



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; July 26, 2024; August 12, 2024; October 29, 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 health and supportive 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.

Health and supportive 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).

Applicants who need an updated criminal record check can complete an online enhanced Canadian criminal record check through Certn (costing around \$23), available through HSCPOA's online application form.

HSCPOA reserves the right to confirm authenticity of an applicant's criminal record check with the criminal record check vendor.

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. Any history of criminal and judicial findings noted in the report will be taken into consideration, including:

- 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 health and supportive care 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 will affect the applicant's suitability to be registered with HSCPOA.

INTERNATIONAL APPLICANTS

Currently Living Outside of Canada

Applicants who do not currently live in Canada, must submit a police criminal record check from their current country of residence and any additional countries where they have ever lived. The criminal record check must be dated no more than 12 months before the date of application to HSCPOA. If an applicant has ever visited or lived in Canada for any length of time, a Canadian CRJM check dated no more than 12 months before the date of application to HSCPOA, must also be submitted.

Currently Living in Canada

For international applicants who now reside in Canada, HSCPOA will recognize international criminal record checks provided to immigration Canada, if the applicant has remained in Canada since their immigration status was granted. This eliminates the need for international applicants to provide an additional international criminal record check, even if the date of the check is beyond 12 months before the date of application to HSCPOA. International applicants who now reside in Canada also need to provide a Canadian CRJM check dated no more than 12 months before the date of application to HSCPOA.