

# REGISTRATION AND LICENSING DIRECTION

Current and updated as of: March 18, 2025

## Criminal Record Checks for Registration

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### **Purpose:**

The purpose of this policy is to ensure that all individuals seeking registration are subject to criminal record checks. This process is designed to protect the integrity of the profession and its members by verifying that registrants meet the required standards of conduct and pose no risk to public safety.

### **Policy:**

All applicants for initial registration are required to provide a criminal record check that includes a vulnerable sector search, a child abuse registry check, and an adult abuse registry check (collectively the “Background Checks”) as part of the application process.

In order to register with the College of Physiotherapists of Manitoba (CPM), an applicant is required to provide a nationwide criminal record check. Criminal record checks must be obtained from all countries that you resided in during the six months prior to submitting an application for registration.

### **Required Information:**

- Canadian residents must submit a Canadian Police Information Centre (CPIC) check.
- Criminal record checks must include a vulnerable sector search.
- If you currently reside or have recently resided in a country outside of Canada in the last 6 months, you must provide a criminal record search based on a nationwide search from the appropriate law enforcement agency in that country. This process may include submitting fingerprints. The police agency in that jurisdiction can provide you with more information on the process and any fees that must be paid.
- A criminal record check submitted with an application for registration must be dated within the previous six months.

### **Submitting your Criminal Record Check to CPM**

Once the criminal record check has been performed, please submit your results to CPM by email attachment. The Winnipeg Police Service provides a QR code on the record check to the applicant which the College can use to verify the information received. For other providers, please submit a clear copy of all pages of the Criminal Record Check by email attachment.

In Canada, if a record exists in the National Repository, it cannot be disclosed unless verified by finger comparison. In this case, the police agency will advise you of steps you must take to obtain the record. The process may take up to 24 weeks. Please contact CPM and we will advise you of the next steps.

If the results of your criminal record check disclose a criminal record, we will advise you of the necessary next steps. Please refer to Position Statement Criminal Convictions.