

# Document Checklist

For Applicants with International Degrees  
Assessed as Not Equivalent to a BSW/MSW

## Manitoba College of Social Workers (MCSW)

Organizing your documents is key. Use this checklist to ensure that you have gathered and are ready to submit all required documents at each step of the registration process. Please do not apply until you have your verification of legal entitlement to work in Canada in your possession.

### Step 1: Application

- |  |   |
|--|---|
| <input type="checkbox"/> Submission of Online Application Form, including name and contact information of professional reference | <input type="checkbox"/> Application fee of \$100 |
|--|---|

### Required Documents

- |  |  |
|--|--|
| <input type="checkbox"/> Verification of legal entitlement to work in Canada (work permit, Permanent Resident card, Canadian Citizenship card)   | <input type="checkbox"/> Manitoba Child Abuse Registry Check   |
| <input type="checkbox"/> Copy of Government-issued photo ID (passport, driver's license, permanent resident card)  | <input type="checkbox"/> Manitoba Adult Abuse Registry Check   |
| <input type="checkbox"/> Proof of name change (if applicable)  | <input type="checkbox"/> Verification of Registration form if previously registered in another jurisdiction in Social Work or other profession |
| <input type="checkbox"/> Criminal Record Check including Vulnerable Sector Search. Applicants who currently reside or have resided outside of Canada must provide criminal record/registry checks based on a nationwide search from the appropriate law enforcement agency in that country, if an equivalent check is available. Federal Securities Checks accepted. |  |

***If documents are not in English or French, notarized translations are required (check academic verification requirements)***

### Employment Information

- |  |
|--|
| <input type="checkbox"/> Employer Verification Form(s) from current and former employers verifying 5600 practice hours within the last 5 years |
|--|

**APPROVAL REQUIRED TO MOVE TO STEP 2**

### Step 2: Education Evaluation

- |   |  |
|---|--|
| <input type="checkbox"/> Academic credential evaluation report from the Canadian Association of Social Workers (CASW) sent directly from CASW | <input type="checkbox"/> Official sealed transcript(s) verifying any additional social work-related education  |
| <input type="checkbox"/> Consent form to receive supporting documents from CASW   | <input type="checkbox"/> Completion of Part III – Formal Education form, including submission of syllabi for courses submitted for evaluation of social work-related |

# Document Checklist

For Applicants with International Degrees  
Assessed as Not Equivalent to a BSW/MSW

## Manitoba College of Social Workers (MCSW)

education (alternative documents may be considered)

Note: If the credential evaluation determines that you have not completed the practicum requirements, but you have completed the necessary social work course credits, you will be not be required to complete an additional education review prior to being approved to write the exam.

### **APPROVAL REQUIRED TO MOVE TO STEP 3**

### **Step 3: Examination**

- Successful completion of ASWB exam

### **FINAL EVALUATION**

- If approved obtain Professional Liability Insurance (PLI) and complete PLI Declaration Form

### **Contact Information**

**Manitoba College of Social Workers**  
101-2033 Portage Avenue  
Winnipeg, MB R3J 0K6

204.888.9477  
[admin@mcsw.ca](mailto:admin@mcsw.ca)  
[www.mcsw.ca](http://www.mcsw.ca)

**Canadian Association of Social Workers**  
383 Parkdale Avenue, Suite 402  
Ottawa, Ontario K1Y 4R4

1.855.729.2279  
[casw@casw-acts.ca](mailto:casw@casw-acts.ca)  
[www.casw-acts.ca](http://www.casw-acts.ca)