

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.

Step 1: Application

- Submission of Online Application Form, including name and contact information of professional reference
- Application fee of \$100

Step 2: Required Documents

- Copy of Government-issued photo ID (passport, driver's license, permanent resident card)
- Proof of name change (if applicable)
- 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.
- Manitoba Child Abuse Registry Check
- Manitoba Adult Abuse Registry Check
- Verification of Registration form if previously registered in another jurisdiction in Social Work or other profession
- Verification of legal entitlement to work in Canada (work permit, Permanent Resident card, Canadian Citizenship card)

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

Step 3: Employment Information

- Employer Verification Form(s) from current and former employers verifying 5600 practice hours within the last 5 years

APPROVAL REQUIRED TO MOVE TO STEP 4

Step 4: Education Evaluation

- Academic credential evaluation report from the Canadian Association of Social Workers (CASW) sent directly from CASW
- Consent form to receive supporting documents from CASW
- Official sealed transcript(s) verifying any additional social work-related education
- Completion of Part III – Formal Education form, including submission of syllabi for courses submitted for evaluation of social work-related education (alternative documents may be considered)

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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 5

Step 5: Examination

- Successful completion of ASWB exam

FINAL EVALUATION

- If approved, complete Professional Liability Insurance Declaration Form

Contact Information

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