

Expedited Application for Registration Policy

***For applicants with an accredited or approved social work degree previously registered in good standing within the previous five (5) years and returning to practice to provide service in response to a pandemic or official state of emergency**

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)

Verification of Return to Practice Due to Pandemic or State of Emergency

Applicants must submit verification that they are returning to practice in order to provide social work services in response to a pandemic or official state of emergency.

Verification may include:

- A copy of a letter of application and position description directly related to pandemic/emergency response services
- A letter sent directly to the College from the applicant's employer/potential employer confirming that the applicant has applied for a position to provide services directly related to a pandemic or formal state of emergency

Records/Registry Checks

Applicants must complete a Criminal Records/Abuse Registry Check Declaration.

Applicants approved for registration with a Criminal Record/Abuse Registry Declaration will be registered subject to a condition to submit the following criminal record and registry checks within 6 months of the date of application for registration as follows:

- 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.

If applicants do not submit their outstanding criminal record and registry checks by the deadline provided by the College, or if the content of these record/registry checks is inconsistent with the information provided in the declaration or otherwise not satisfactory to the Registrar, their registration will be cancelled without further notice and they will be required to submit a new application for registration with the College.

Verification of Education

The applicant's previously submitted verification of education will be relied upon in evaluating a former registrant's application.

If an applicant wishes to verify a higher level of education than that previously provided the applicant may arrange submission of:

- Original official transcripts of highest social work degree achieved from an accredited or MCSW-approved social work program
- Verification of approval of social work credentials by the Canadian Association of Social Workers (International applicants)

Original official transcripts and/or academic verification documents must be submitted directly to the College by the educational institution/credential 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 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.

Step 3 – 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, 7, 10, 11

Approved by the Board of Directors November 13, 2020.