

## Documents From Third Parties

<b>Policy Section:</b> Administration of the Act	<b>Policy Number:</b> AA-9	<b>Approved By:</b> CEO/Registrar
<b>Regular Policy Review Frequency:</b> Every three years	<b>Date Approved:</b> March 8, 2010	<b>Date Reviewed/Revised:</b> December 18, 2019

### Purpose:

To ensure authenticity and currency of documents provided to the College.

### Process:

1. Third party documents and the established currency period (if applicable) include:

Document Type	Currency Period (if applicable)
Transcripts and letters from educational institutions	
Information required from employers	
Verification of registration	Valid for one year from date of issue or expiry of the registration, whichever is sooner
English Language proficiency test results	Valid for two years from the date the test was taken
Background check documents: <ul style="list-style-type: none"> <li>• Criminal Record Checks</li> <li>• Child Abuse Registry Checks</li> <li>• Adult Abuse Registry Checks</li> </ul>	Valid for one year from date of issue
Medical/health reports	

2. All documents required from a third party must be received by the College directly from the official source unless otherwise noted. Documents are utilized in the College's regulatory processes and become the property of the College. Since the College is not the authorized issuing entity/ trustee, the documents (or copies thereof) will not be provided to applicants, registrants or other third parties.
3. Except for background check documents (which includes criminal record checks, child abuse registry checks and adult abuse registry checks) all other third party documents that are received from the applicant or registrant will be deemed inadmissible.
4. Applicants who are unable to provide official educational transcripts or verification of registration documents must provide evidence of attempting to obtain the official documents, or there must be evidence of extraordinary circumstances preventing the transcript or verification of registration from being obtained (e.g. the school of nursing having destroyed the records, political unrest in the country where the education was attained).
5. The College shall require the applicant in #4 above to undergo a prior learning assessment.