

DENTURIST LICENSING BOARD OF NOVA SCOTIA

Policies and Procedures

DATE APPROVED: November 11, 2019	CATEGORY: Registration
DATE FOR REVIEW: April 30, 2021	AUTHORITY: <i>Denturists Act</i> , section 13(1)

POLICY TITLE: Criminal Background Check

INTENT

The Denturist Licensing Board of Nova Scotia fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. In keep with the *Fair Registration Practice Act*, registration requirements are made publicly available.

POLICY OBJECTIVES

The Denturist Licensing Board of Nova Scotia's mandate is to protect the public by attempting to ensure that only competent, safe and ethical practitioners are registered. Criminal convictions may call into question an applicant's character, fitness to practice and actual or potential danger to the public. Therefore, for registration purposes, a criminal background check based on name and birth date is required. The criminal background check must be dated within 6 months of applying for registration, otherwise, a subsequent background check will be required.

If an applicant received an "incomplete" query or indication that more information is available on the results of his/her background check, a complete criminal background check including fingerprinting may be required. A vulnerable sector police check is not usually required, however, may be requested at the discretion of the Registrar.

PURPOSE AND PRINCIPLES

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

1. Criminal record checks based on name and birth date;
2. Vulnerable record check, which may include fingerprinting

Applicants are responsible for ensuring they request the correct type of criminal record check; pay the applicable fees and account for the amount of time it takes to process their request.

PROCESS AND PROCEDURES

1. All applicants for registration with the Denturist Licensing Board of Nova Scotia must submit with their application form a Criminal Background Check Report.
2. Contact your local police station and fill out the necessary forms to complete the background check. Please note the name of the background check varies in each jurisdiction. To ensure an applicant acquires the correct background check, the information has to be accessed using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP.
3. The report must show that the search of the CPIC database was conducted no more than 6 months before the date of application.
4. The report must include all records of discharge which have not been removed from the CPIC system in accordance with the Criminal Records Act, and records of outstanding criminal charges of which the police are aware.
5. The name and date of birth on the report must match the name that appears on the applicant's registration application.
6. The report must indicate that a search was completed on all names the applicant is currently using or has used.
7. Online checks by commercial vendors will not be accepted.
8. If the report indicates a criminal record, applicants may be required to submit sufficient documentation regarding the criminal charge(s) to facilitate an assessment of the report by the Registrar.
9. Sufficient documentation includes, but not limited to:
 - (a) Court transcripts and proceedings, particularly sentencing
 - (b) Transcripts
 - (c) Parole Officer's report
 - (d) The circumstances of the charge(s) or conviction and particulars of the offence
 - (e) Efforts made at rehabilitation, likelihood of recurrences, and accomplishments since the offence
 - (f) Length of time since the offence occurred
 - (g) Any other documentation requested by the Registrar