



Prince Edward Island College of Occupational Therapists

Policy

Title: Criminal Records Check

No. 3.3

Category: Registration
Applies to: Applicant
Authority: RHPA/Regulations
Date Established: February 13, 2018

1.0 Policy

All applicants for registration to the College must submit a Criminal Records Check, including a Vulnerable Sector Inquiry. **This requirement is non-exemptible.**

2.0 Definition

Applicant refers to both initial registration applicants and annual renewal applicants.

3.0 Purpose

To ensure applicants have not been found guilty of an offense that renders them unsuitable to practice as an occupational therapist.

4.0 Application

Exceptional Circumstances

- 4.1 Applicants With a Criminal Record:** A criminal record does not automatically mean an applicant cannot be registered with PEICOT (please see PEICOT Policy 3.4 “Criminal Record Check - Applicant with a Criminal Record”).
- 4.2 Applicants Who have Lived Outside of Canada:** if the applicant has undergone a security check by the federal government as a condition of immigrating, a criminal record check from the applicant’s home jurisdiction is not necessary. (Rationale: Security checks conducted by the federal government occur before individuals are granted visas and are more thorough than what can be provided by the applicant. Anyone with a permanent resident card has undergone a federal security check. Criminal record checks for an applicant’s time in Canada are fair.)

5.0 Procedures

- 5.1 Upload the **original copy** of the Criminal Record Check to PEICOT’s on-line database.
- 5.2 Ensure the Criminal Record Check includes the Vulnerable Sector inquiry. They must be **completed no more than 6 months prior to the date of application to PEICOT.**
- 5.3 Renewal applicants must submit an updated Criminal Record Check, including the Vulnerable Sector inquiry, **every 5 years** by uploading it to PEICOT’s on-line database.

- 5.4 Complete the yearly declaration to confirm there have been no criminal offenses committed in the previous year. Random audits may be carried out to ensure registrants have completed the declaration appropriately.
- 5.5 Advise the registrar immediately in the event they have been charged with an offence that has resulted in a criminal conviction.
- 5.6 A Criminal Record check may require a few days to several weeks to process. **Any cost involved is the responsibility of the applicant.**

7.0 Reference

Prince Edward Island’s Regulated Health Professions Act – Section 12 (2) (h).

Approved By	Established	Revision History	Next Review
Council	February 13, 2018	November 25, 2019 October 2023	October 2025