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**POLICY TYPE:** Registration

Policy No: RE 4

**POLICY TITLE:** Record & Registry Check Requirements for Registration

**Approval Date:** May 3, 2025

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### **Purpose**

To outline the requirements for criminal record and registry checks for applicants and registrants.

### **Relevant Definitions**

**Criminal Record Check** means a check of local and/or national police databases for criminal record checks.

**Vulnerable Sector** means individuals who are in positions of dependence or at greater risk of harm due to age, disability, or other circumstances.

**Vulnerable Sector Search** means a federally governed registry check for working with vulnerable persons.

**Child Abuse Registry Check** means a record check conducted under The Child and Family Services Act of Manitoba.

**Adult Abuse Registry Check** means a record check conducted under The Adult Abuse Registry Act of Manitoba.

### **Relevant Legislative Provisions**

***College of Audiologists and Speech-Language Pathologists of Manitoba General Regulation 192/2013 (General Regulation)***

#### **Contents of Application**

***2.5.5 A satisfactory criminal record check, a satisfactory child abuse registry check and a satisfactory adult abuse registry check.***

#### **Checks to be provided every five years**

***2.32 A regulated member must provide the registrar with a satisfactory criminal record check, a satisfactory child abuse registry check and a satisfactory adult abuse registry check every five years after he or she is registered.***

#### **Registrar may request additional checks**

***2.33 If, at any time before the end of the five-year period described in section 2.32 or the cancellation of the membership of a restricted purpose member, the registrar receives information that causes the registrar to believe that the regulated member may pose a risk to the public or may be unable to engage in professional practice, the registrar may require the member to provide an additional satisfactory criminal record check or child abuse registry check or adult abuse registry check.***

## **Policy**

CASLPM requires the initial submission and periodic renewal of record and registry checks as part of its registration process.

## **Applicability**

Record and registry checks are required to be completed by:

- All applicants for registration with CASLPM.
- All current registrants as requested by the Registrar.

Record and registry checks may be provided by directly uploading the relevant documents into the registrant portal or submitting them by email to the CASLPM office.

Record and registry checks will be stored only in the registrant portal.

## **Requirements for Applicants**

All applicants to CASLPM are required to submit record and registry checks and must provide:

1. Criminal Record Check (CRC) with Vulnerable Sector Search.
2. Child Abuse Registry (CAR) check.
3. Adult Abuse Registry (AAR) check.

*New Provisional, Full, and Labour Mobility* applicants must submit all record and registry checks.

*Cross-Provincial Practice (CPP)* applicants must provide a record of their declarations with their primary province showing the good standing of their registration. If this cannot be provided, CPP applicants must provide all record and registry checks.

*Applicants originating from other countries* may provide a Criminal Record Check from their home country or country worked in most recently.

- The issue date of the CRC must be within the previous six (6) months.
- The Registrar may waive the requirement of Vulnerable Sector Search depending on the originating country's practices.
- Applicants must reapply for a Canadian CRC with Vulnerable Sector Search after one (1) year in Canada.
- The Applicant/Registrant must apply for CAR and AAR when they arrive in Canada if these cannot be provided from the originating country.

## **Requirements for Registrants**

All registrants of CASLPM are required to submit the following record and registry checks every five years:

1. Criminal Record Check (CRC) with Vulnerable Sector Search.
2. Child Abuse Registry (CAR) check.

3. Adult Abuse Registry (AAR) check.

The Registrar may require any registrant to provide any or all of the checks listed above within the five years as deemed appropriate.

**Outcomes and Decision-Making**

- A positive result on any check will be reviewed by the Registrar on a case-by-case basis.
- The Registrar may request further documentation, an explanation, or a personal meeting before making a registration or renewal decision.
- The Registrar may refer the results of review to Council, the Executive Committee, or a Committee of Council for further action.
- The Registrar may confer with Legal Counsel to determine the outcomes in the case of a positive result.
- There is no timeline for the review of a positive result on any check and is dependent on the severity of the information received.