

## Application for Registration Policy Applicants with Social Work Degree

Applicants must complete all application forms as established by the registrar. The content of the application includes information as required by the Social Work Profession Act, The Social Work Profession Regulation, Manitoba College of Social Workers Amended and Restated Operating By-law and the Fair Registration Practices Act. The application for registration form may include any other information requested by the registrar relevant to the processing and evaluation of applications for registration as a social worker.

*All required documents must be provided in English or translated into English and notarized. Translation/notary fees and interpretation of College documents and communication are the responsibility of the applicant.*

*False or misleading statements, representations or declarations relating to an application for registration are cause for denial or revocation of registration with the Manitoba College of Social Workers.*

### **Step 1 – Activation of Application**

Applicants must complete the Online Application Form – Part I and submit the application fees as identified in the Fee Schedule approved by the Board. Post-dated payments will not be accepted.

### **Step 2 - Supporting Documentation**

Applicants must submit the following supporting documentation:

#### **Proof of identity**

- Applicants must submit a legible copy of a valid government-issued form of photo identification. (i.e. passport, driver's license)
- If applicable, applicants must also submit copies of documents verifying legal name changes (i.e. marriage certificate)

#### **Records/Registry Checks**

In order to be considered for registration, applicants 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

Applicants who currently reside or have resided outside of Canada within the last twelve months must provide a criminal record check based on a nationwide search from the appropriate law enforcement agency in that country.

Records and Registry Checks are considered valid for six (6) months from the date of issue. Original documents are required but may be returned upon request.

### **Verification of Education**

Applicants must arrange for submission of:

- Original official transcripts of highest social work degree achieved from an accredited or MCSW-approved social work program
- Written verification from an accredited or approved social work program prior to convocation that the applicant has completed all requirements and is eligible to receive social work degree within 6 months
  - official transcript must be submitted to the College immediately following date degree is conferred and no later than 6 months from the date of registration approval
  - applicants approved for registration with a letter of verification will be registered subject to a formal condition to submit their outstanding transcript
  - if applicants do not submit their outstanding transcript by the deadline provided by the College, or if the content of the transcript is inconsistent with the information provided in the letter of verification, their registration will be cancelled without further notice
- Verification of approval of social work credentials by the Canadian Association of Social Workers (International applicants)

Original official transcripts and academic verification documents must be submitted directly to the College by the educational institution/credentials assessment service. Applicants have the option of voluntarily providing authorization for the college to include their highest verified social work university degree on the public registry of social workers.

### **Verification of Professional Liability Insurance**

Applicants applying for registration as a practicing social worker must provide verification of professional liability insurance in accordance with the Professional Liability Insurance policy approved by the Board.

The following supporting documentation **may** also be required:

### **Verification of Registration and Licensure with another Regulatory Body**

If currently or previously registered as a social worker in another jurisdiction or if currently or previously

registered with a regulatory body with any other profession, applicants must complete and forward the Verification of Registration and Licensure form to the appropriate regulatory body.

### **Verification of Entitlement to work in Canada**

Applicants may need to provide verification of their entitlement to work in Canada by providing original copies of immigration documents/work permits.

### **Professional Reference**

Applicants are required to arrange for submission of one reference in a form approved by the registrar to be sent to the College directly from the referee.

#### *Applicants – Employed*

An applicant employed in a social work role must provide a reference from his or her current direct supervisor.

An applicant employed in a social work role who does not have a direct supervisor must provide a reference from a Social Worker who is familiar with the applicant's practice over the previous 12 months and has known the applicant for more than one year.

#### *Applicants – Unemployed*

An applicant who is not employed in a social work role must provide a reference from his or her most recent employment or practicum supervisor who is familiar with his or her social work practice within the last 2 years.

An applicant who has not practiced social work within the last two years must provide a reference from a Social Worker who is familiar with the applicant's most recent social work practice and has known the applicant for more than one year.

#### *Applicants – New Graduates*

An applicant who has graduated within the last 12 months who is not currently employed in a social work role must provide a reference from a field practicum supervisor or field coordinator familiar with his or her social work practice.

*In all cases, references must not be immediate family members. Additional references may be required as determined by the registrar.*

### **Step 3 – Examination (Applicable only to graduates from an Approved Social Work Program)**

Effective January 1, 2021, applicants with a social work degree from an MCSW-approved social work program are required to write the BSW level examination administered by the Association of Social Work Boards (ASWB) in accordance with the MCSW Exam Use Policy.

Step 3 may be completed at any time following submission and successful verification education that demonstrates successful completion of a social work degree from an approved program.

*This requirement does not apply to those with a social work degree from a CASWE or CSWE accredited program.*

### **Final Evaluation**

The Registrar will complete an evaluation of an application following receipt of all required application fees and documents. It is the responsibility of the applicant to ensure that the College has received all required fees and documents.

Applications expire six (6) months from the date of receipt of the application fee.

Registration fees are assessed based on date application is approved. Payment of the registration fee is required within 30 days of notification of approval.

#### **References:**

Social Work Profession Act (2009) – Sections 2, 10, 11  
Social Work Profession Regulation (2014) – Sections 4, 5, 6, 7, 10, 11