

CERTIFICATE OF CONDUCT REQUIREMENTS FOR REGISTRATION

Interpretation Guide

Last Reviewed October 2024

In accordance with the *Pharmacy Act, 2024*¹, applicants for registration must provide “a current certificate of conduct satisfactory to the college.” For the purposes of this requirement, a certificate of conduct must meet the requirements outlined below.

- 1) Certificates of conduct must:
 - a) be issued in the same name as that on the applicant’s official photo identification;
 - b) be dated within six months prior to the date on which the application for registration is submitted (If the submitted certificate is more than six months old at the time registration is completed, a new certificate may be requested);
 - c) be sent to the College of Pharmacy of Newfoundland and Labrador (CPNL) directly from the issuing organization, or the original certificate must be mailed or hand-delivered to the CPNL office. **Photos, copies, and/or uploads will not be accepted.**
 - d) be issued from either:
 - i) [Sterling Backcheck](#); or
 - ii) for applicants who do not currently reside in Canada, from their local or national policing agency.
- 2) If charges² or convictions³ are reported in a certificate of conduct or disclosed by an applicant, this information will be reviewed to evaluate what risk, if any, the applicant may pose to their patients, to their colleagues, to the profession, and to themselves. Additional information may be requested, including:
 - a) when the charges and/or conviction occurred;

¹ Enabling Legislation: *Pharmacy Act, 2024*, sections 16.(1)(i), 18.(1)(d), 19.(1)(d), 20.(1)(i), 22.(1)(d), 23.(1)(d)

² “Charges” includes any criminal, provincial, federal, regulatory, or any other reportable alleged offences.

³ “Convictions” includes criminal, provincial, federal, or other convictions, findings of guilt, discharges, or any other reportable findings resulting from a charge.

- b) whether or not the applicant was on the premises of a pharmacy or practicing pharmacy at the time of the offence or alleged offence;
- c) the status of any court proceedings respecting the charges;
- d) any sentence, fines, penalties, conditions, restrictions, corrective measures, or other sanctions ordered as a result of the charges and/or conviction;
- e) whether an appeal of the conviction has been initiated;
- f) whether there is any court-mandated remediation ongoing;
- g) 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
- h) any additional information that may be required to assist with the application decision.