



Policy Title: CRIMINAL RECORD AND JUDICIAL MATTERS (CRJM) CHECK POLICY		Policy Section: REGISTRATION	Policy Number: REG-100
Approved By: Kathy Wilkie, CEO	Date Approved: February 8, 2024	Date Reviewed/Revised: June 11, 2024	

PURPOSE

The Health and Supportive Care Providers Oversight Authority (HSCPOA) requires applicants for registration to submit a criminal record check with their application. This policy clarifies how that requirement can be met.

BACKGROUND

Applicants for registration must satisfy the Chief Executive Officer (CEO) that they will provide personal support and care services with decency, honesty and integrity, and in accordance with the law. Applicants meet this requirement, in part, by submitting a Level 2 Criminal Record and Judicial Matters check (CRJM Check), sometimes called Enhanced Canadian Criminal Record Check, with their application for registration.

A CRJM Check includes a check of national databases maintained by the Royal Canadian Mounted Police (RCMP) and local police records where the applicant lives. A CRJM Check will provide the following information:

- Criminal convictions from the Canadian Police Information Centre (CPIC) and/or local databases,
- Findings of guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period,

- Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders, and
- Absolute and Conditional discharges for 1 or 3 years respectively.

Personal care providers are in a position of trust. The CRJM Check supports the principles of transparency and accountability of HSCPOA. More information about CRJM Checks is available on the [RCMP website](#).

POLICY

Applicants for registration with HSCPOA must submit a Level 2 Criminal Record and Judicial Matters Check (CRJM Check), sometimes called Enhanced Canadian Criminal Record Check with their application for registration.

The applicant must upload a copy of their CRJM Check with their application for registration. The CRJM Check must be dated no more than 12 months before the date of application. The applicant's full name as listed on their application for registration must match the name appearing on CRJM Check, and the CRJM Check must indicate that a search was conducted under all current, previous, former or maiden names.

While HSCPOA requires at minimum a CRJM check, Vulnerable Sector Checks dated no more than 12 months before the date of application will be accepted if an applicant obtained this for another purpose (e.g., employment).

HSCPOA may require an applicant or registrant to submit their original criminal record check report (rather than an uploaded copy) at any time.

Assessment of CRJM Check Findings

If the CRJM Check includes information about a criminal conviction (a positive report), the applicant must submit a detailed explanation of the circumstances that led to the criminal finding and all relevant supporting documentation. The applicant may be asked to provide a copy of court transcripts related to the matter. An applicant who has a criminal record relating to any type of driving offence will also be required to submit a current (no more than three months old) Certified Complete Driver's Record from ServiceOntario. This information will be added to their application for registration.

The application, with the CRJM Check and additional information, will be assessed by the CEO to determine if the applicant should be registered. The assessment of positive reports will take into consideration:

- how long it has been since the conviction;
- the age of the applicant at the time of the offence;
- the seriousness of the offence;
- mitigating circumstances;
- the applicant's insight into their conduct
- the applicant's conduct in the intervening years; and
- the relevance of the conduct to the provision of personal support services.

Please note that not all criminal findings prevent an applicant from being registered. The CEO will assess whether, given all the circumstances, the criminal findings affect the applicant's suitability to be registered with HSCPOA.