

## *Policy: criminal convictions*

Applicants for registration are required to declare the presence of criminal convictions from any country in applications to the Occupational Therapy Board of New Zealand (OTBNZ). It is expected that honesty and candour is displayed in the disclosure of convictions.

Evidence is required regarding conviction status by providing overseas police certificates and/or consent for a New Zealand convictions check.

The presence of a conviction does not mean that an applicant may not be registered. However, the applicant must satisfy OTBNZ that, having regard to all the circumstances the offence does not reflect adversely on their fitness to practice. Circumstances include the time elapsed since the conviction occurred.

If an applicant or a practitioner has one or more convictions, they must provide the OTBNZ with the following:

- A full explanation and reflection on the nature of the conviction/s, and the circumstances which gave rise to them. The explanation must provide as much information as possible so that the OTBNZ can consider all circumstances that impact on suitability for registration.
- A certified or original copy of the 'Summary of Facts' submitted to the Court by the Police, in relation to the charge(s) which resulted in the conviction/s.

- Where requested, two character references. Referees must be a person of good standing in the community, have known the applicant for more than two years, are not a relative, and are over 18 years old. The referee must show that they are fully informed of the conviction/s for which the reference is being provided and why they believe the conviction/s do not reflect adversely on the applicant's fitness to practice in New Zealand.
- Any further information as requested by the OTBNZ.

OTBNZ will consider all the circumstances around the conviction and determine if the offence reflects adversely on the applicant's fitness to practice as an occupational therapist, or the reputational standing of the profession.