



# Registered Nurses Association of the Northwest Territories and Nunavut

Box 2757 Yellowknife, NT X1A 2R1

Phone 867-873-2745 / Fax 867-873-2336

## Applicant Information on Criminal Offences

Name: \_\_\_\_\_ RNANT/NU Registration No. (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

On your application for registration, registration renewal, or temporary registration with the Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU), you answered “yes” to the question regarding conviction or outstanding charges of a criminal offence (Q4).

Your application cannot be assessed until this completed form, two references, and a full criminal record check have been received at the RNANT/NU office.

The following criteria are considered when reviewing criminal convictions or outstanding charges:

1. The behaviour for which the charge or conviction was made, and if repeated, the threat posed to patient safety and to the employer’s ability to operate safely and efficiently.
2. The circumstances of the charge or conviction and the particulars of the offence involved.
3. Efforts made at rehabilitation, likelihood of recurrences, and accomplishments of the individual since the offence.

### Instructions:

1. Have two references sent directly to the RNANT/NU. These references may include (a) character reference(s) and/or, if applicable, (b) employer reference(s), or (c) school program reference(s). Individuals who may provide a reference include, but are not limited to, (a) nursing employers, (b) non-nursing employers, (c) nursing education program teachers, (d) physicians (if applicable), (e) colleagues, (f) probation officers, or (g) person(s) involved in rehabilitation efforts such as counsellors. One reference **MUST** be a current or most recent supervisor/manager. Please ensure the individual providing the reference marks it CONFIDENTIAL and submits it directly to the Registrar at the RNANT/NU.
2. Have a criminal record check completed as per instructions on the CSI Screening website. Visit [www.csiscreening.com](http://www.csiscreening.com), follow the instructions to complete the Canadian Criminal Record Check, and indicate “RNANT/NU” as the company/employer. A criminal record check is valid for 6 months from the date of issue.

3. Provide, in a separate letter, written explanation for each question below. Attach any additional information you feel is relevant. The information you provide will be kept confidential and will only be used for the purpose of determining your eligibility for membership and/or registration with the RNANT/NU.

- 1) What criminal offence(s) have you been charged with and what was the date of charge and/or trial?
- 2) What criminal offence(s) have you been convicted of and what was the date of the conviction(s)?
- 3) What was the sentence for the conviction(s)? [e.g. fines, imposed sentence, probation and conditions, incarceration, community service, unconditional discharge, etc.]
- 4) Can you describe the specific circumstances surrounding the offence(s)? [e.g. what occurred?, what was your specific situation at the time?, etc.]
- 5) Can you outline your efforts to overcome the problems that led to this offence? [e.g. counselling received, attendance in specific programs, etc.].

Note: Confirmation of these efforts by person(s) or agencies involved in your rehabilitation efforts may be requested.

- 6) What are your accomplishments since the criminal offence(s)? How will you prevent a recurrence? Are your present circumstances conducive to preventing any recurrence?
- 7) Have you applied for a pardon? Has a pardon been granted?

4. Sign the statement below and return this form to the RNANT/NU with your letter of explanation.

To the best of my knowledge, the information I have provided on this form is complete and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit this completed form (scan/email, fax, mail) and any additional information marked **CONFIDENTIAL** to:

Director of Regulatory Services & Policy/Registrar  
RNANT/NU  
Box 2757  
Yellowknife, NT X1A 2R1  
Email: registrar@rnantnu.ca