

Manitoba College of Social Workers Substantial Equivalency Application Policy

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 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 – Substantial Equivalency Consultation and Fee

Applicants must complete the Substantial Equivalency Consultation Request Form. Consultation appointments are scheduled with MCSW staff after the consultation fee is paid. Consultation fee is identified in the Fee Schedule approved by the Board.

Step 2 - Document Collection

Applicants are required to gather all required documents prior to submitting the online application.

Step 3 – Activation of Application, Submission of Required Documents, Application Fee and Verification of Social Work Experience

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

Applicants must complete the **Substantial Equivalency Application Employment Information Form**

Applicants must submit the following supporting documentation:

Proof of identity

- Applicants must submit a legible copy of a 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

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 6 months from the date of issue. Original documents are required but may be returned upon request.

Employer Verification

Employer Verification Forms will be sent by MCSW to each employer listed on the applicant's submitted Employment Information Form. Employer Verification form(s) are to be sent to the College directly from the employer, including copies of all applicable position descriptions. More than one Employer Verification form may be required in order to verify positions and hours functioning in the role of social worker.

Employer Verification forms must be completed and submitted by the applicant's direct supervisor/manager or employer representative deemed appropriate by the College. Employer Verification forms cannot be completed by immediate family members or applicants as self-employed practitioners. In exceptional circumstances, the College may accept Employer Verification forms from recognized agencies/organizations for whom a practitioner provides service, at the discretion of the registrar.

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.

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.

- If born outside of Canada, applicants must submit proof of eligibility to work in Canada. (i.e. Canadian passport, Canadian citizenship, permanent resident card, valid work permit)

***Evaluation and eligibility to proceed is required prior to applicants completing Step 4**

Step 4 – Verification of Social Work Related Education

If the applicant is assessed to be currently functioning in the role of a social worker and meets the minimum requirement of 5600 social work hours within the past five years, the applicant will be directed to complete **Substantial Equivalency– Formal Social Work Related Education Form** and submit the **Education Evaluation Fee** as identified in the Fee Schedule approved by the Board.

Verification of Education History

Applicants must arrange for submission of:

- Original official transcripts of related social work education, course syllabi and any other documents requested by the College to support their application for registration and verify their social work related education, and/or
- Credentials Assessment Evaluation Report and supporting documentation (applicable to Internationally Educated Applicants)

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

Course syllabi must be consistent with the year and term the course was completed consistent with the information listed on the applicant's transcript.

***Evaluation and eligibility to proceed is required prior to applicants completing Step 5**

Step 5 – Verification of Social Work Knowledge - Examination

If the applicant's formal social work related education is assessed to be equivalent, the applicant will be directed to complete the social work licensing exam.

Applicants are responsible for all costs associated with writing the exam, including ordering practice exams and study guides.

Final Evaluation

The College will complete the final evaluation of the application following receipt of the ASWB examination results.

It is the responsibility of the applicant to ensure that the College has received all required documentation and payment. Applications will be reviewed only after all required documents and application fees have been received by the College.

Expiry periods for Substantial Equivalency applications are as follows:

Step 3: Complete within 6 months of submission of Application fee

Step 4: Complete within 3 months of approval of social work experience (employment)

Step 5: Complete within 3 months of approval of social work related education

Payment of the registration fee is required within 30 days of approval date.

References

Social Work Profession Act (2009) – Sections 2, 10, 11

Social Work Profession Regulation (2014) – Sections 4, 5, 10, 11

Approved by the MCSW Board November 23, 2017. Revised February 22, 2018, June 20, 2019, June 1, 2022, December 12, 2024