



**PEICOT**

**POLICY TITLE: CRIMINAL RECORDS CHECK**

**No: 3.3**

**DATE ESTABLISHED: February 13, 2018**

**CATEGORY: Registration**

**AUTHORITY: RHPA/Regulations**

One of the main roles of the PEI College of Occupational Therapists (PEICOT) is to protect the public. The Regulated Health Professions Act states a number of eligibility criteria for an applicant to be registered including 12 (2) (h) that an applicant has not been found guilty of an offense that renders them unsuitable to practice in a regulated health profession.

To prove compliance with the criteria, all applicants must submit a Criminal Records Check, including a Vulnerable Sector inquiry. **This requirement is non-exemptible.**

The **original copy** of the Criminal Record Check must be submitted to the Registrar of PEICOT.

All applicants submitting an initial application to the College for a Certificate of Registration must complete a Criminal Records Check.

1. The Criminal Record Check must include the Vulnerable Sector inquiry and **be completed no more than 6 months prior to the date of application to PEICOT.**
2. **For individuals applying who have lived outside of Canada:** if the individual has undergone a security check by the federal government as a condition of immigrating, a criminal record check from the applicant’s home jurisdiction is not necessary. Security checks conducted by the federal government occur before individuals are granted visas and are more thorough than what can be provided by the applicant. Anyone with a permanent resident card has undergone a federal security check. Criminal record checks for an applicant’s time in Canada are fair.
3. The Criminal Record check may require a few days to several weeks to process and there may be a cost involved, which is the responsibility of the applicant.
4. Following initial registration, all registrants will be required to provide an updated Criminal Record Check, including the Vulnerable Sector inquiry, **every 5 years.**
5. A yearly declaration must be completed by renewal applicants to confirm there have been no criminal offenses committed in the previous year.
6. Random audits may be carried out to ensure registrants have completed the Declaration appropriately.

If an applicant knows they have a criminal record, they should contact the Registrar to discuss the issue. A criminal record does not automatically mean they cannot be registered with PEICOT.

<b>Approved By</b>	<b>Established</b>	<b>Reviewed/Revised</b>	<b>Next Review</b>
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