

## 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.

You can obtain additional information about a CPIC check at CPIC’s Web site: [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca).

### 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 the fees required to obtain a CPIC check. Police services suggest that you request **two original copies** (not faxes or photocopies) – one for submission to the College and one for your own records.

Note: Please ensure that the CPIC search is conducted under all previous, former or maiden names that you have used.

The College also accepts CPIC checks conducted through other sources. Visit the website at [www.cno.org/reg](http://www.cno.org/reg) for more information.

In addition, please mention that the purpose of the CPIC request is for registration with the College. Request that the CPIC document be sealed, if possible.

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

**A:** Yes. If you were not a member of the College in the current or prior year in which you are applying, and are seeking reinstatement, you must provide a CPIC check. 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 have a Canadian residential address, you are required to submit a CPIC check no matter 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 will be required when you submit your application for registration.