

Criminal Record Check Assessment Policy

– Pre-Licensure

1. Purpose

The objective of this policy is to provide individuals with information on the SALPN's criminal record check requirements and how to apply for a criminal record assessment either before entering or while enrolled in a practical nurse education program.

2. Policy

The SALPN evaluates potential risk or harm to the public or the standing of the profession by assessing an applicant's suitability to practice, including the criminal record history of practical nursing students.

Over time, the SALPN has experienced an increase in student applicants with criminal records. This increase led to a need to assess these records before a student completes the program, to determine licensure eligibility. By assessing criminal records earlier, potential or current practical nursing students can ascertain their future eligibility for licensure with the SALPN.

3. Authority

The Licensed Practical Nurses Act, 2000
SALPN Regulatory Bylaws
SALPN Fee Bylaws

4. Pre-Practical Nursing Program Enrollment: Requisite Skills and Abilities – Becoming a Licensed Practical Nurse in Canada

Individuals who decide to pursue a career as a licensed practical nurse must meet specific formal requirements for registration with the professional regulatory authority, including:

- submitting a satisfactory criminal record assessment

5. Registration Requirement: Criminal Record Check and Vulnerable Sector Query

SALPN Regulatory bylaws allow the Registrar to register and license individuals who submit a satisfactory criminal record check that includes a vulnerable sector query as required by SALPN Regulatory bylaws 4(1)(c) and 5(1)(b).

6. Criminal Record Assessment Eligibility

Students currently enrolled in an approved or recognized practical nursing program.

7. Procedure

Potential students or current students enrolled in a Saskatchewan practical nurse education program may apply for an online Criminal Record Check (CRC) Assessment through the SALPN website. The cost of the Assessment is \$100, payable by the applicant.

During the application process, and in addition to the above fee, the SALPN requires the following:

- Contact information
- A new criminal record check and vulnerable sector query, completed by a local police department or RCMP detachment. The check cannot be older than one month from the CRC assessment application submission date.
- Documentation concerning:
 - a) Circumstances of the offence
 - b) Date of the offence and conviction
 - c) Severity of the offence
 - d) Relevance of the offence to the practice of an LPN or GLPN,
 - e) Steps the applicant has taken since the conviction to rehabilitate him or herself
 - f) Availability of a pardon
 - g) Any other relevant factors.

8. Initial Review

Upon the Registrar's initial review of a CRC Assessment application, the following examples of additional information or documentation may be requested:

- a) Addictions assessment
- b) Psychological assessment
- c) Counselling reports
- d) Driving abstract or Safe Driving Course Certificate of Completion
- e) Transcripts of court proceedings
- f) Any other applicable documentation.

9. Licensure Eligibility Terms or Conditions

Terms or conditions may be imposed on any individual applicant and determined on a case-by-case basis by the Registrar. Terms or conditions are determined depending on, but not limited to:

- The potential risk or harm the conviction(s) may bring to the best interests of the public and the members or to the standing of the profession
- The severity of conviction(s)
- The period of time since the conviction(s)
- Rehabilitation efforts.

Terms and conditions may include:

- The requirement that a Pardon/Record Suspension is completed and approved by Pardons Canada, eliminating the unsatisfactory criminal record. The cost associated with a Pardon/Record Suspension is at the expense of the applicant.
- An extended period of registration and licensure ineligibility upon program completion allowing the applicant to prove their behaviours have changed or to prove an applicant is a reformed, law-abiding citizen.

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Department responsible for review: Registration

The SALPN is mandated through the Licensed Practical Nurses Act 2000 to regulate the profession of Practical Nursing according to its Bylaws, Standards of Practice, and Policies in a manner that protects the public from risk and reduce harm to those a profession serves.