

The College of Registered Nurses of Newfoundland and Labrador (CRNNL) is the regulatory body for all registered nurses (RNs) and nurse practitioners (NPs) in the province. The primary mandate of the College is public protection. The College 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*, a person applying to become registered to practice nursing in Newfoundland and Labrador must submit a current **Certificate of Conduct**, also known as a **Criminal Record Check (CRC)**. As well, RNs and NPs are required to immediately notify the College if they have been convicted of an offence.

Who is required to submit a CRC?

All applicants applying for initial registration to practice nursing in Newfoundland and Labrador are required to submit a CRC and declare if they have been convicted of an offence. Applicants who currently reside in Canada and have Canadian citizenship, permanent resident status, or other visa/work permit status, are required to provide a CRC for Canada.

Applicants who do not currently reside in Canada must submit a CRC for each country they have lived in.

What does a Certificate of Conduct or Criminal Record Check include?

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 CRC?

Canadian Criminal records are maintained by the Canadian Policy Information Centre and by shared by Local police across the country.

- **Applications who are currently in Canada** are encouraged to avail of the following online CRC services provider [CSI Screening](#) and select the Canadian Criminal Record Check (e-consent). CSI will provide your results electronically to the College within 24-48 hours.
- If an applicant obtains a CRC through a local police or the RCMP the original hard copy of the CRC will need to be submitted to the College via mail or drop off.
- **Applicants who are not currently in Canada** and do not have a Canadian immigration status must provide a CRC for each country they have lived in. Applicants may be able to use [CSI Screening](#) for countries outside Canada. Contact CSI to explore options or obtain a CRC through local/national police services in the applicable country and mail the original hard copy document to the College.



Hard copy documents must be mailed to the College; fax or email copies are not accepted.

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

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 the College:

- 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 the College, it is forwarded to the Manager of Registration Services for review. The College 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 the College's Registration Department at (709) 753-6040 or registration@crnnl.ca.

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