



TYPE	Registration
NAME	Criminal Background Check Report Policy
DATE APPROVED BY COUNCIL	December 12, 2014

INTENT

To outline the registration requirement of all applicants to provide a criminal background check with their application and the process by which one can be obtained.

THE POLICY

The College's mandate is to protect the public by attempting to ensure that only competent, safe and ethical practitioners are registered. Criminal convictions may call into question an applicant's character, fitness to practice and actual or potential danger to the public. Therefore, for registration purposes, a criminal background check based on name and birth date is required. The criminal background check must be dated within 6 months of applying for registration; otherwise, a subsequent background check will be requested.

If an applicant receives an "incomplete" query or indication that more information is available on the results of his/her criminal background check, a complete criminal background check including fingerprinting may be required. A vulnerable sector police check is not usually required, however, may be requested at the discretion of the Registration Committee.

Purpose and Principles

Although the names vary by municipality, there are typically three types of criminal background checks:

- i. **Criminal Record Check based on name and birth date;**
- ii. Information Check which is an in-depth review for individuals working with vulnerable persons which may include fingerprinting; and
- iii. Vulnerable Sector Check which typically always includes fingerprinting.

Applicants are responsible for ensuring they request the correct type of criminal record check, pay the applicable fees, and account for the amount of time it takes to process their request. **Please note that, unless requested, an applicant shall provide the results of the Criminal Record Check (based on name and birth date) only.**

RELATED LEGISLATION AND DOCUMENTS

Denturism Act, 1991

Ontario Regulation 833/93 (Registration)

Criminal Records Act

Registration Guide

Referral of a Registration Application to the Registration Committee Policy

PROCESS AND PROCEDURES

1. All applicants for registration with the College of Denturists of Ontario must submit with their application form a Criminal Background Check Report.
2. Contact your local police station and fill out the necessary forms to complete the background check. Please note the name of the background check varies in each jurisdiction. To ensure an applicant acquires the correct background check, the information has to be accessed using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP.
3. The cost of report and timelines vary depending on which local police station is utilized.
4. The report must show that the search of the CPIC database was conducted no more than 6 months before the date of application.
5. The report must include all records of discharge which have not been removed from the CPIC system in accordance with the *Criminal Records Act*, and records of outstanding criminal charges of which the police are aware.
6. The name and date of birth on the report must match the name that appears on the applicant's registration application.
7. The report must indicate that a search was completed on all names the applicant is currently using or has used.
8. Online checks by commercial vendors will not be accepted.
9. If the report indicates a criminal record, applicants may be required to submit sufficient documentation regarding the criminal charge(s) to facilitate an assessment of the report by the Registration Committee.
10. The application may be referred to the Registration Committee, please see *Referral of a Registration Application to the Registration Committee Policy* for more information.
11. If an applicant foresees that his/her application maybe referred, including sufficient documentation with his/her application will reduce the wait time of a decision being rendered by the Registration Committee.
12. Sufficient documentation includes, but is not limited to:
 - a. Court transcripts and proceedings, particularly sentencing
 - b. transcripts
 - c. Parole Officer's report
 - d. Probation Officer's report
 - e. The circumstances of the charge(s) or conviction and particulars of the offence
 - f. Efforts made at rehabilitation, likelihood of recurrences, and accomplishments since the offence
 - g. Length of time since the offence occurred
 - h. Any other documentation requested by the Registration Committee

DEFINITIONS

“Act” means the *Denturism Act, 1991* and includes the regulations made under it

RESOURCES

Toronto Police Services

<http://www.torontopolice.on.ca/recordsmanagement/clearance.php>

York Regional Police Services <http://www.yrp.ca/pcrc.aspx>

Ontario Provincial Police Services

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=LE219&NO=026-LE219E>

REVISION CONTROL

Date	Revision	Effective