



College of Homeopaths of Ontario Registration Policies

Title:	Criminal Background Check
Category:	General Requirement
Distribution:	Internal / External
Policy Number:	REG GR02
Status:	Council Approved June 23, 2014 Revision Approved by Council August 10, 2015

Note to Readers: In the event of any inconsistency between this document and the legislation that affects homeopathy practice, the legislation governs. The College has the power and authority to implement the applicable acts and regulations under the Regulated Health Professions Act, 1991. The factors outlined in this policy will be considered and every application will be reviewed on a case by case basis. If you have a question on how this policy affects your individual situation please contact the College directly.

It is important to note that College publications may be used by the College or other bodies in determining the interpretation of the provisions within the Homeopathy Act, 2007, its regulations and the College's Bylaws.

Applicable to (unless otherwise noted):

1. Applicant Full Certificate of Registration
2. Applicant Grandparented Certificate of Registration

Type of Requirement: Exemptible for Applicants.

Applicable CHO Registration Regulation: Section 4(1)7

Policy

For registration purposes a criminal background check based on full legal name, previous legal names (if applicable) and birth date is required.

If an Applicant receives an "incomplete" query or indication that more information is available on the results of their criminal background check, a complete criminal background check including fingerprinting, a vulnerable sector check or other information may be required.

| Background checks performed by online commercial vendors will not be accepted.

Additional Background Information

Although the types vary by municipality, there are typically three types of criminal background checks:

- Criminal Record Check based on name and birth date (CHO Requirement);***
- Information Check which is an in-depth review for individuals working with vulnerable persons which may include fingerprinting; and
- Vulnerable Sector Check which typically always includes fingerprinting.

A fingerprint-based check may take up to 120 days.

Note that effective July 1, 2014, the Canadian Criminal Real Time Identification Services, offered through the Canadian Police Information Centre (CPIC) will ONLY accept electronic fingerprint submissions for civil purposes. This new process aims at improving service levels and accuracy of screenings. If you reside in Canada, you simply have to contact one of the accredited companies or police services to submit your fingerprints electronically and avoid delays. Electronic fingerprint submissions to the Royal Canadian Mounted Police (RCMP) are currently not available outside of Canada. You may contact accredited companies within Canada who will digitize ink fingerprints and submit them electronically to the RCMP¹.

Purpose and Principles(s)

Applicants are responsible for ensuring they request the correct type of criminal background check, pay the applicable fees, and account for the amount of time it takes to process their request. **Please note that, unless requested, an Applicant shall provide the results of the Criminal Record Check (based on full legal name, previous legal names (if applicable) and birth date) only.**

Procedure

1. Applicants are responsible for ensuring they request the correct type of criminal background check and pay related fees.
2. Applicants are responsible for ensuring that the full legal name, previous legal names (if applicable) and birth date printed on the criminal background check report match the names and birth date declared on the registration application form, including middle names. Incomplete or missing information may result in delays in processing the application for registration.
3. Depending on city/town/municipality and extent of the background report, the check may take up to 120 days and may impact the timeliness of the registration process. It is the responsibility of the Applicant to allow adequate time for police services to process the request prior to the application deadline.

An Applicant may meet the requirement by (information required for consideration/decision):

1. Providing the original criminal background check (police report / letter and any subsequent documentation).

Possible Outcomes

The result of the criminal background check is not the only factor; after considering all of the information provided with the completed application form, the College may:

1. Process the application based on receipt of the criminal background check without concern.
2. If the initial criminal background check raises concerns the following actions may occur:
 - a. If the search is incomplete or more information is available, an Information Check or Vulnerable Sector Check may be requested.
 - b. If the concerns are still present, request additional information and declaration from the Applicant. If deemed appropriate the Registrar may refer the application to the Registration Committee.
3. Set the application aside, for no more than 120 days, pending complete information. In the absence of complete information render a decision.

Related Policies, Standards, Guidelines and Regulations

Homeopathy Act, 2007, Ontario Regulation 18/14 Registration

4.(1)7 The applicant must, at the time of application, provide the Registrar with the results of a criminal background check.

¹ <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>