



333 Vaughan Street, Unit 2
Winnipeg, MB R3B 3J9
Phone: 204.453.4539
Fax: 204.477.1881
Email: office@msha.ca

Criminal Records and Child Abuse Registry (CR/CAR) checks FAQ's

If you have any questions or concerns please read through these FAQ's before contacting the MSHA office.

Q: Why is MSHA requiring these Criminal Records and Child Abuse Registry (CR/CAR) checks?

A: The requirement to provide (CR/CAR) checks is becoming the accepted practice for all regulatory bodies of health professions both within the province of Manitoba and throughout regulated jurisdictions in Canada. By legislated mandate, it is MSHA's responsibility to ensure, as best it can, that the individuals certified by MSHA to practice audiology or speech-language pathology in the province of Manitoba are qualified and fit to practice. A clean search of (CR/CAR) checks is considered evidence of good character, thus contributing to fitness to practice. This is necessary for a professional to maintain when working in situations of trust with minors or individuals not well able to advocate for themselves (i.e.: the elderly).

Q: Who made this decision and how is the system going to work?

A: The Board of Directors of MSHA passed a motion at the regular board meeting, September 11th 2008, establishing the requirement for (CR/CAR) checks to be provided by new applicants at the time of their application for registration, and for registrants renewing their registration every fifth year. Over a five – year cycle, all MSHA registrants will be brought into the process. As well, at registration renewal, if the updated (CR/CAR) checks are not required to be filed that year, then a signed declaration made by the registrant, will be required, indicating whether or not a clean record has been maintained by that individual.

Q: How often do I have to submit my (CR/CAR) "checks"?

A: Provisional and Teaching/Research members must submit (CR/CAR) checks with their initial application to be approved for membership. Fully Registered Practicing, Fully Registered Non-Practicing and Inactive members must submit (CR/CAR) checks every 5 years according to the year that they were approved as a Full Member, MSHA has developed a guide to make this process simple and monitors this and you will be notified well in advance of the filing date when your (CR/CAR) "checks" are due.

Q: Who must submit (CR/CAR) "checks" when requested to do so?

A: Provisional, Teaching/Research, Fully Registered Practicing, Fully Registered Non-Practicing and Inactive members are required to submit (CR/CAR) "checks" when requested.

Q: *Who is exempt from submitting (CR/CAR) “checks”?*

A: Student, Affiliate and Life members do not have to submit (CR/CAR) checks.

Q: *Where can my Criminal Records check be obtained?*

A: Members who have resided in Canada for the past five (5) years can apply to the City of Winnipeg Criminal Records Check, 151 Princess Street, Winnipeg, MB R3B 1L1. If you have lived outside of Canada during this time period, you will be required to provide a search record from the police service located in the area in which you lived. Rural members may also use the services of the City of Winnipeg Police in order to obtain their Criminal Records search. The fee for this service, including GST, is currently \$31.00 and it takes up to ten (10) days to obtain a written search. Rural members of MSHA, should they desire, may apply to their local Royal Canadian Mounted Police (RCMP) Detachment for the Criminal Record search. According to information provided to us, a “level 1” search is equivalent to the search provided by the City of Winnipeg Police Service. The RCMP has further advised that members using the RCMP service are also advised to indicate a “Vulnerable Sector Search” when completing their application. Fees charged for this service apparently vary from District to District. Searches performed by the RCMP will result in a report that will only indicate if **you do** or **you do not** have a criminal record. Should you receive a positive response, you will then be required to appear at the local RCMP detachment and submit to a fingerprinting session. This information will then be forwarded to Ottawa where a detailed report of any convictions will be produced and forwarded to you.

Q: *Where can my Child Abuse Registry check be obtained?*

A: Child Abuse Registry checks are performed **only** by the Province of Manitoba, Department of Family Services and Housing, Child Protection Branch, Child Abuse Registry Unit, Room 102 – 114 Garry Street, Winnipeg, MB R3C 4V5, phone (204) 945-6964. Application forms for Child Abuse Registry checks may be obtained from the Registry’s website at www.gov.mb.ca/fs/childfam/child_abuse_registry.html. You will be required to enclose two pieces of valid government issued identification which must be notarized by a Commissioner for Oaths, a Notary Public or Professionals (see their website for qualifying professionals). The fee for this service is \$10.00 (GST is included in this amount).

Q: *When do I have to submit my (CR/CAR) “checks” when I am notified from the office MSHA?*

A: Searches for the year you are notified in must be submitted to the MSHA office no later than October 31 of the same year. Members who fail to submit their required searches by the due date will not have their membership renewals processed for the following year. The MSHA office will ensure to give you sufficient notice (up to 6 months) to have your(CR/CAR) “checks” obtained and sent in.

Q: *If I had my (CR/CAR) “checks” recently obtained for my employer can I submit that?*

A: Yes, but your (CR/CAR) “checks” must have been obtained within 6 months and sent directly to the MSHA office from your employer.

Q: Where can I go to have my Identification notarized by a Commissioner of Oaths?

A: Enquire at your place of employment, friends or family members. MSHA's Executive Director, Frank Pisa, is also a Commissioner of Oaths. He is available from 9:00am to 12:00pm Monday to Friday (by appointment only) at the MSHA office. Please email frankpisa@msha.ca to schedule an appointment for this service.

Q: What if there is a negative report on one of my (CR/CAR) "checks"?

A: If, at any time, a (CR/CAR) check reveals criminal history, the case would be dealt with according to policy and process adopted by the MSHA Board of Directors, with the guidance of legal counsel. Each case will be judged according to its individual elements.

Q: What if I have live outside of Canada at anytime during the past 5 years, where can I obtain MSHA approved (CR/CAR) "checks".

A: MSHA will accept (CR/CAR) "checks" from your local Police/Authority from the Country/City/Region you have lived in for the past 5 years. The (CR/CAR) check must be a signed statement and sent directly from the Police/Authorities office to the MSHA office.

Q: Where can I find more information, forms and procedures on obtaining my Criminal Records check if I live in Canada.

A: If in Winnipeg please visit the Winnipeg Police Service's website at: www.winnipeg.ca/police.
If in rural Manitoba or rest of Canada please visit the Royal Canadian Mounted Police's website at: www.rcmp-grc.gc.ca.

Q: Where can I find more information, forms and procedures on obtaining my Child Abuse Registry check?

A: Please visit the Province of Manitoba, Department of Family Services and Housing, Child Protection Branch website at: www.gov.mb.ca/fs/childfam/child_abuse_registry.html.