



Criminal Record Check Policy

Objective:

To provide the opportunity to be part of an NCHA member.

Accountabilities:

- To submit the proper documentation for your position as an NCHA member.

Process:

All Team-staff must submit the following documentation by June 15 of each year:

- Submit a criminal record check every 3 years.
- Submit a Criminal Offence Declaration every year to ensure that your record is in good standings throughout the 3 years.
- All documentation is to be submitted to the Registrar.

Any NCHA member that does not submit these documents by June 15 will be suspended immediately, until such time as the documents are received and reviewed by the Association.