



Newfoundland and Labrador Pharmacy Board

Interpretation Guide

Certificate of Conduct Requirements for Registration

Last Revised June 2023

The *Pharmacy Regulations, 2014* state that applicants for registration must provide “a current certificate of conduct satisfactory to the board.” For this purpose, a certificate of conduct must meet the requirements defined below.

1) Certificates of conduct must:

- a) be issued in the same name as that on the applicant’s official photo identification;
- b) be dated within six months prior to the date on which the application for registration is submitted (If the submitted certificate is more than six months old at the time registration is completed, a new certificate may be requested);
- c) be sent to NLPB directly from the issuing organization, or the original certificate must be mailed or hand-delivered to the NLPB office. **Photos, copies, and/or uploads are not acceptable.**
- d) be issued from either:
 - i) [Sterling Backcheck](#); or
 - ii) for applicants who do not currently reside in Canada, from their local or national policing agency.

PLEASE NOTE: Certificates of conduct issued by the Royal Canadian Mounted Policy, the Royal Newfoundland Constabulary or another recognized issuer will continue to be accepted until December 31, 2023.

2) If charges¹ or convictions² are reported in a certificate of conduct or disclosed by an applicant, this information will be reviewed to evaluate what risk, if any, the applicant may pose to their patients, to their colleagues, to the profession, and to themselves. Additional information may be requested, including:

- a) when the charges and/or conviction occurred;
- b) whether or not the applicant was on the premises of a pharmacy or practicing pharmacy at the time of the offence or alleged offence;
- c) the status of any court proceedings respecting the charges;
- d) any sentence, fines, penalties, conditions, restrictions, corrective measures, or other sanctions ordered as a result of the charges and/or conviction;
- e) whether an appeal of the conviction has been initiated;
- f) whether there is any court-mandated remediation ongoing;
- g) other information that the applicant wishes to provide regarding the charges, conviction, corrective measures taken, or supports in place to mitigate the risk of reoffence; or
- h) any additional information that may be required to assist with the application decision.

¹ “Charges” includes any criminal, provincial, federal, regulatory, or any other reportable alleged offences.

² “Convictions” includes criminal, provincial, federal, or other convictions, findings of guilt, discharges, or any other reportable findings resulting from a charge.