

Submission of False/Inaccurate Information During the Application Process

Policy Section: Administration of the Act	Policy Number: AA-10	Approved By: CEO/Registrar
Regular Policy Review Frequency: Every three years	Date Approved: June 22, 2012	Date Reviewed/Revised: June 6, 2018

Purpose:

To provide direction when a registrant applicant provides inaccurate or false information to the College during the application process.

Policy:

When a registrant or applicant provides inaccurate or false information on an application for initial registration or renewal of registration in any of the membership classes and the discovery is made before approval of the application, the process outlined below shall be followed. If the discovery is made after the application was approved, s.48(1) of the Regulated Health Professions Act applies.

Process:

1. When the College determines that information provided by or for a member or applicant is inaccurate or false, a staff member shall:
 - a. Report the matter to their direct supervisor; and
 - b. Following discussion with the supervisor, require the individual to provide a written explanation regarding the inaccurate or false information, or to attend a meeting where possible to discuss the circumstances regarding the inaccurate or false information.

2. All the information obtained by the College shall be assessed according to the following criteria to determine disposition of the application:
 - a. The nature and frequency of the offence. For example:
 - i. Did the member/applicant self-disclose that the information provided was inaccurate or false?
 - ii. Did the College determine that the information was inaccurate or false?
 - iii. Did the member/applicant display any insight into their behaviour?
 - iv. Has the member/applicant previously been dishonest in their dealings with the College?
 - v. Does the offence demonstrate behaviours that would be considered professional misconduct, conduct unbecoming or other breach of the Regulated Health Professions Act or General Regulations?
 - b. The circumstances or other applicable information.

3. The relevant director may determine that the individual has demonstrated insight regarding the incident and provide the individual with a letter reminding the individual of their professional responsibilities and obligations in accordance practice expectations.
4. If the nature of the individual's conduct is such that a letter is insufficient, the director will inform the CEO/Registrar of the individual's conduct. The CEO/Registrar may forward the matter to the Complaints Investigation Committee or the Registration Committee or take any other appropriate action, including not approving the application.