

## Record and Registry Check Evaluation Policy

### Purpose

Applicants/Registrants must submit the following in accordance with the Social Work Profession Regulation:

- Criminal Records Check - including a Canadian Police Information Centre (CPIC) Check and Vulnerable Sector Search or outside of Canada including a nationwide search from the appropriate law enforcement agency in that country.
- Manitoba Child Abuse Registry Self-Check
- Manitoba Adult Abuse Registry Self-Check

Updated Records and Registry Checks are required at the end of each five-year registration period a Registrant holds a certificate of practice.

### Scope

The Record and Registry Check Evaluation Policy is intended to protect the public and maintain standards for the profession of social work.

Applicants/Registrants are required to provide full and detailed information about any issues or conduct they have self-reported or that is present on the record and registry checks submitted.

### Criteria

When completing the initial MCSW application or the annual renewal application, an Applicant/Registrant must answer declaration questions, self-reporting conduct or circumstances that may raise issues or concern about their suitability to practice social work.

At the time of application and during annual renewal Applicants/Registrants must declare:

- If they have been convicted or plead guilty to a criminal offence, or to any other offence under a federal or provincial statute, other than a minor traffic violation.
- If they have been subject of a criminal investigation and/or if they have outstanding charges, other than those related to a minor traffic violation that may be relevant to their suitability to practice social work
- Record and Registry Checks with a criminal record or positive result are subject to further review.

Reportable investigations/charges/offences include but are not limited to:

- criminal investigations, whether Winnipeg Police, RCMP, DND or any other law enforcement agency
- outstanding Criminal Code charges
- convictions or plea bargains
- respondent of a protection order or prevention order
- driving related suspensions
- violence
- inappropriate sexual behaviour such as but not limited to possession of child sexual abuse images

- possession or supply of drugs or illegal substances
- racially motivated, homophobic conduct or conduct of a similar nature
- fraud or theft

## **Process**

A report of an investigation/charge/offence does not necessarily mean that an Applicant/Registrant will be refused registration.

When an Applicant/Registrant answers yes to one or more of the declaration questions, the application is subject to a further review and evaluation.

Upon receipt of a declaration, MCSW will review each declaration on a confidential case by case basis.

MCSW will consider protected characteristics, experiences of trauma and the structural barriers of the Applicant/Registrant's identity and circumstances which may have impacted the outcome.

A further review and evaluation may result in the following:

- Approval of application on the basis that the issues disclosed do not require additional review or investigation of the applicant's record;
- Additional information or clarification requested;
- Referral to an investigation and risk assessment;
- Approval of an application subject to conditions;
- Deferral of decision until the criminal proceedings have resolved;
- Application is not approved.

## **Resources**

MCSW Policies

- [MCSW Application for Registration Policy Applicants with Social Work Degree](#)
- [MCSW Substantial Equivalency Application Policy](#)
- [MCSW Records/Registry Check Renewal Policy](#)

Practice Note – [Professional Declaration Questions](#)

(<https://mcsw.ca/wp-content/uploads/2024/12/d-Practice-Note-Declarations-FINAL.pdf>)

## **References**

[Law Society of Alberta – Good Character Requirement](#)

[MCSW Code of Ethics](#)

[MCSW Standards of Practice](#)

[The Social Work Profession Act](#)

[The Social Work Profession Regulation](#)