

## Assessment of a Discipline History

<b>Policy Section:</b> Administration of the Act	<b>Policy Number:</b> AA-4	<b>Approved By:</b> CEO/Registrar
<b>Regular Policy Review Frequency:</b> Every three years	<b>Date Approved:</b> November 21, 2003	<b>Date Reviewed/Revised:</b> May 22, 2018

### Purpose:

To state the process for dealing with applicants who have a discipline history.

### Policy:

1. Discipline History
  - a. When information is received which indicates an applicant for registration has a discipline history, the matter will be reported to the Registrar who will consider the following in determining eligibility for registration:
    - i. Whether the applicant disclosed the matter on the application form
    - ii. The nature of the disciplinary matter
    - iii. When the matter occurred
    - iv. The penalty imposed and whether that penalty has been satisfied
    - v. If the discipline matter involved a single incident of misconduct and the penalty imposed was other than suspension or cancellation
  - b. The Registrar may undertake further investigations, such as obtaining documents and records and confirming the applicant's description of events is accurate and complete.
  - c. When the College receives information that indicates that an applicant has not satisfied the requirements of the penalty or has any unmet conditions, the College will suspend consideration of the application pending a review of the reasons for the unmet conditions.
  - d. In order to be eligible for registration, an applicant may be required to obtain registration or obtain evidence of registration eligibility in the jurisdiction where there are unmet conditions or outstanding penalties.

#### **Reinstatement Under s. 50 or s. 133 of The Regulated Health Professions Act:**

2. Upon receipt of the application for reinstatement of registration, the College shall notify the applicant in writing of his/her need to supply evidence of rehabilitation, remediation, physical/mental health or such evidence as may be appropriate depending upon the reason(s) for cancellation.
3. Before the council considers the application, the applicant must complete all other registration requirements and otherwise be deemed eligible for registration if not for the cancellation.
4. The council shall receive a copy of the complete application along with the following additional documentation:



- a. The letter to the applicant from the College requesting written evidence under 2(a) above (the evidence of rehab etc.)
- b. The cancellation decision and reasons of the panel of the Inquiry Committee
- c. The complete application of the person seeking reinstatement
- d. The person's submission of evidence.