



Criminal Conviction Disclosure Instructions and Form

Rule 11 of the CIA [Rules of Professional Conduct](#) states the following:

A member shall disclose any criminal conviction pursuant to bylaw 4.3.6, 4.3.7, or 4.3.8 (see [Bylaws](#) for details).

Annotation 11-1 "Criminal conviction" refers to the definition of "Criminal Conviction" stated in the Bylaws.

Annotation 11-2 A criminal conviction disclosed by a member pursuant to Bylaws 4.3.6, 4.3.7, or 4.3.8, shall be subject to review and assessment by a designated board, council, or committee of the Institute which may determine that the matter should be referred to the Professional Conduct Board and subject to the Institute's disciplinary procedures.

A **criminal conviction** is defined in the CIA [Bylaws](#) (Bylaw 2.9) as follows:

Any criminal offence, penal offence punishable by incarceration, or offences of a similar nature for which an individual is convicted, found guilty of, or pleads guilty to, and for which the individual has not been granted a record suspension, or a disciplinary determination of guilt other than a CIA disciplinary tribunal decision.

All new applicants to the Institute are required to disclose all past convictions upon application for enrolment.

If you are a member who wishes to disclose a criminal conviction, please complete the form below and return it to Head Office at the coordinates below to the attention of the Professional Practice Department.

Your disclosure will be reviewed and assessed pursuant to the [Policy on Disclosure of Criminal Convictions](#).

All information provided to the Institute will be kept confidential (including names) throughout the review and assessment process conducted by the CIA Committee on Professionalism. However, note that, by nature, a criminal conviction is public information and therefore names could become known through other sources.

An official acknowledgement of receipt of the disclosure will be provided within five business days of its receipt. The review and assessment process will normally be completed within 30 days of receipt of the disclosure.

Questions can be directed in confidence to:

Michel Simard Executive Director
michel.simard@cia-ica.ca
(613) 236-8196 ext. 108

OR

Lynn Blackburn Director, Professional Practice,
Research, and Governance
lynn.blackburn@cia-ica.ca
(613) 236-8196 ext. 117.



Criminal Conviction Disclosure Form

First Name: _____

Last Name: _____

Birthdate (for verification purposes): _____

Offence:

(Please provide the nature of the offence for which you were convicted or pled guilty to and for which you have not received a record suspension (formerly a pardon). Please include the article of the applicable law or statute, as well as your case number, if known.)

Location (jurisdiction): _____

(Please indicate the jurisdiction in which the offence and conviction or plea took place.)

Did you plead guilty? YES NO (Please select one.)

Sentence:

(Please indicate the sentence that was imposed.)

Date of Sentence: _____

Additional Information:

(Please provide the Institute with any additional information that you think will assist in reviewing and assessing your criminal conviction.)

How may we contact you with regard to your disclosure?

(Please provide your preferred method (e.g., phone, e-mail) and the appropriate coordinates.)

Signature: _____ **Date:** _____