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# Memorandum

**To:** CIA Members  
**From:** John Dark, Chair  
Professionalism and Credential Monitoring Board (PCMB)  
**Date:** March 1, 2023  
**Subject:** Report on Criminal Conviction Disclosures – January 1, 2022, to December 31, 2022

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## Background

Pursuant to CIA Bylaws 4.3.6, 4.3.7 and 4.3.8, all Fellows, Associates and Affiliates 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 conviction. As well, pursuant to Bylaw 4.2.2.iii, disclosure of any criminal conviction is a requirement for enrolment in the CIA. Such a disclosure on an enrolment application triggers a review and assessment by the Professionalism and Credential Monitoring Board (PCMB), which may or may not impact the approval of the application, in accordance with Bylaw 4.2.3. 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

There were no criminal convictions disclosed in 2022.

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

JD



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