

Frequently Asked Questions

Criminal Record/Registry Check Renewals for Practicing Members

Q. This Criminal Record/Registry check renewal is new information to me. Has this always been a requirement?

A. This requirement has been part of the Social Work Profession Regulation (“the Regulation”) since it was introduced in 2015. It may seem new to members, as this is the first year of implementation.

The Regulation states, as a requirement for renewal, an applicant:

12(2)(b) provides a criminal record check, child abuse registry check and adult abuse registry check satisfactory to the registrar, at the end of each five-year period during which the member holds a certificate of practice

Note that all MCSW members have signed a declaration to adhere to the *Social Work Profession Act* and the Regulation.

[The Social Work Profession Act](#)

[The Social Work Profession Act Regulation](#)

[The General Operating By-Law of the Manitoba College of Social Workers](#)

Q. What specific checks are required?

A. Three checks are required:

- Criminal Record Check **including** Vulnerable Sector Check
- Adult Abuse Registry **SELF** Check
- Child Abuse Registry **SELF** Check

Q. What important dates are associated with this renewal requirement?

A. All members who intend to renew in the Practicing category with an initial registration date prior to April 1, 2016 (**those members with a certificate number between 0000 – 3904**) are required to submit updated checks prior to or during the 2021 renewal period, which begins in February.

Q. Do other regulated professions have this same requirement?

A. Yes. Many other regulated professions in Manitoba have this same 5-year records/registry renewal requirement, including but not limited to registered nurses, licensed practical nurses, pharmacists, audiologists, speech-language pathologists and medical laboratory technologists.

Q. Am I required to submit updated checks if I am in the Non-Practicing category?

A. Non-Practicing Members are not required to submit checks while registered in this category but may voluntarily do so at any time. Non-Practicing members with an initial registration date prior to April 1, 2016 (**those members with a certificate number between 0000 – 3904**) will be required to submit these checks **prior to** being approved to transfer to the Practicing category.

Q. How do I know if my current checks are valid to fulfill this requirement?

A. Checks must meet the following criteria:

- Must be dated **within 6 months** of submission to the College
- The Criminal Record Check must include a Vulnerable Sector Check
- Adult Abuse Registry Check must be a SELF check
- Child Abuse Registry Check must be a SELF check

Q. Can members submit their updated checks at any time?

A. Any member can submit an updated check to the College at any time. A member's deadline date to resubmit checks will reset to the next five-year period once an updated check is submitted.

Q. How do I submit these checks?

A. Members can mail originals or photocopies to the College or members can send scanned or photographed copies of their checks to admin@mcsww.ca. During the renewal period, members will be able to upload scanned documents as part of their renewal application.

Q. My employer has copies of my checks dated within the last 6 months. Can these be submitted?

A. The College can accept Criminal Records Checks with the Vulnerable Sector Search and Adult and Child Abuse Registry SELF-Checks that have been submitted to employers. Members may have their employers complete the [MCSW Employer Confirmation of Checks Form](#) to submit/verify these documents. Employers then can fax or scan/email this form along with copies of your checks to the College**.

**Note that the College is not authorized to accept Child or Adult Abuse Registry Checks with the titles “Agency, Employer or Organization Checks”.

Only these Self-Checks are accepted:



*Child Abuse Registry
Self-Check Application Results*



*Adult Abuse Registry
Self-Check Application Results*

Q. I found a website that can complete my criminal check quickly. Will the College accept this check?

A. No - for residents of Manitoba, the College ONLY accepts RCMP and Winnipeg Police Service (WPS) checks as only they complete vulnerable sector checks. If you reside outside of Manitoba, ensure that the organization completing the checks has the ability to obtain a vulnerable sector check.

Websites that offer a fast-tracked criminal records checks usually obtain checks from the Commissionaires Office. The Commissionaires Office does NOT perform vulnerable sector checks. The fee these websites charge is usually more than what you would pay at the RCMP and WPS. **Buyer beware.**

Q. I currently do not reside in Manitoba. What should I do?

A. If you reside outside of Manitoba and are a practicing member of the College, please obtain your Criminal Record Check with Vulnerable Sector Check from the local police station/detachment where you reside. Manitoba Adult and Child Abuse Registry Checks can be ordered online even if you do not reside in Manitoba.

Q. Will the cost of the checks be reimbursed by the College?

A. No, the cost of these checks will not be reimbursed by the College.