

## **Records/Registry Check Renewal Policy**

The Social Work Profession Regulation requires that, following initial registration, members must provide a criminal records check, child abuse registry check and adult abuse registry check at the end of each five year period during which the member holds a certificate of practice. <sup>1</sup>

### Requirements

In order to qualify for renewal at the end of each five-year registration period, a member who holds a certificate of practice must submit the following:

- Criminal Records Check – must include a Canadian Police Information Centre (CPIC) Check and Vulnerable Sector Search
- Manitoba Child Abuse Registry Self-Check
- Manitoba Adult Abuse Registry Self-Check

Records and Registry Checks are considered valid for six (6) months from the date of issue and may be submitted electronically for the purpose of renewal.

### Non-Compliance

Where a member fails to comply with the requirement to submit renewed records/registry checks the registrar may, at the registrar's discretion, provide an extension to the member to comply with the requirement by June 30.

Where the registrar provides an extension, the member's registration will be subject to a formal condition that the requirements must be fulfilled by June 30.

A member who fails to comply with the requirement to submit renewed records/registry checks by the June 30 extension will be subject to cancellation of registration without further notice. Any applicable fees will not be reimbursed.

A member provided with an extension to submit renewed records/registry checks by June 30 whose registration is then cancelled due to failure to comply is not eligible for reinstatement but may choose to reapply for registration.

If a member submits renewed records and/or registry checks at any time during the five-year registration period, their records/registry check renewal submission date will be adjusted to five years from the date of submission.

Approved by MCSW Board of Directors on June 18, 2020

---

1 Social Work Profession Regulation, Paragraph 12(2)(b)