

Policy number	GP-10
Policy name	Good conduct and character
Approved	March 15, 2019
Last reviewed	May 30, 2025
Scheduled review	Q2 2027

POLICY

The *Health Professions Act* (HPA) requires all health Colleges in Alberta to collect discrete information from all applicants. This information includes the requirement to disclose any information about previous conduct that may impact their ability to practice safely.

Evidence of Good Conduct & Character

All individuals applying for regulated membership (general, provisional, or courtesy) with the College must disclose the following and provide the required documentation regarding conduct and character, pursuant to s. 28 of the HPA, as below:

- ☐ two character references
- ☐ evidence of a criminal record check (with vulnerable sector search), as outlined below
- ☐ evidence of whether the applicant is currently an investigated person under the HPA or the equivalent of an investigated person in another jurisdiction
- ☐ any information required by the Registrar respecting whether any conduct of the applicant has previously constituted unprofessional conduct
- ☐ evidence of whether the applicant has ever had conditions imposed on the applicant's practice permit or equivalent
- ☐ evidence as to whether there has ever been a judgment in a civil action against the applicant with respect to the applicant's practice
- ☐ evidence if the applicant has been charged or convicted under the *Criminal Code* (Canada) or equivalent legislation in another jurisdiction

Criminal Record Check with Vulnerable Sector Search Requirements

- ☐ the report must show that it was conducted within the six months immediately preceding the application
- ☐ the name on the report must match the name under which the individual is applying for registration
- ☐ the date of birth on the report must match that the information in the applicant's College file
- ☐ the costs associated with obtaining the report will be the sole responsibility of the applicant

Application Review




The Registrar shall conduct a review of all applications where the applicant:

- ☐ has provided character reference(s) that lead the Registrar to investigate further
- ☐ has provided a criminal record check
- ☐ is currently an investigated person under the HPA or the equivalent of an investigated person in another jurisdiction
- ☐ has provided any information respecting whether any conduct of the applicant has previously constituted unprofessional conduct





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-  has provided evidence of whether the applicant has ever had conditions imposed on the applicant's practice permit or equivalent
-  has provided evidence as to whether there has ever been a judgment in a civil action against the applicant with respect to the applicant's practice
-  has provided evidence that that the applicant has been charged and/or convicted under the *Criminal Code (Canada)* or equivalent legislation in another jurisdiction

The Registrar shall also conduct a review of the application if:

-  they become aware of any of the above that were not disclosed by the applicant
-  they become aware that the applicant has made a false or misleading statement or has failed to make a mandatory report as required under the HPA








Should the applicant disclose any information that may lead to evidence of questionable conduct or character of the applicant, the Registrar will request additional information and details of the event(s) disclosed. The applicant shall be given 30 days' notice in which to provide the requested information to the Registrar.

Evidence requested may include, but is not limited to:

-  a personal account of the events as per the applicant
-  relevant documents related to any findings of unprofessional conduct
-  documentation from the applicant and/or other regulatory body as to efforts to remediate the applicant's conduct/character
-  any legal documentation (i.e., police reports, court proceedings)
-  additional character references
-  letters of conduct/character from other regulatory authorities
-  any other relevant documentation that the applicant may deem necessary to provide evidence of good character and conduct




The Registrar will review all required information and may refer the application to the Registration Committee and/or the Complaints Director. In the original review, the Registrar will consider a number of factors related to the nature and timeframe of the misconduct.

These factors include, but may not be limited to:



-  whether the actions of the applicant constitute sexual abuse and/or sexual misconduct as determined in the HPA
-  the time period of the misconduct
-  the nature and frequency of the offense
-  relevance to the practice of denturism
-  behaviour and character of the applicant after the offense
-  the sanctions imposed as a result of the offense, regulatory or criminal, as determined by the appropriate authority
-  the factors around the disclosure of the offense(s)

Results of Review

Following a review of all presented information, the Registrar or Registration Committee may:

-  approve the application for registration with or without conditions
-  defer registration until the applicant complies with requirements of the Registrar or Registration Committee
-  refuse the application

Following a review of all presented information the Complaints Director may:

-  make recommendations to the Registrar or Registration Committee
-  take any actions consistent with their powers under the HPA

Appeals

Should the applicant not agree with the decision made as a result of a review, the applicant may appeal the decision.

DEFINITIONS

none

APPENDICES

none

REFERENCES

Government of Alberta. (2001). *Health Professions Act*. Alberta, Author. Available at: <http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: http://www.qp.alberta.ca/documents/Regs/2002_186.pdf

DOCUMENT HISTORY

Date	Action	Rationale
15/03/19	Initial approval	Required to ensure clarity
09/04/21	Review	As scheduled
27/05/22	Review	As scheduled
15/09/23	Review	As scheduled
30/05/25	Review	As scheduled