



<b>TYPE</b>	<b>Registration</b>
<b>NAME</b>	<b>Determination of Good Character of an Applicant or Member Policy</b>
<b>DATE APPROVED BY COUNCIL</b>	<b>March 4, 2016</b>

## INTENT

The Ontario Regulation 833/93 (Registration) requires that applicants and members display evidence of good character during the application process and throughout their registration with the College. This policy describes the features of, as well as the procedures for, determining good character. The public interest is protected by upholding high ethical standards and establishing that an applicant or member meets those standards.

## THE POLICY

The Registrar and/or Registration Committee must determine the suitability of the applicant or member to practise denturism. As such, the College requires self-disclosure of any past or current findings of professional misconduct, incompetence, incapacity, professional negligence or malpractice and offences.

If an applicant discloses this conduct, the Registrar will refer the applicant to the Registration Committee for a determination of whether the applicant meets the good character requirements.

If a member discloses this conduct, the Registrar will refer the member to the Inquiries, Complaints and Reports (ICR) Committee for a determination of whether the member requires further action. The Registrar can administratively revoke a member's certificate of registration where he or she made a false or misleading statement in his/her application for registration or on any form related to his/her renewal or reinstatement of registration.

Applicants must disclose this conduct at the time they submit their application for registration to the College. When there is a change after submitting the application but before the issuance of a certificate, the College must be notified immediately in writing with details with respect to the change. Members must disclose this conduct no later than 30 days after the event occurred. It is imperative not to wait for renewal to declare, as outside of the 30 day period does not meet the legislative standard.

## Considerations

### Nature of Conduct

The appropriate Committee of the College will consider several factors associated with the nature of conduct disclosed, including but not limited to:



## RELATED LEGISLATION AND DOCUMENTS

Denturism Act, 1991

Ontario Regulation 833/93 (Registration)

Registration Appeal Policy

Health Professions Procedural Code, Schedule 2 to the *Regulated Health Professions Act, 1991*

## PROCESS AND PROCEDURES

1. The applicant or a member notifies the College regarding any instances as outlined in registration regulation and/or College Bylaws.
2. The appropriate Committee of the College will consider the conduct and may request more information from the applicant or member, including but not limited to:
  - a. A detailed account of the conduct;
  - b. Relevant documents related to the conduct (example: records, court documents, regulatory files);
  - c. An explanation from the individual;
  - d. Evidence of prior and subsequent behaviour;
  - e. A completed professional portfolio detailing past work history, volunteer work, education and continuing education and professional development;
  - f. Reference letters from past employers, professional colleagues and other sources;
  - g. Letter(s) of standing from regulators where the individual practiced denturism or another profession in Ontario or any other jurisdiction;
  - h. Current police check;
  - i. Details of actions taken to address the conduct; and
  - j. Any other relevant documents

### **Applicants:**

After all of the information has been presented by the applicant and considered, the Registration Committee may:

- Register the applicant;
- Register the applicant with terms, conditions and limitations;
- Register the applicant, after requiring the applicant to sign an undertaking agreeing to terms, conditions and limitations;
- Defer the decision pending receipt of additional information; or
- Not register the applicant

### **Members:**

After all of the information has been presented by the member and considered, the ICR Committee may take any action consistent with its powers under section 26 of the Health Professions Procedural Code, Schedule 2 to the *Regulated Health Professions Act, 1991*.

In both circumstance a Decisions and Reasons will be rendered. An applicant or member may appeal any decisions rendered by the Registration Committee or the ICR Committee to the Health Professions Review and Appeals Board.

## DEFINITIONS

“Member” means a person registered with the College;

“Applicant” means a person who has submitted an application for registration to the College;

“Conduct” refers to any professional misconduct, incompetence, incapacity, professional negligence or malpractice and/or offences

## REVISION CONTROL

Date	Revision	Effective