



Policy Title: Criminal Record Check Requirement	Replaces former policy: <input checked="" type="checkbox"/> Title: CPTBC 02 Criminal Record Check Requirement Policy <input type="checkbox"/> N/A
	Date Effective: 2024-06-28
	Last Update: Select date
Applies to: Physical Therapy	
Contact: Name of Policy Owner	

Policy Statement:

A Registrant of the Designated Health Profession of Physical Therapy (a “Registrant”) is required to have valid criminal record check (CRC) results on file with the College.

The results of a CRC are valid for five years; however, a new CRC is required in the following situations, regardless of the expiry date of a prior CRC:

- When an individual applies to the College for the first time.
- When a former Registrant applies for reinstatement in the registration class of Full, regardless of how much time has passed since they were last registered.
- When a current Registrant reports a criminal charge.
- When a former Registrant applies for reinstatement in the registration class of Temporary or Student (non-UBC), if their most recent CRC was completed in a previous registration year or did not result in a clearance letter.

The cost of the CRC is included in the fees for registration and renewal in the registration class of Full.

A Registrant may be without valid CRC results subsequent to a CRC request if:

- They are required to provide fingerprints, or
- Their result has been sent for a determination of risk assessment.

In such a case, a Registrant must demonstrate that they are complying with the CRC process. Registrants who fail to comply with the process in any way (e.g., not sending information requested by the CRRP, not responding by a deadline or in a timely fashion, or not providing fingerprints when requested to do so) may be referred to the Inquiry Committee.



1. Policy Rationale and Purpose:

The requirement to authorize a criminal record check upon application and every five years thereafter is stated in legislation. However, Registrants in certain registration classes (e.g., Temporary, Student) may apply for reinstatement of registration multiple times in a registration year — sometimes before the College receives the results of their initial CRC. This policy clarifies in which situations the College does and does not require a new CRC.

While the College anticipates the expiry of existing CRC results and requests new CRCs in advance, there can be a gap between the expiry of a Registrant’s existing CRC and the receipt of their new results. This policy identifies situations in which this may occur and the consequences when a Registrant contributes to the delay.

2. Policy Scope:

This policy applies to Applicants and Registrants of the Designated Health Profession of Physical Therapy.

3. Legal Authority:

- *Criminal Records Review Act*
- *Health Professions Act*

4. Key Partnerships:

- Criminal Records Review Program

5. Definitions:

N/A

6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other: Click or tap here to enter text.

7. Resources/References:

- Criminal Record Check Procedure Step 1 – Generic Upload
- Criminal Record Check Procedure Step 2 – Receiving Results
- Criminal Record Check Procedure – CRC Closed Files

Reviewed by the Board on:	Select date	<input checked="" type="checkbox"/> N/A
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Reviewed by the Registrar/Deputy Registrar on:		Select date	<input type="checkbox"/> N/A
Date Approved Select date	Approved By <input type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Name of Committee</i>) OR Name <i>Full Name</i> Title <i>Title</i>		
Date Effective Select date	Revision history	Last Updated:	Select date
Next Review Select date		Previous Update:	Select date
Drafted by: Name <i>Name</i>		Title <i>Title</i>	