assist you in filing a formal complaint with the University's Human Rights and Diversity Office – you can also reach out to this office directly by emailing s.belding@uwinnipeg.ca or calling 204-988-7508.

If you experience discrimination or harassment during your practicum placement: Document the incident as best you can and seek further assistance from your Faculty Supervisor or the Director of Student Teaching (w.davies@uwinnipeg.ca). They will guide you with how to move forward with the concern.

A Cooperating Teacher, Faculty Advisor, or B.Ed. Instructor (etc.) kindly wrote me a reference letter but misgendered me/used my legal name. How should I proceed?

You are not required to use your legal name on reference letters. Your first course of action is to thank the writer for their letter, clarify the correct information, and request an updated letter. You could also offer to correct the letter yourself and send it back for their final approval and signature. If you do not feel as though you can make this request, please email the Dean of Education general intake account (education@uwinnipeg.ca) with the details, and they can act as an intermediary to request the changes on your behalf.

FACILITIES

Where can I find and access an all-gender washroom on campus?

Most UWinnipeg buildings have at least one all-gender washroom as noted in the [Accessibility Map](#). These designated all-gender washrooms are located in:

- Asper Centre for Theatre and Film (2nd Floor)
- Bryce Hall (1st and 2nd Floor)
- Duckworth Centre (2nd Floor – change rooms)
- Buhler Centre (3rd Floor)
- Centennial Hall (1st Floor – wheelchair accessible w/ lift; 4th Floor – wheelchair accessible)
- Manitoba Hall (2nd Floor)
- Menno Simons College (1st Floor)
- Richardson College for the Environment (Atrium)

A gender-neutral change room on the second floor of the Duckworth Centre has a sink, toilet, and shower room with lockers available outside. For a detailed access tour of the gender-neutral change room, please refer to this [UWSA video](#). You can also consult the University's Trans and Gender Diverse Students' Guide for more information on [Athletics and Recreation](#) facilities.

How can I access all-gender washrooms near my Education classes?

For Faculty of Education students, many courses are held on the lower floor of the AnX building. There are **all-gender washrooms on the lower floor of the Rice Building, accessible through the AnX**. Please email education@uwinnipeg.ca for the door passcode.

NAME & GENDER CHANGES IN UWINNIPEG RECORDS

The University of Winnipeg recently released a [Trans and Gender Diverse Students' Guide](#). For more in-depth information on any of the following University processes, please consult this guide.

How can I add my preferred first name to NEXUS and my online accounts?

Undergraduate students can declare a chosen name or change in gender marker either on their admissions application or through the [Personal Update Form](#). No additional documentation other than the form is required to update a chosen name or gender. Other students can email their program's Records department:

Graduate Studies & Professional, Applied, and Continuing Education (PACE):

- Applicants: graduateadmissions@uwinnipeg.ca
- Accepted students: gradstudiesstudentrecords@uwinnipeg.ca

The Collegiate: collegiate@uwinnipeg.ca

If I've filled out the Personal Update form, where will my chosen name appear?

Your chosen name will be displayed in the following contexts:

- To your instructor on their class rosters (Self-Service/WebAdvisor)
- Examination nominal rolls
- To Student Services staff (Colleague & Awards Management software)
- To your classmates on Nexus (Learning Management System)
- To Accessibility Services staff in Clockworks (for those registered with AS)
- To the Recreation Services staff (in Fusion Rec Management software)
- To the Alumni and Foundation staff (upon graduation)
- To Library staff and in your library account information
- On your Student ID Card

Your legal name will continue to be used on the following:

- Letters of Acceptance
- Transcripts
- T2202 & T4A tax forms
- Degree Parchments

How can I change my UWinnipeg email address?

When you request a chosen name change using the [Personal Update form](#), you may request that your existing account is deleted so that a new webmail account can be issued using only the chosen name. In this instance, all documents, including emails and saved files associated with the former account will be deleted, so you'll need to download any important documents and contacts.

How can I change my name on my UWinnipeg Student I.D. Card?

You can request a new Student I.D. Card with your chosen name by visiting Student Central (1st Floor of the Rice Centre) in person. There is no cost to students to get a new card for this purpose.

How can I ensure my instructors use my chosen first name?

Most Faculty of Education instructors receive their class list from WebAdvisor or Nexus (the University of Winnipeg's online learning management system), which is automatically populated by information from your student record in WebAdvisor. If your chosen name is not currently in WebAdvisor, you are able to change it using the [Personal Update Form](#). This will automatically update in Nexus within 48 hours, so that your chosen name appears on each instructor's class list at that time. Please note that if you submit the Personal Update Form:

- **Within two weeks before the start of your class**, your name will be updated in their class roster, but instructors may not access the update or be regularly checking for updates. In this case, it is best to email your instructor directly to ensure they have your correct chosen name, so that they can adjust plans to collect attendance and ensure that your chosen name is used in all public communications.
- **After classes have already started**, your name will be updated on their class roster, but they will not get a notification through their system. You will want to reach out to inform your instructor that they should now address you by your chosen name.

NAME & GENDER CHANGES IN MANITOBA

How do I legally change my name or gender in Manitoba?

Legal name changes happen through the Manitoba Vital Statistics Branch located at 254 Portage Ave (at Garry St.): [Website](#). On the website, there is a full description of the process, requirements, and fees. As of 2024, there is an additional step which includes fingerprinting, please read the details included on the website carefully.

Correcting an incorrect sex marker on your birth certificate or marriage certificate is a relatively simple process but does require some supporting documentation. This is also handled through the Manitoba Vital Statistics Branch, located at 254 Portage Ave. (at Garry St.): [Website](#).

How do I change my name or sex marker on my Manitoba Health Card?

Once you legally change your name or sex marker with the Province of Manitoba, you can change your name and/or sex marker on your Manitoba Health card. Information on these processes are on their website: [Website](#).

How do I change my gender marker on my Manitoba Driver's License?

You can change your gender marker on your Manitoba Driver's License at any time by visiting an Autopac agent, even **without formally changing your information with the Province of Manitoba**. Manitoba Public Insurance (MPI) will issue a new license at no cost. Information on this process is available on their website: [Website](#).

PRACTICUM

Do I need to maintain consistent gender expression during practicum?

For teacher candidates of all genders (including those that are cisgender), deciding what to wear during practicum can cause anxiety, but this is especially true for gender-fluid, gender

nonconforming, nonbinary, pangender, and transgender students, for whom gender-affirming clothes may not align with cisnormative ideas about gender. **You are not expected to maintain a single form of gender expression or pronouns throughout your practicum** (i.e. you don't have to continue to present as masculine if that is how you started; you don't have to use the same personal pronouns throughout your practicum). It is not 'unprofessional' to change your gender expression or pronouns. Express yourself joyfully and authentically; wear clothes that will make you feel like a confident educator!

Do I have to use Mrs./Ms./Mr. during my practicum?

No! Being addressed incorrectly is a form of misgendering, and if none of these titles align with your gender identity, being asked to use one can be a form of gender-based discrimination. Discuss your preferred honorific or form of address (e.g., Mx., going by teacher [first name or last name], just your last name, etc.) with your Cooperating Teacher and Faculty Advisor ahead of time and before you are introduced to students.

MANITOBA TEACHER CERTIFICATION & REGISTRY

What name should I use when applying for certification?

The process for applying for teacher certification with the Manitoba Education and Early Childhood Learning is done through their [Professional Certification Unit \(PCU\)](#). Candidates will be required to submit documentation, which includes their birth certificate with their legal name. This is the name that will appear on your teaching certificate.

You can change the name on your professional certification if you have undergone a legal name change by submitting an [application](#) and the required documents to [PCU](#).

Can the public see my legal name on the Provincial Registry website?

Yes - by law, Manitoba Education and Early Childhood Learning keeps a publicly available [Registry of Certified Teachers and School Clinicians](#), which is searchable by legal name (former and current), and lists the date that a teacher's certificate was issued, as well as its class and current status. The registry does not list gender, birthdate, address, or place of employment.

If you legally change your name, you can request to have your previous legal name excluded from the registry, based on the grounds that your "former name is inconsistent with the gender identity of the member". In which case, you can fill out the [Application to Exclude Previous Name from Teacher Registry](#). Unfortunately, there is currently no process to list preferred names instead of legal names in the registry.

GRADUATION & CONVOCATION

How do I make sure that my chosen name is used in the convocation ceremony, if it is different from my legal name?

1. **Update your Chosen Name with the [Personal Update Form](#)** and confirm that your chosen name is correctly listed in your student records by checking your WebAdvisor or Student Planning account.
2. **Communicate with the Convocation Officer** by emailing convocation@uwinnipeg.ca at least four weeks before your ceremony. Inform them of your chosen name and request that it be used during the ceremony, in the convocation program, and on any related materials.
3. **Verify your Procession Card on Ceremony Day:** On the day of the ceremony, you'll receive a procession card in the robing area. This card, which you hand to the Registrar before crossing the stage, will be used to announce your name. Double-check that your chosen name is correctly displayed on this card.

Please note that while your chosen name can be used during the ceremony and in related materials, your legal name will still appear on your degree parchment, as it is a legal document. For more detailed information or assistance, refer to the University of Winnipeg's Convocation ([website](#)) and Student Records ([website](#)).

What is the washroom situation in Duckworth Centre (where students are marshalled prior to entering the convocation hall)?

A gender-neutral change room was recently established on the second floor of the Duckworth Centre. The changing room has a sink, toilet, and shower room with lockers available outside. For a detailed access tour of the gender-neutral change room, please refer to this [UWSA video](#).

Which name will appear on my Degree Parchment and official transcript?

Your degree parchment and official transcript will show your legal name. Future employers, licensing bodies, and/or other educational institutions typically require you to provide documentation that is issued in your legal name.

I changed my legal name. Can my degree be re-issued in my new name?

Yes - if you have already received your degree, you can request to have your degree re-issued in your new legal name by completing the [Certified Degree Request Form](#) indicating your new name, accompanied by the submission of supporting name-change documents.

GLOSSARY

Terms below are verbatim from the **Queen's University Faculty of Education FAQ Doc for Trans and/or Gender-Nonconforming Teacher Candidates** (cisgender; gender-conforming; gender-fluid; gender expression; gender identity; gender non-conforming; Mx.; Nonbinary; Transgender) or **QMUNITY's Queer Terminology from A to Q** (ciscentrism/cisnormative; gender-affirming; Gender Critical; Indigiqueer; misgender; pangender; pronouns; QTBIPOC) unless otherwise noted.

cisgender. A cisgender person has a gender identity that aligns with expectations for people of their assigned sex (e.g. a cisgender woman was assigned female at birth [sex] and identifies as a woman today [gender identity]).

ciscentrism/cisnormative. A system of attitudes, bias, and discrimination in favour of cisgender people that marginalizes and renders invisible trans people and treats their needs and identities as less important than those of cisgender people, who are considered to exist within social normalcy.

gender-affirming. A broadly applied term to describe any number of actions, behaviours, or supports used to validate someone's gender expression or identity. For example: a teacher who refers to a student by their correct pronouns (instead of misgendering them) is using gender-affirming language.

gender-conforming. A gender-conforming person's gender expression aligns with expectations for people of their gender identity. Some examples of gender-conforming people are: a feminine woman (whether cisgender or transgender), or a masculine man (whether cisgender or transgender). Some behaviours, characteristics or preferences can also be described as 'gender-conforming,' such as typically masculine behaviours exhibited by a man.

Gender Critical. A harmful ideology in which trans identities and experiences are invalidated, stigmatized, and pathologized.

gender-fluid. A gender-fluid person has a gender identity (e.g., man, woman, nonbinary) and/or gender expression (e.g., masculine, feminine, androgynous) that varies consistently. For example, a cisgender man may have a gender-fluid expression if he sometimes dresses in a feminine way and sometimes in a masculine way.

gender expression. How a person publicly presents their gender. Can include behaviour and outward appearance such as hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender. (Source: Ontario Human Rights Commission). Everyone has a gender expression, whether they are cisgender or transgender. Masculine, feminine, and androgynous are some gender expression terms.

gender identity. Each person's internal and individual experience of gender, including their sense of being a woman, man, both, neither or anywhere along the gender spectrum. A person's gender identity may be the same or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation. (Source: Ontario Human Rights Commission). Everyone has a gender identity, whether they are cisgender or transgender. Man, woman, and nonbinary are some gender identity terms.

gender non-conforming. A person is gender non-conforming if their gender expression does not align with expectations for people of their gender identity. Examples of gender non-conforming people are a masculine woman (whether cisgender or transgender), and a feminine man (whether cisgender or transgender). People who are gender non-conforming are at risk of gender expression discrimination, including if they are cisgender. Nonbinary and gender-fluid people are often perceived by others to be gender non-conforming women or men.

Indigiqueer. A term used to refer to the Indigenous queer community and as a specific individual identity. This term was coined by TJ Cuthand and popularized by Joshua Whitehead in order to create specific language to refer to and include those in the Indigenous queer community who do not hold Two-Spirit identities (although Two-Spirit identities are part of the wider Indigiqueer community). As 'queer' is a reclaimed term, care should be taken when using this term as some people still find the use of the word offensive, especially when used by those outside of the 2SLGBTQIA+ community. Indigiqueer is an identity embodied exclusively by Indigenous people and should never be used by non-Indigenous people.

Mx. A gender-neutral title that serves as an alternative to Ms., Mr., or Mrs., pronounced 'mix.'

Misgender. To refer to someone (especially a trans or non-binary person) by using a word, like a pronoun or form

of address (i.e. 'sir,' 'ma'am'), that does not correctly reflect their affirmed gender identity. The act of misgendering can be done intentionally and with malice, or with ignorance; both are harmful. A related term, 'ungender,' refers to the mental process by which someone tries to understand another person within a gender construct that does not reflect that person's gender identity, often after learning about someone's trans identity. In essence, the person may 'misgender' said trans or non-binary person after finding out they are not cisgender.

Nonbinary. A nonbinary person has a gender identity that is not neatly either man/boy or woman/girl. Nonbinary people have a variety of gender expressions, and may or may not be out, or pursue transition. Many nonbinary people have pronouns that are gender-neutral, with singular they/them being the most common (e.g., saying 'they are' for one person).

Pangender. Someone whose gender identity and/or expression encompass the many shades of gender.

Pronouns. A word used to refer to someone without using their name(s). It is important to not make assumptions about the pronouns a person uses for themselves. Offer your own pronouns when introducing yourself to someone new: e.g., "My name is Erika, and my pronouns are they/them." This way you have created an opportunity for others to share their pronouns with you if they are comfortable doing so without putting them on the spot or potentially outing them. It is also important to remember that pronouns do not equal gender identity. For example, a non-binary individual may use 'she/her,' 'they/them,' or any other pronoun set that affirms their gender experience.

Transgender. This term has two common usages: individual and categorical. Individually, a 'transgender person' has a gender identity that does not align with expectations for people of their assigned sex. Categorically, 'transgender' is used as an umbrella term to include the diverse range of people whose gender identities and/or gender expressions do not align with sex-based expectations. The transgender spectrum includes but is not limited to transgender girls and women (trans girls, trans women), transgender men (trans boys, trans men), nonbinary people, and gender-fluid people.

QTBIPOC. An acronym for Queer, Trans, Black, Indigenous, People of Colour. Queer People of Colour often experience intersecting oppressions on the basis of

race, gender, sexual orientation, and other factors. QTBIPOC identities often face discrimination in both queer and non-queer communities. On Turtle Island (or so-called Canada).

Two-Spirit (2S). Rather than describing one specific "Two-Spirit gender," the phrase encompasses the various traditional gender roles beyond "man" and "woman" that have existed in various Indigenous communities for centuries. Prior to colonization, Two-Spirit people often held positions of great importance in communities, sometimes as healers, spiritual leaders, or other revered roles. Two-Spirit people across Turtle Island (North America), Abya Yala (South America), and beyond are now carving out new ways to protect the land and people who have lived on it for over a millennium ([Source Two-Spirited People of Manitoba Resources](#)).

2S/IQ is used as short-hand for Two-Spirit and Indigiqueer together, and both terms are exclusive to Indigenous peoples" (Fowler, 2024, p. 2). Fowler, L. (2024). Indigenous sexuality education. In L. Allen, M. L. Rasmussen (Eds.), *The Palgrave Encyclopedia of Sexuality Education* (pp. 1-8). Springer. See further the online collections of the University of Winnipeg Two-Spirit Archives.

