



# FACT SHEET

## Certificate of Conduct

The Association of Registered Nurses of Newfoundland and Labrador (ARNNL) is the regulatory body for all registered nurses (RNs) and nurse practitioners (NPs) in the province. The primary mandate of ARNNL is public protection. ARNNL achieves this by ensuring that all RNs and NPs meet the requirements for registration and annual licensure, and by promoting standards for safe, competent and ethical nursing practice.

As required under *Registered Nurses Regulations (2013)*, a person applying to become registered to practice nursing in Newfoundland and Labrador must submit a current **Certificate of Conduct**. Other documents such as Criminal Record Check or a Criminal Records Screening Certificate are also acceptable as a Certificate of Conduct.

### Who is required to submit a Certificate of Conduct?

All applicants applying for initial registration to practice nursing in Newfoundland and Labrador are required to submit a Certificate of Conduct and declare if they have been convicted of an offence. Applicants must submit a certificate of conduct for each country they have lived in. As well, RNs and NPs are required to immediately notify ARNNL if they have been convicted of an offence.

### What does a Certificate of Conduct include?

A Certificate of Conduct includes a summary of an individual's offence convictions and non-convictions that are releasable in accordance with federal laws. Criminal offences can include impaired driving, assault, robbery, fraud, sexual offenses, and most drug-related offenses. A criminal record is a record of criminal activity, regardless of the outcome in court.

### How do I obtain a Certificate of Conduct?

#### **Canadian Applicants**

Criminal records are maintained by the Canadian Policy Information Centre; a centralized facility managed by the Royal Canadian Mounted Police (RCMP) in Ottawa, and shared by local police and RCMP across the country. ARNNL will accept a Certificate of Conduct from national or provincial police services such as:

#### *Royal Newfoundland Constabulary (RNC)*

Information regarding applying for a Certificate of Conduct can be found on the RNC website: [www.rnc.gov.nl.ca](http://www.rnc.gov.nl.ca). Results may take up to two weeks.

#### *Royal Canadian Mounted Police (RCMP)*

Information regarding applying for a Certificate of Conduct can be found on the RCMP website: [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca), or visit your local RCMP detachment. Results may take up to two weeks.

#### *CSI Screening (Online Service)*

A Certificate of Conduct (*Canadian Criminal Record Check*) can be requested [online](#). These online results are delivered to ARNNL electronically usually within 24 hours.

ARNNL will only accept the original certificate. Certificates ordered via CSI Inc. will be emailed directly to ARNNL from CSI. Other online service providers (e.g. Backcheck) may be acceptable. Contact ARNNL.

Certificates must be requested under name on the application for registration and all other surnames and be dated within **six months** prior to the date registration is issued. If certificate of conduct is greater than 6 months old at point of initial registration an updated one will be required.

### ***International Applicants***

At the time of application, an Internationally-Educated Nurse is required to submit an international certificate of conduct from each country in which the applicant has lived. International criminal record checks may be requested through CSI screening at <http://www.csiscreening.com/> or must submit official documentation from local/national policing agency from that country.

### **What will happen if I have a criminal conviction or criminal record?**

The applicant who declares they have a criminal conviction or record must submit the following documentation to ARNNL:

- Narrative summary of the conviction including status of any court imposed sanctions (e.g. payment of surcharge fines.)
- Court documentation such as RCMP Criminal Convictions, Conditional And Absolute Discharges and related information.
- Any other documentation provided by the court/justice system regarding the conviction.

Once all documentation is received by ARNNL, it is forwarded to the ARNNL Director of Regulatory Services for review. ARNNL will act in accordance with the Registered Nurses Act (2008) and Registered Nurses Regulations (2013).

Information regarding next steps will be communicated to the applicant/registrant.

For more information on self-reporting of criminal offenses and information regarding Certificate of Conduct, contact ARNNL's Registration Department at (709) 753-6040 or [registration@arnnl.ca](mailto:registration@arnnl.ca).

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