

Administrative Policy No 012

To: Council

From: Regulations Committee and Registrar

Date: April 27, 2021

Re: Administrative Policy on Criminal Record Checks (CRC)

The Saskatchewan College of Opticians' primary mandate is to ensure the protection of the public. It is for this reason, the SCO must obtain the criminal record history of all new applicants and of former members who are looking for licence reinstatement. Criminal Record Checks (CRC) provide assurance to the public that they are not at risk while receiving the professional services of a Licensed Optician or Licensed Contact Lens Practitioner.

If an applicant has a criminal record, the SCO will look carefully at the circumstances of the individual case and how the crime committed may pose a threat to the public. A criminal record does not necessarily preclude an applicant from licensure.

The following applicants must obtain a CRC:

- New applicants, including new Contact Lens Practitioner registrants
- Non-registered applicants who are looking for reinstatement.

A CRC is to be completed through Sterling Backcheck (a reputable national company that provides criminal record background checks for organizations). The Enhanced Police Information Check (E-PIC) combines a search of the National Repository of Criminal Records and a search of Local Police Information within multiple databanks. Once the applicant has completed the E-PIC, the results will be sent to both the applicant and the College. Please note: the E-PIC will only be accepted if completed through Sterling Backcheck and at the applicant's own cost.

If the E-PIC indicates that you have a charge against you, you must provide full details of the charge and include any court documentation. If any Local Police Information is located, the registrant may be referred to their local police service for further assistance. The applicant will be required to disclose any pending criminal charges found.

The SCO Registrar and Council will review any criminal record documentation submitted and collectively decide on the status of the application and subsequent licensure.

E-PIC results will be treated as confidential and will not be disclosed to any other party, and the information contained will only be used for its intended purpose.

Passed by SCO Council April 28, 2021