

MEMORANDUM

To: CIA Members
From: Amy Pun, Chair
Professionalism and Credential Monitoring Board
Date: February 28, 2022
Subject: **Report on Criminal Conviction Disclosures – January 1, 2021, to December 31, 2021**

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Background

As of September 1, 2016, pursuant to Bylaw 3.1.12, all Fellows, Associates, and Affiliates who are not claiming a waiver of dues as fully retired are required to disclose to the Executive Director of the Institute any criminal conviction of which they have been the object within 30 days following the criminal conviction. As well, pursuant to Bylaw 3.01.1(e), disclosure of any criminal conviction is a requirement for enrolment in the CIA. Such a disclosure on an enrolment application would trigger a review and assessment by the Professionalism and Credential Monitoring Board (PCMB), which may impact the approval of the application in accordance with Bylaw 3.01.2.

Section 8 of the [Policy on Disclosure of Criminal Convictions](#) requires that members be regularly advised of the results of the criminal conviction disclosure assessments conducted by the PCMB.

Report

The following criminal convictions were disclosed to the Executive Director and assessed by the PCMB during the period of January 1, 2021, to December 31, 2021:

Type of criminal conviction disclosed	Result of the assessment*
Operation of a motor vehicle while impaired.	No further action will be taken by the Institute.
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** N.B.: Each criminal conviction is reviewed and assessed based on the particular circumstances of the case. A similar conviction under different circumstances (e.g., repeat offender) may not necessarily result in the same assessment.*

Any questions regarding the disclosure of criminal convictions should be directed to [Michel Simard](#), Executive Director.

AP