| Policy: **Record Checks** | | Policy Number: | 1.9 |

| Policy Type: | Registration | Date Approved: Nov. 8, 2018 | Date Implemented: Dec. 1, 2019 |

Date Revised: December 6, 2023

SSMLT has determined that a Criminal Record Check (CRC) or Enhanced Police Information Check (EPIC) through the designated service provider[1] will be used for this purpose. The criminal record check and EPIC includes a search of local police data sources and the national repository of criminal records. EPIC also includes outstanding charges or warrants.

1. Requirements

1.1 New applicants:

- Must submit a valid (within the previous 6 months) CRC or complete an EPIC to be eligible for registration.
- A CRC must be obtained from the local police force or RCMP.
- An EPIC can be requested online at; https://www.sterlingbackcheck.ca/candidates/ then select 'I need to run a background check on myself. Once completed, either share with SSMLT or download a copy and upload it to the applicant portal.

1.2. Members on annual renewal:

- Must complete record check declarations on the annual renewal form; and
- If selected during the annual renewal audit, must complete an EPIC.

2. Exceptions

2.1. Do you have charges/convictions on record or are uncertain of your criminal record history?

If yes, contact the SSMLT registrations department- info@ssmlt.org

2.2. Have you completed an EPIC within the last six (6) months?
If yes, contact the SSMLT registrations department- info@ssmlt.org

3. Disclosure after registration

3.1. As soon as reasonably possible, and not more than 30 days from the date of any charge, offence, or conviction, the member must contact the SSMLT registrar to report the charge, offence, or conviction.

2.2 The member may be required to provide a current EPIC and supply sufficient legal documentation to determine continued registration eligibility.

4. SSMLT Decision

The SSMLT will consider and review the information on police information check or member disclosure and consult with legal counsel when necessary to render a decision of an application or renewal.
The applicant or member will be notified of the decision and have the right to appeal the decision. See policy 1.7 Appeal of Registration Decisions

5. Sterling Backcheck Resources

5.1 ID verification is required to complete the EPIC. Overview: ID Verification - Sterling

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[1] Sterling Backcheck

[Backcheck](#)

Sterling Backcheck ID verification includes one of the following:

      5.1.1   Electronic ID Verification (EIV), mandatory step for the EPIC service.
                    Only if the EIV fails, applicants will be shown additional options:

      5.1.2   Sterling ID Verification

      5.1.3   Canada Post ID Verification

      5.1.4   Only if all options fail, contact SSMLT office

5.2 Sterling Backcheck - [FAQs](#)

[Backcheck](#)

Effective Date:	(2019-12-01)
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Revision Summary

Date:	Version #	Change Summary
December 6, 2023	3	Updated to include both CRC and EPIC.