

Frequently Asked Questions

Canadian Police Information Centre Criminal Record Check

Introduction

The College of Nurses of Ontario (the College) requires all applicants for registration or reinstatement to provide a recent Canadian Police Information Centre Criminal Record Check (CPIC check) as part of the registration process.

The CPIC check registration requirement enhances public protection by allowing the College to identify those who have criminal records that could affect their suitability to practise nursing.

Q: What kind of CPIC check does the College require?

A: There are two types of criminal record checks: a check based on your name and birth date, and a check based on your fingerprints.

For registration and reinstatement purposes, *the College only requires a name-based criminal check*, which can be completed in less time than a fingerprint-based check. However, applicants should be aware that an “incomplete” mark on a name-based criminal check will prompt a fingerprint-based check, which can take up to 120 days to complete and may delay the registration process.

Applicants are responsible for ensuring they request the correct type of criminal record check, and for taking into account the time it will take to process their request.

Q: I am not a current member of the College and I want to reinstate my membership. Do I have to provide a CPIC check to the College?

A: Yes. A CPIC check is required if you are seeking reinstatement and have not been a member of the College in the current or prior year in which you are applying. This also applies if you are a former member

of the College who is currently residing outside of Canada.

Q: I am an applicant residing outside of Canada. Do I have to supply a CPIC check?

A: If you are residing outside of Canada when you apply for registration, you will not be required to provide a CPIC check. When you obtain a Canadian residential address, you will be required to submit a CPIC check regardless of how long you have been in the country.

Q: For how long is a CPIC check valid?

A: For registration purposes with the College, a CPIC check is valid for six months from the date it was issued. If a CPIC check expires before you meet all the requirements for registration, you will be required to obtain an updated CPIC check.

Q: Do I need to submit the CPIC check to the College in order to write the examination?

A: No, you are not required to provide a CPIC check to write the exam. A CPIC check will be required when you submit your application for registration.

Q: How do I obtain a CPIC check?

A: Contact your local police department or the Royal Canadian Mounted Police (RCMP) regarding the process and fees required to obtain a CPIC check. Police services suggest that you request **two original copies** (i.e., not faxes or photocopies): one for submission to the College and one for your own records.

When requesting a CPIC check, mention that the purpose of the request is for registration with the College of Nurses of Ontario. Request that the CPIC

document be sealed, if possible. Please ensure that the CPIC search is conducted under all previous, former or maiden names that you have used.

For more information

Visit the Canadian Police Information Centre at:
www.cpic-cipc.ca.