



College of Paramedics of Manitoba		
Policy Name: Background Checks for Renewal	Policy Number: AR-18	Total # of Pages: 2
Approval Signature: <i>Original Signed by Trish Bergal</i>	Section: Administrative - Registration	
Original Approval Date: September 21, 2023	Last Revision Date:	Next Review Date: September 2026

1.0 PURPOSE

To describe the policy and process surrounding submission of background checks during the renewal process as required by the College of Paramedics of Manitoba *General Regulation s. 3.8*

2.0 DEFINITIONS

Renewal: The process that occurs February 1-March 15 annually where registrants renew their registration and certificate of practice for the upcoming practice year beginning April 1st.

Background Checks: The required background checks as set out in the regulations are:

- Criminal Record Check with Vulnerable Sector Search
- Adult Abuse Registry Check
- Child Abuse Registry Check

3.0 POLICY

3.1 Each registrant will be required to submit background check results once every 5 years after initial registration with the College.

3.2 Registrants who advise CPMB of exigent circumstances that prevent them from obtaining and submitting background checks during the renewal period may be exempt for the current year but will be required to submit the background checks the following year.

4.0 PROCEDURE

4.1 CPMB staff will generate a list in September of each year of those registrants required to submit background check as part of the renewal process for the next practice year

4.2 Registrants selected for background checks in step 3.2 will be notified by email no more than 30 days after the list in 4.1 is generated

4.3 Registrants selected to submit background check will upload all results as part of the renewal process for the next practice year.

4.4 A registrant chosen to submit background check results may contact the College Coordinator Regulatory Practices to explain exigent circumstances preventing



them from obtaining the background checks and the Registrar, at their discretion, may grant one of the following options:

4.4.1 Excuse the registrant from submitting the background checks in this renewal period and move that registrant to the following year, or

4.4.2 Permit a “late” submission of the background checks, but only with the following conditions:

4.4.2.1 The registrant sign and submit in place of the background checks a declaration that there will be no new findings on any of the background checks

4.4.2.2 The registrant will submit the required background checks prior to the first business day of October following the renewal period

4.5 4.5 Failure to submit the required background checks prior to the first business day of October will result in the suspension of the registrant’s certificate of practice until the background checks are submitted

4.6 Background checks will be reviewed on submission of the annual renewal application and any new findings will be addressed as described in policy AR-10 Background Check Findings – Disclosure by Registrants

4.7 Background check findings will also be compared to responses provided in the relevant Declaration Questions found in the renewal process and any discrepancies will be addressed with the Registrant.