



RP. 03 Criminal Record Check Policy

Approved by Council: November 19, 2019

Reviewed and Updated:

Resources: [Regulated Health Professions Act](#)
[Pharmacist and Pharmacy Technician Regulations](#)

PEI College of Pharmacy policies, together with legislation, practice directives, standards and guidelines outline the practice expectations of pharmacists and pharmacy technicians in the province.

Policies use “must” to indicate an action that is mandatory for a pharmacy professional. Policies use “may” to indicate that the registrant may use professional discretion.

Purpose

The PEI College of Pharmacy’s mandate is to regulate the practice of pharmacy with a focus on public interest. This includes ensuring that applicants meet the registration criteria as set out in the *Regulated Health Professions Act*. This policy describes the requirements for applicants and registrants with respect to criminal record checks and the process for submitting documentation to the College.

Application

This policy is applicable to pharmacists in the general, provisional and special classes, pharmacy technicians in the general, provisional and special classes, pharmacy students and pharmacy technician students.

Policy

1. For the purposes of section 12.2(h) of the *Regulated Health Professions Act*, all applicants for registration with the PEI College of Pharmacy must submit the results of an Enhanced Police Information check (EPIC) completed within 3 months of application.
2. EPICs are valid for a period of 5 years once on file with the College providing there has not been a break in registration.
3. At the discretion of the College, registrants may be selected to provide additional EPICs before their expiration date.



4. EPICs may be completed through MyBackCheck.com which ensures consistent and timely results are shared directly with the PEI College of Pharmacy. Alternatively, applicants/registrants may select a provider of their choice to provide an EPIC, however original results must be presented to the PEI College of Pharmacy office.
5. Registrants are required to submit the results an EPIC prior to the expiration date of their previous check on file with the College. EPIC expiries are documented in each registrant's profile and can be reviewed on the home page.

Possible Outcomes

EPIC is accepted and has no findings

College staff will validate this requirement in the applicant's profile.

EPIC has incomplete or positive findings

College staff will request the applicant provide additional details of the criminal record on a Declaration of Criminal Record. The application will then be referred to the Registration Committee for a recommendation to Council.