

Application Reference Requirements

To ensure timely review of your application, please follow the instructions below on the appropriate reference requirements.

Substantial Equivalency Applicants – Employer Verification Requirements

Based on the required verification of 5600 hours, the applicant must identify their current/former direct supervisors/managers who will be required to complete an Employer Verification (EV) Form.

Note: More than one Employer Verification form may be required in order to verify positions and hours functioning in the role of social worker.

In the event that the applicant has a private supervision arrangement independent of their place of employment, the College may require Employer Verification forms(s) from recognized agencies/organizations for whom a practitioner provides service, at the discretion of the Registrar.

Applicants with a Social Work Degree – Reference Requirements

Applicants are required to arrange for submission of professional reference(s) to be sent to the College directly from the reference provider.

Employed

An applicant employed in a social work-related role must provide a reference from their current direct supervisor. If the applicant has assumed a new position in the last 6 months, both current supervisor and former supervisor references are required.

An applicant employed in a social work-related 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.

Self-Employed

An applicant in private practice is required to meet regularly with a supervisor based on Standard 7 of the MCSW Standards of Practice. A reference from this supervisor is required.

Unemployed

An applicant who is not employed must provide a reference from their most recent employment or practicum supervisor(s) 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.

New Graduates

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

Additional references may be required at the discretion of the Registrar.

In all cases, references must not be immediate family members or applicants as self-employed practitioners.

Applicants are responsible to ensure that their supervisors/managers complete and submit the Reference Form to the College within the 6-month application deadline period.