



# Disclosure of an Application File

## Policy 10.5

<b>Section:</b>	Registration		
<b>Approved By:</b>	Registration Committee	<b>Public:</b>	Yes
<b>Approved Date:</b>	August 18, 2009	<b>Review Schedule:</b>	Every 3 Years
<b>Effective Date:</b>	August 18, 2009	<b>Last Reviewed:</b>	
<b>Amended Date(s):</b>	September 7, 2022	<b>Next Review Date:</b>	June 2023

### Legislative Requirement

In accordance with the Health Professions Procedural Code (the Code), being Schedule 2 to the *Regulated Health Professions Act, 1991*, the Registrar shall give an applicant for registration, at their request, all the information and a copy of each document the College has that is relevant to their application for registration.

The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person.

### Policy

An applicant may request disclosure of the information and documents the College has that are relevant to their application for registration. The request must be made in writing.

When a written request is received, the request will be referred to the Registrar for their review. The Registrar will review the information and documents within a reasonable time period and determine whether any documents may (a) jeopardize the safety of any person or (b) are privileged. If so, the Registrar may refuse to disclose that information and those documents.

College staff will then disclose the application file to the applicant in accordance with the Registrar's direction.

There is no charge associated with disclosure of an application file.