



## OP 1: Criminal Record, Child Abuse Registry, and Adult Abuse Registry Check Submissions Policy

**Policy Type:**  
Operations

**Policy No:**  
OP 1

**Effective Date:**  
Jan 1, 2021

**Last Approval/Revision Date:**  
May 8, 2020

**Policy Review Frequency:**  
Every Five Years

### Purpose:

Pharmaceutical Regulation, Section 14 requires that a satisfactory criminal record check, child abuse registry check, and adult abuse registry check be provided to the registrar on initial application and every five years thereafter.

This policy serves to outline the administration of this requirement.

### Policy:

An individual must provide a criminal record check (including a vulnerable sector check), child abuse registry check, and adult abuse registry check in original form to the Registrar at the following times:

- i. Upon application for registration as a pharmacist or listing as a pharmacy technician with the College
- ii. Every fifth year of continuous registration or listing
- iii. Upon request of the Registrar

The Registrar shall:

1. Administer the requirement of record and registry check submissions in accordance with all applicable legislation, bylaw, and policy.
2. Review all material provided and make a determination as to whether an individual is fit for practice.
3. Consult with legal counsel for guidance as required.

### Criteria:

1. A check is satisfactory if it is current and it does not disclose any information that would suggest that an individual is unfit for practice as a pharmacist or pharmacy technician, which ever the case may be.
2. A check is considered current if the check is dated within six (6) months, or less, on the date received by the Registrar.
3. A check provided as a result of a specific request by the Registrar shall have a date of issue no later than the date of request.

4. A check is considered satisfactory if it does not disclose any information that would suggest the individual is unfit for practice. As such, a check shall be considered satisfactory if it discloses:
  - no criminal record, or
  - no listing on the adult or child abuse registries; and
  - does not suggest that an individual is unfit for practice.
5. A check that discloses a criminal record or that an individual is listed on either the child or adult abuse registry may suggest that individual is unfit for practice and may be unsatisfactory.

The obligation is on the individual to provide information to the Registrar to satisfy the Registrar that the individual is fit for practice in light of the criminal record or status on a registry.

The individual may provide the Registrar:

- i. Information about conviction or registration on a registry
- ii. A letter of explanation including but not limited to:
  - What steps have been taken toward rehabilitation
  - Any extenuating circumstances
  - A copy of pardon, if available