NBASW ATTSNB

Criminal Record Check Policy

Preamble: In order to comply with subsection 3.3.0 of the By-laws, all applicants for registration with the New Brunswick Association of Social Workers must provide a criminal record check.

Policy

1. All applicants will provide the NBASW with a criminal record check from an appropriate law enforcement organization.

2. The criminal record check must be based on the record held by the Canadian Police Information Center (CPIC).

3. The criminal record must be an original document

4. The criminal record check must be sent directly to the NBASW by the agency preparing the document or, if this is not possible, be given to the applicant in a sealed envelope with the seal initialled by an official of the agency that prepared the document. This envelope must be delivered to the NBASW office unopened.

5. The applicant will incur any costs related to obtaining the criminal record check.

6. The criminal record check must be no more than three (3) months old at the time the application is considered by the Committee of Examiners. If there is any change between the date of the check and the date of approval for registration, the applicant shall immediately bring such change to the attention of the Registrar.

7. Should you have a criminal record, please contact the Registrar immediately at 1-877-495-5595 (within NB) or (506) 459-5595 to discuss this matter. You will be required to provide a full copy of the criminal offence and consequence as well as a letter describing the circumstances surrounding the criminal act (date, nature of the incident and the harm inflicted). The Committee of Examiners will consider if a pardon will be necessary. In the event that a pardon is required, the applicant will be given 18 months to provide it to the NBASW. Please note that the existence of a criminal record may impact on your application for registration.