



**College of Alberta  
Dental Assistants**

## **Registration Policy 009**

Good character, reputation and criminal record check

# REG-POL-009 Good character, reputation and criminal record check

**Legislative authority:** This policy is established under sections 3, 6, 9, 28(1)(c), 40, 43, and 45 of the *Health Professions Act*; sections 3 to 5 of the *Dental Assistants Profession Regulation*; section 7 of the *Health Professions Restricted Activity Regulation*; sections 3 to 5 of the *Fair Registration Practices Act*; and the *Labour Mobility Act*. It guides Council and the Registrar and Chief Executive Officer (or delegate) in transparent, objective, impartial, and procedurally fair assessment of good character, reputation, and criminal record information for registration decisions consistent with legislative requirements and public protection.

## 1.0 Purpose

This policy establishes the governance framework for assessing the good character, reputation, and criminal record history of applicants and regulated members of the College of Alberta Dental Assistants. It ensures that individuals entering or returning to practice demonstrate integrity, honesty, and ethical conduct consistent with public expectations and the standards of the profession.

This policy supports the College's mandate to protect and serve the public interest and ensures compliance with the *Health Professions Act* and *Fair Registration Practices Act* through transparent, objective, and procedurally fair assessment practices.

## 2.0 Scope

This policy governs all assessments of good character, reputation, and criminal record checks required for registration, reinstatement, renewal, or authorization under the *Health Professions Act* and *Fair Registration Practices Act*.

It applies to Council, the Registrar and Chief Executive Officer (or delegate), the Registration Committee, and College staff involved in registration assessment and decision-making. It also applies to all applicants and regulated members required to submit evidence of good character and a criminal record check as a condition of registration or authorization.

Following assessment under this policy, a decision may:

1. **be approved** with or without limits, conditions, or supervision requirements; or
2. **be refused** with written reasons and information on review or appeal rights in accordance with sections 31 and 32 of the *Fair Registration Practices Act*; or
3. **be directed to review, appeal, or next steps** where additional information or clarification is required.

This policy operates in alignment with the foundational requirements described in REG-POL-001 General Registration.

## 3.0 Principles

The College applies the following principles to ensure registration assessments of good character, reputation, and criminal record are consistent, fair, and defensible:

1. **Public protection** is maintained by ensuring only individuals of good character, honesty, and ethical conduct are approved for registration to practice safely.
2. **Legislative consistency** is upheld by aligning requirements with the *Health Professions Act*, *Dental Assistants Profession Regulation*, *Health Professions Restricted Activity Regulation*, and *Fair Registration Practices Act*.
3. **Accountability** is maintained as Council sets policy and standards, and the Registrar and Chief Executive Officer (or delegate) applies them consistently and records decisions transparently.
4. **Transparency and fairness** are embedded throughout to ensure assessments and decisions are objective, impartial, and procedurally fair.
5. **Strategic alignment** ensures assessment practices support the College's Strategic Plan, reinforcing the College's mandate to protect and serve the public interest.
6. **Consistency and evidence-informed assessment** ensure good character and criminal record reviews are based on verifiable information and applied using fair and transparent criteria.

## 4.0 Good character, reputation and criminal record check

Assessments and related decisions are conducted in accordance with this policy and applicable legislation. Decisions are transparent, objective, impartial, and procedurally fair.

Assessments of good character, reputation, and criminal record are established under the *Health Professions Act* and *Fair Registration Practices Act* and are administered by the Registrar and Chief Executive Officer (or delegate) in accordance with this policy. All assessments are evidence-informed, transparent, objective, impartial, and procedurally fair.

Applicants are responsible for any costs incurred in obtaining the required documentation, including but not limited to criminal record checks, vulnerable sector searches, or professional references. If documents are not issued in English, applicants must provide certified translations at their own expense.

### 4.1 Good character and reputation

Applicants must demonstrate good character and reputation consistent with the ethical standards of the profession and the College's Code of Ethics. Assessment may include review of self-declarations, professional references, disciplinary history, and/or verification of standing from regulatory bodies or employers. The Registrar and Chief Executive Officer (or delegate) may request additional documentation if the information provided is unclear or incomplete.

### 4.2 Criminal record check

Applicants must submit a current criminal record check issued by the Royal Canadian Mounted Police, a municipal police service, or an approved third-party agency. The check must be dated within ninety calendar days of submission. Results are reviewed to determine whether any offences may affect the applicant's suitability to practice or pose risk to public safety or trust.

Operational procedures are outlined in REG-PRC-009 Good Character, Reputation, and Criminal Record Check Procedure.

### 4.3 Review and determination

Information obtained through character or criminal record assessments is evaluated in context. Considerations may include the nature, frequency, and recency of any offence or conduct, evidence of rehabilitation, and the relationship to professional duties. Where concerns arise, the Registrar and Chief Executive Officer (or delegate) may refer the application to the Registration Committee for review.

Decisions are made using a risk-based and proportionate approach consistent with the College's public protection mandate and the *Fair Registration Practices Act*.

### 4.4 Decisions and communication

1. The Registrar and Chief Executive Officer (or delegate) issues character, reputation, and criminal record assessment decisions in accordance with this policy and applicable legislation. Decisions are evidence-informed, transparent, objective, impartial, and procedurally fair in compliance with the *Fair Registration Practices Act*.
2. All decisions are communicated in writing with reasons and, where applicable, include information on review or appeal rights. Published timelines for acknowledgment, completeness checks, and decisions apply as set out in the *Fair Registration Practices Act*, and all decisions must be transparent, objective, impartial, and procedurally fair.
3. The College maintains a record of all decisions to support accountability, transparency, and compliance reporting.

## 5.0 Expected outcomes

1. **Public protection** is maintained through transparent, objective, impartial, and procedurally fair assessment of good character, reputation, and criminal record.
2. **Applicants approved** for registration demonstrate integrity, honesty, and ethical conduct consistent with the College's Code of Ethics.
3. **Registration decisions** and reviews are timely, consistent, and compliant with the *Fair Registration Practices Act*.
4. **This policy supports the Strategic Plan** and fulfills the College's legislative obligations under the *Health Professions Act* and *Fair Registration Practices Act*.

This policy is reviewed annually, or sooner if required by legislative, regulatory, or strategic change, by the Registrar and Chief Executive Officer (or delegate) to confirm continued alignment with legislation, Council policy, and evolving standards of regulatory practice.

## 6.0 Related legislation and references

### Legislation and regulation

*Health Professions Act*, sections 3, 6, 9, 28(1)(c), 40, 43, and 45

*Dental Assistants Profession Regulation (Alberta Regulation 252/2005)*, sections 3 to 9

*Health Professions Restricted Activity Regulation (Alberta Regulation 22/2023)*, section 7

*Fair Registration Practices Act*, sections 3 to 9

*Labour Mobility Act*

### College authority and governance

Bylaws of the College of Alberta Dental Assistants (2023), sections 3 and 11

Standards of Practice (2023) of the College of Alberta Dental Assistants, including Direction and Supervision requirements for restricted activities

Code of Ethics (2020) of the College of Alberta Dental Assistants

Strategic Plan (2025–30) Leading with Vision, Ensuring Public Trust

Governance Policy on Council and Registrar and Chief Executive Officer (or delegate) Relationship (2024)

Registration Committee Terms of Reference (2024)

### Related College policies

REG-POL-001 General Registration

REG-POL-002 Provisional Registration

REG-POL-003 Courtesy Registration

REG-POL-004 Practice Permit Renewal

REG-POL-005 Practice Permit Reinstatement

REG-POL-008 Registration Decisions, Reviews and Timelines

REG-POL-010 Professional Liability Insurance

REG-POL-011 Current Practice

REG-POL-013 Cancellation of Registration and Practice Permit

## 7.0 Definitions

1. **College of Alberta Dental Assistants:** the regulatory body established under the *Health Professions Act*, responsible for governing the practice of dental assisting in Alberta to protect and serve the public interest. For the purposes of policies, the term “College” refers to the College of Alberta Dental Assistants.
2. **Good character:** a combination of qualities such as honesty, integrity, and respect for the law that indicate an individual can be trusted to uphold the standards and ethics of the profession.
3. **Reputation:** the regard in which an individual is held by the public, colleagues, and professional associates based on past conduct and professional relationships.

4. **Criminal record check:** a document issued by law enforcement verifying any record of criminal offences and confirming identity through government-issued information, used to support the assessment of suitability for registration and practice.

## 8.0 Document information

Policy type	Registration			
Policy owner	Registrar and Chief Executive Officer (or delegate) of the College of Alberta Dental Assistants			
Approved by	Council of the College of Alberta Dental Assistants			
Approval date	November 22, 2025			
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Review schedule	Annually or sooner if required by legislative, regulatory, or strategic change.			
Approval history	Version	Date	Council Motion #	Summary of Revision
Related documents	REG-POL-001 General Registration REG-POL-002 Provisional Registration REG-POL-003 Courtesy Registration REG-POL-004 Practice Permit Renewal REG-POL-005 Practice Permit Reinstatement REG-POL-008 Registration Decisions, Reviews and Timelines REG-POL-010 Professional Liability Insurance REG-POL-011 Current Practice REG-POL-013 Cancellation of Registration and Practice Permit Standards of Practice (2023) Code of Ethics (2020) Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust			