

## 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 12 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. What is a Registry SELF Check?**

A. SELF checks are checks that you order *yourself* through the [Government of Manitoba Abuse Registries office](#). These are differentiated by “employer, agency or organization checks”. By law employer or agency checks are not allowed to be shared outside of the organization that requested them (as per the registry office).

**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. Where do I obtain these checks?**

A. Members are generally required to obtain Criminal Records Checks with the Vulnerable Sector Check from their local RCMP office or the Winnipeg Police Service. Child Abuse and Adult Abuse Registry Checks can be obtained online via the following link:

<https://www.gov.mb.ca/fs/abuseregistries.html>

**Q. How do I submit these checks?**

A. Log into your Member Portal and choose the Update your Records/Registry Checks link. You will be required to enter the type of background check, the clearance date on the check, and upload the corresponding check. Please ensure you scan/photograph each check ***separately***.

**Q. My employer has copies of my checks dated within the last 12 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. Due to the pandemic my local RCMP office is closed due to restrictions because of the pandemic and they are currently not offering Criminal Records Checks with Vulnerable Sector Search. What are my options?**

A. On December 3, 2020 the MCSW Board of Directors revised the Records/Registry Check Renewal Policy to allow the Registrar to take into account the unforeseen consequences of unavailable/reduced RCMP services. For members who cannot obtain a Criminal Record Check including the Vulnerable Sector Search (CRC-VSS) via their local RCMP office because of office closures/service interruptions, the College is temporarily accepting checks obtained from the [Commissionaires Office](#) that do not include the VSS.

It is important to note that CRC-VSS services have been interrupted intermittently during the pandemic. Commissionaires criminal records checks will be accepted **with verification** of a members of inability to obtain a CRC-VSS. Verification may include correspondence with your local RCMP office or a member's written statement detailing attempts to obtain a CRC-VSS.

**Q. Have there been service disruptions or delays in applying for Child Abuse or Adult Abuse Registry Checks due to the pandemic?**

A. No. The online registry check service has not been disrupted and no changes have been made with respect to this requirement.

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

A. Members are generally required to obtain Criminal Records Checks with the Vulnerable Sector Check from their local RCMP office or the Winnipeg Police Service. If the RCMP or WPS are not performing CRC-VSS checks then the only MCSW approved online organization is the Commissionaires Office.

**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.