

## CP-8 Vulnerable Sector Check

---

<b>Policy Type</b>	College Policy		
<b>Initial Approval Date</b>	June 23, 2023		
<b>Date of Committee Review</b>		<b>Reviewed by</b>	Audit, Finance & Risk
<b>Date of Next Committee Review</b>			
<b>Date of Last Council Approval</b>	June 23, 2023		

---

### Background

As per section 28(1)(h) of the *Health Professions Act* (HPA), an applicant for registration as a regulated member is complete for the purpose of consideration under section 29(3) if it is in the required form and given to the registrar by the applicant including a criminal record check.

Because registrants often provide services to vulnerable populations (e.g., children, the elderly, people with disabilities, etc.), the type of criminal record check specifically required by Council is a vulnerable sector check.

### Policy

#### Applications for registration, including reinstatements and transfers

An application for registration must include a vulnerable sector check that meets the following criteria:

- An original document provided directly to the College by the issuing organization
- Must be issued within 1 year prior to the date the application is made complete
- Must be issued in a Canadian jurisdiction

#### Applications for practice permit renewal

An application for practice permit renewal must include a vulnerable sector check that meets the following criteria:

- A clear and legible scanned copy uploaded by the registrant within the online renewal application form. The registrant is responsible for retaining the original document and the College may request the original document for verification during an audit or at its discretion.
- Must be issued within the final 12 months of a registrant's 3-year continuing competence reporting period
- Must be issued in a Canadian jurisdiction

### Requirements

- An application is considered incomplete if required documents for registration and/or renewal applications, including the vulnerable sector check, are not provided by the applicant or registrant.
- In the situation where a vulnerable sector check cannot reasonably be provided for a registration or renewal application (e.g., international applicants, registrants living outside of Canada), conditions may be placed on an applicant's permit requiring a vulnerable sector check be provided within a reasonable amount of time.