COLLEGE OF PHARMACY
OF NEWFOUNDLAND AND LABRADOR

CERTIFICATE OF CONDUCT REQUIREMENTS

Interpretation Guide

Last Revised November 2026

The *Pharmacy Act, 2024*[1], the *Pharmacy Regulations, 2024*[2], and the *CPNL Bylaws*[3], require applicants for registration and pharmacy licensure to provide "a current certificate of conduct satisfactory to the college" to the College of Pharmacy of Newfoundland and Labrador (CPNL). This requirement is further defined in relevant CPNL registration and pharmacy licensing policies.

1) Certificates of conduct (COCs) must meet the following requirements:

   a) Those who **have resided in Canada for at least the past ten years** may provide a COC that has been issued by either:

      - Sterling Backcheck, using CPNL's landing page; or
      - CSI Background Screening.

   b) Those who **have not resided in Canada for at least the past ten years** must provide a COC that has been issued by CSI Background Screening.

      - This screening must include all countries (including each province/region/state) in which the applicant has lived in the last ten years OR for more than three months since turning 19 years old, whichever is shorter.

   c) COCs must be issued in the same name as that of the applicant or relevant person, as noted on the application.

   d) In the case of registration applicants, COCs must be issued in the same name as that on the applicant's photo identification uploaded with their application.

   e) COCs must be dated within six months prior to the date on which the application is submitted. If the submitted certificate is more than six months old at the time the relevant application is approved, a new certificate may be requested;

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[1] *Pharmacy Act, 2024*, sections 16.(1)(i), 18.(1)(d), 19.(1)(d), 20.(1)(i), 22.(1)(d), 23.(1)(d)

[2] *Pharmacy Regulations, 2024*, section 6.(b)

[3] *CPNL Bylaws*, sections 9.7(e) and 9.9(e)

f) COCs must be sent directly to CPNL from the issuing organization or be available to download from the issuing organization's secure portal. **Photos, copies, and/or uploads will not be accepted.**

2) If charges[4] or convictions[5] are reported in a COC, or disclosed by an applicant,

a) CPNL may request additional information, including:

- when the charges and/or convictions occurred;
- whether the applicant was on the premises of a pharmacy or practicing pharmacy at the time of the offence or alleged offence;
- the status of any court proceedings respecting the charges;
- any sentence, fines, penalties, conditions, restrictions, corrective measures, or other sanctions ordered as a result of the charges and/or convictions;
- whether an appeal of the conviction has been initiated;
- whether there is any court-mandated remediation ongoing;
- other information that the applicant wishes to provide regarding the charges, conviction, corrective measures taken, or supports in place to mitigate the risk of reoffence; or
- any additional information that CPNL may require to assist with the application decision.

b) CPNL will consider the available information on a case-by-case basis to evaluate:

- what risk, if any, there is to patients, colleagues, staff, the profession, or the applicant, and
- whether that risk can be mitigated through terms, conditions, or restrictions on the applicant's registration or on the pharmacy license as applicable.

The existence of charges or convictions on a COC may result in full approval of the application, approval with terms, conditions, or restrictions, or denial of the application.

[4] "Charges" includes any criminal, provincial, federal, regulatory, or any other reportable alleged offences.

[5] "Convictions" includes criminal, provincial, federal, or other convictions, findings of guilt, discharges, or any other reportable findings resulting from a charge.