



Criminal Background Check

Intent

The Registration Regulation stipulates that an applicant must provide a criminal background check (not the vulnerable person's police check) with his/her completed application form. The intent of the criminal background check is to provide information about possible conduct concerns to the attention of the College so as to protect the public interest and to enhance the safety of the health care system.

This policy defines the information required of applicants and the process that the Registration Committee follows in review of an applicant's report.

Policy

1. All applicants for registration with the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario must submit with their application form a Criminal Background Check Report using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP. For registration purposes, the College only requires a name-based criminal check.
2. The search must have been conducted no more than six (6) months before the date of application, including records of discharges 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.
3. The name appearing on the Report must match the name appearing on the registration application. The report must also indicate that a search was completed on all names the applicant is currently using or has used. The date of birth that appears on the Report will be used to verify if it is of the applicant.
4. If the Report indicates a criminal record, the applicant must submit a detailed explanation of the circumstances that led to such a record.
5. The cost of obtaining the Report will be borne by the applicant.



Review of Applications with Positive Criminal Record Reports

1. The Registrar shall refer an application for registration whose report indicates a positive finding (i.e., a criminal record or an outstanding criminal charge) to the Registration Committee and notify the applicant of the referral and his/her rights to make written submissions within 30 days.
2. The Chair of the Registration Committee shall select a panel to review the application.
3. The panel will determine whether the positive finding reflects on the suitability of the applicant to be a member of the College or whether the positive finding indicates that measures should be taken to protect future patients, employers, insurers and others. Where action is required the panel of the Registration Committee will impose a reasonable restriction appropriate to the circumstances. Depending on panel's assessment of the concern, it can impose terms, conditions or limitations (e.g., practising under supervision and monitoring) or, where necessary, refuse the application.
4. The panel in making its decision will take into consideration all relevant factors including the following: how long it has been since the applicant was convicted; the age of the applicant at the time of the offence; the seriousness of the offence; mitigating circumstances; conduct of the applicant in the intervening years; other evidence of good or bad character; and the relevance of the offence to the practice of the applicant as a Traditional Chinese Medicine Practitioner and/or Acupuncturist.
5. The panel may give reasons in writing for its decision.

To obtain a CPIC check, please contact your local police department or the Royal Canadian Mounted Police (RCMP) regarding the process and fees required to obtain a CPIC check.

Here are some helpful links:

- 1 **Canadian Police Information Centre:** <http://www.cpic-cipc.ca/>
- 2 **Ontario Provincial Police** <http://www.opp.ca/>