

# CRIMINAL RECORD CHECK POLICY AND PROCEDURES: FOR INITIAL APPLICATIONS



Status:	Approved
Approved by Council:	November 2023
Amended:	November 2023
To be Reviewed:	November 2028

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.

As set out in the College of Dental Surgeons of Saskatchewan (CDSS) bylaws, one of the requirements for admission of an applicant into the membership of the CDSS is that the applicant is of good character.

As a component of the good character requirement, Dentists seeking new registration and licensure in the province of Saskatchewan will be required to undergo a Criminal Record Check (CRC), including Vulnerable Sector Screening, conducted at their expense as part of the application process effective January 1, 2024.

The Registrar has the right to place any applicant on hold based on information provided at the point of application. Upon receipt of the CRC, the Registrar will make a decision about the suitability of a candidate for registration.

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## “NOT CLEAR” CRIMINAL RECORD CHECK

In the event the Registrar decides to offer registration and licensure to an applicant who does not have a clear CRC, the applicant's CRC will be forwarded to a Criminal Record Check Review (CRCR) Committee for review.

The Registrar shall appoint three members of council to form the ad-hoc CRCR Committee, including one public member and no Discipline Committee members. The Registrar will attend meetings of the CRCR Committee, but will not have a vote when making the final decision to admit the applicant, or withdraw the offer of acceptance.

Members of the CRCR Committee shall be familiar with the licensing standards and bylaws of the CDSS.

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## PROCEDURES FOR THE CRIMINAL RECORD CHECK REVIEW (CRCR) COMMITTEE

The CRCR Committee may, upon review of the CRC, decide that the offer of admission should stand. However, if it does not so decide, it will invite the applicant to appear before the Committee to discuss the results of the CRC. If the applicant declines to appear, the CRCR Committee meeting will proceed in the absence of the applicant.

The applicant may invite a single person to accompany him/her for support at this meeting; however, the CRCR Committee will hear from and conduct the discussion with the applicant only. In addition to or as an alternative to appearing before the Committee, the applicant may make a submission in writing.

Provided there is no additional relevant information to be obtained and considered, the CRCR Committee will make a decision within 3 working days of the meeting. If there is additional relevant information, the applicant will be given an

opportunity to respond to it in writing before the Committee makes its decision.

The CRCR Committee will make one of the following decisions:

- that the offer of admission should stand;
- that the offer of admission shall be withdrawn; or
- that the offer of admission shall be deferred for up to one year pending the outcome of any ongoing legal processes related to matters contained in the CRC.

If the CRCR Committee reaches the latter decision, the outcome of any ongoing legal procedures related to the CRC will be reviewed by the CRCR Committee with regard to suitability of the applicant for admission. If ongoing legal processes related to matters contained in the CRC are not resolved within one year, the offer of admission shall be automatically withdrawn. Prior to making a decision, the CRCR Committee will take into consideration such factors as the following:

- the relevancy of the offence or charge to an applicant's ability to safely practice dentistry in the province of Saskatchewan,
- the date of the conviction,
- the seriousness of the charge or conviction,
- the applicant's full and open disclosure of information during the admission process or subsequently, and
- efforts at rehabilitation.

The decision of the CRCR Committee to withdraw an offer of admission or require that an offer of admission be deferred is final.

The CRCR Committee may allow an applicant to be admitted despite a "not clear" CRC. As required, dental, medical and/or educational institutions outside of the Province of Saskatchewan will be informed of the "not clear" CRC, including receiving a copy of the documentation as part of any letter of good standing requested.

Submission of false or misleading information or withholding of information will result in the application being declined or the license revoked in the event that a material misstatement/fraud is later discovered or in the event of future criminal convictions. Other Canadian dental regulatory bodies will be notified.

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## RESPONSIBILITIES OF APPLICANTS:

Applicants must:

- acknowledge, in writing, that they have read and understood the CRC Policy related to registration and licensure to the College of Dental Surgeons of Saskatchewan;
- in the event of a 'not clear' CRC, 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 original CRC (Note: failure to report any criminal convictions and/or outstanding charges that have occurred after the initial 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.

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## INFORMATION FOR APPLICANTS – 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 College of Dental Surgeons of Saskatchewan and one to keep for your own records. Processing time for the CRC application may take up to six weeks. Applicants 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 <https://saskatoonpolice.ca/recordcheck/>

Residents of Regina - see the Regina Police Service website at <https://www.reginapolice.ca/resources/criminal-record-check/>

Additional information about Canadian Criminal Record Check- see <https://rcmp.ca/en/criminal-records/criminal-record-checks>

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## 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 licensure 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 Initial Applications. In addition, I understand that registration and licensure to practice dentistry in the province of Saskatchewan is conditional upon the CDSS's receipt and review of my Criminal Record Check, including a vulnerable sector screening. Both must be completed and submitted with the application. 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 Criminal Record Check Review Committee with possible outcomes as described in the Criminal Record Check Policy.