

CRIMINAL RECORD CHECK POLICY AND PROCEDURES: FOR APPLICATIONS FOR RENEWAL

Updated November 2023



All Saskatchewan citizens have the right to receive and/or provide oral health care in a safe environment. All dentists have the potential to be placed in a sensitive position of trust as part of the practice of dentistry.

Dentists currently registered and licensed within the province of Saskatchewan are required to apply to renew their membership with the College of Dental Surgeons of Saskatchewan (CDSS). A component of this renewal application is disclosure of whether the member, in the past two years, has been arrested or charged with any criminal offence and whether the member has been found guilty of any criminal offence (the criminal history).

PROCEDURE IF CRIMINAL HISTORY IS DISCLOSED

If a criminal charge or criminal conviction is disclosed by the member applying for renewal, the Registrar has the right to refer the member to the Professional Conduct Committee (PCC) for a determination of outcome in accordance with the legislation and bylaws.

CRIMINAL RECORD CHECK

As a means of verifying the information disclosed by the member in their applications for renewal, a member is required to undergo a Criminal Record Check (CRC), including Vulnerable Sector Screening, conducted at their expense as part of the renewal process prior to licensure for the 2025 calendar year and every five years thereafter. In the event that a member has not truthfully

set out their criminal history in current and previous applications for renewal, the Registrar has the right to refer the member to the PCC for a determination of outcome in accordance with the legislation and bylaws.

RESPONSIBILITIES OF MEMBERS APPLYING FOR RENEWAL

Members applying for renewal must:

- acknowledge, in writing, that they have read and understood the CRC Policy related to renewal of membership with the CDSS;
- In the event that an application for renewal discloses criminal history, provide authorization to the College of Dental Surgeons of Saskatchewan to release information to other Canadian Dental Regulators as needed;
- in the event that the member is required to provide a CRC with their application for renewal, and in the event that the CRC does not corroborate the criminal history of the member as set out in any current or past application for renewal, provide authorization to the College of Dental Surgeons of Saskatchewan to release information to other Canadian Dental Regulators as needed;
- immediately report (the expectation is within one week/five working days) any criminal convictions and/or outstanding charges that occur after the date of the CRC (Note: failure to report any criminal convictions and/or outstanding charges that have occurred after the CRC will be grounds for disciplinary action, including possible revocation of registration and licensure); and
- be responsible for any cost associated with obtaining a CRC.

INFORMATION FOR MEMBERS – PROCESS TO OBTAIN A CRIMINAL RECORD CHECK

The CRC and Vulnerable Sector Screening can be obtained, at the applicant's expense, from the local police service or Royal Canadian Mounted Police. Please request two original copies – one for submission to the CDSS and one to keep for your own records. Processing time for the CRC application may take up to six weeks. Members must submit copies of their current CRC and Vulnerable Sector Screening attached to their application. The CRC and Vulnerable Sector Screening must be dated within three months prior to the application or renewal.

Residents of Saskatoon – see the Saskatoon Police Service website at www.police.saskatoon.sk.ca

Residents of Regina – see the Regina Police Service website at www.reginapolice.ca

Additional information about Canadian Criminal Record Check – see www.rcmp-grc.gc.ca/

STATEMENT OF ACKNOWLEDGEMENT OF CRIMINAL RECORD CHECK POLICY

The Criminal Record Check Policy will be posted on the CDSS website. The following acknowledgement of the policy will be included on the Application for Renewal Form:

_____ (Initial) I acknowledge that I have read, understand, and agree to the terms of the Criminal Record Check Policy of the College of Dental Surgeons of Saskatchewan for applications for renewal. In addition, I understand that renewal of my membership requires the CDSS's receipt and review of my disclosure of my criminal history, and that every five years I am required to complete a Criminal Record Check including a vulnerable sector screening to verify the truthfulness of my disclosure. If required, the Criminal Record Check and vulnerable sector screen are to be submitted to the Registrar's Office.

Added Statement relating to Fingerprint process of Vulnerable Sector Screening:

_____ (Initial) If I am required to complete the extended fingerprint process for the Vulnerable Sector Screening, I attest that the expected outcome will be clear. If the outcome is not clear, I understand that my case will be immediately reviewed by the PCC for determination of outcome.