

	<b>CRIMINAL RECORD CHECK POLICY</b>
	Date Effective: September 2018
	Revised: Dec 2021, Dec 2024, April 2025, April 2026
	Next Review Due: April 2029

## *Background*

Criminal Record Checks are required for initial application and reinstatement application processes at the Prince Edward Island College of Nurses and Midwives (PEICNM). In order to ensure that no applicant has a criminal record which may affect their application in terms of fitness to practice, criminal record checks are required from all new applicants and returning applicants.

## *Purpose*

To support the application process in order to accurately assess the applicant's criminal history and provide a record that is included in the archived application documents.

### *1.0 Policy*

- 1.1 Applicants are required to submit a Criminal Record Check with their application from their local police agency or an acceptable online criminal record check provider. Please contact [info@peicnm.ca](mailto:info@peicnm.ca) for a list of acceptable online service providers.
- 1.2 If the applicant currently lives or has lived outside of Canada within the last three years, they must provide a nationwide search from the appropriate law enforcement agency in all countries that they lived or worked in.
- 1.3 The Criminal Record Check must be dated within the previous six months.
- 1.4 All Criminal Record Checks must be provided in English. Translations from a certified translator are also accepted. The applicant is responsible for the cost of all translations.

- 1.5 As PEICNM does not require the CRC to include a Vulnerable Sector Check, PEICNM cannot provide a letter to request one.
- 1.6 The criminal record check must either come to PEICNM:
- electronically directly from the agency performing it
  - the original copy delivered by mail (photocopies are not accepted)
  - the original copy delivered in-person to the PEICNM office