

# Continuing Competence Program Toolkit

April 1, 2025 – March 31, 2028



# 1. Overview

The Continuing Competence Program (CCP) promotes excellence in social work practice and supports the continual development of professional competence throughout Social Workers' careers. The Manitoba College of Social Workers (MCSW) is mandated to establish and maintain a Continuing Competence Program in accordance with *The Social Work Profession Act (SWPA)* and its Regulation.

**Current 3-year reporting cycle:  
April 1, 2025 to March 31, 2028.**

All members have the same cycle end date. New members are pro-rated into the 3-year cycle.

## Entering CCP Activities

Members must input their CCP activities in the Member Portal. To review individualized CCP hour requirements, members can log into the Member Portal and review the Continuing Competence section.

## Total Hours Per Cycle

Practicing Social Workers must complete **75 hours of CCP activities over the three-year reporting period** to include the following:

1. A minimum of 40 hours of Formal Activities including content-specific requirements.
2. A portion of the 40 hours of Formal Activities must include direct learning activities. Direct learning activities refers to the receipt of knowledge.
3. Training specific to the member's area of social work practice.
4. Knowledge and skills in working with individuals, communities, and groups.





## Content Specific Requirements

1. 8 hours related to social work with Indigenous Peoples including:
  - The history, culture, and spirituality of Indigenous Peoples
  - Canada's relationship with Indigenous Peoples, and
  - Reconciliation, mutually respectful relationships, and cultural safety
2. 8 hours related to Equity, Diversity and Inclusion including:
  - Anti-racism education
  - Social/economic justice issues, including systemic barriers and causes of social needs and problems
    - Equity: the removal of systemic barriers and biases enabling all individuals to have equal opportunity to access and benefit from programs.
  - Diversity and the pluralistic nature of Manitoba
    - Diversity: differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, culture, ability, sex, sexual orientation, gender identity, gender expression, and age.
    - Inclusion: the practice of ensuring that all individuals are valued and respected for their contributions and are equally supported and able to fully participate.
3. 4 hours related to MCSW's Standards of Practice and Code of Ethics





## New Members

### Within the First Year of Registration

#### Within first 30 days:

Complete Self- Assessment and Learning Plan

#### Within first 12 months:

Complete MCSW Ethics e-Learning

New members are prorated into the current CCP cycle.

## All Members

### Within a 3-Year Reporting Cycle

#### Complete 75 hours of CCP activities

**40 of the 75 hours** are formal and must include the following content-specific hours:

1. 8 hours related to social work with Indigenous Peoples.
2. 8 hours related to Equity, Diversity, and Inclusion.
3. 4 hours related to the Manitoba College of Social Workers Standards of Practice and Code of Ethics.

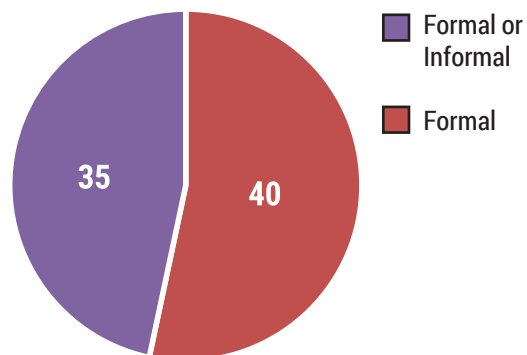
**35 of the 75 hours** may be formal or informal

#### Annually

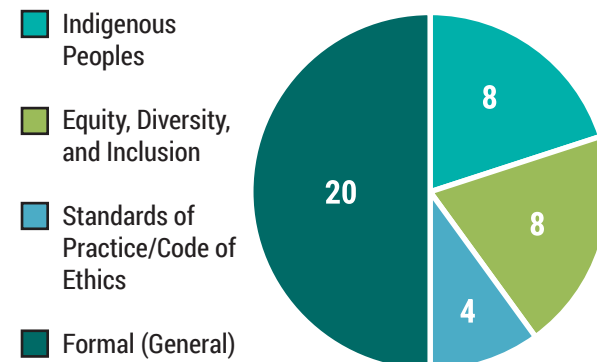
Update Self-Assessment and Learning Plan in the Member Portal

*\*If you were in the Practicing category at any time during the 3-year cycle, you must report your activities. If you were Non-Practicing for all 3 years, no activities are required.*

**Total Hours Per Cycle**



**Formal Hour Breakdown**



To view your requirements, log into your [Member Portal](#).





## 2. Categories of CCP Activities

All CCP activities must be related to social work practice:

### (a) Formal Activities

*Direct learning activities (receipt of knowledge) must be included in your formal activities, not all formal hours can be sharing knowledge, delivering education or volunteering.*

- participating in certificate programs;
- attending live conferences, seminars, conventions, workshops, and lectures related to social work practice (includes online);
- interactive webinars/e-learning (includes interaction with presenter or quizzes/polls/tests/scenarios for which the member receives feedback)
- attending cross cultural training;
- participating in traditional sharing circles, teachings, or ceremonies
- attending workplace in-service training;
- participating as a student or lecturer for university or college courses;
- delivering a university or college presentation as part of a course, conference, or seminar;
- acting as a field instructor for accredited ([CASWE](#), [CSWE](#)) or [MCSW approved social work](#) programs (max. 10 hrs per CCP cycle year – April to March);
- researching issues related to the practice of social work **and** publishing research results;
- volunteering with community social service organizations in a direct service capacity;
- volunteering as a board or committee member for a community agency related to social work or attending meetings of a board or a committee related to social work;
- participating in a committee or working groups of MCSW
- attending the Annual General Meeting of MCSW

### (b) Informal Activities

- reading or listening to journals, books or internet material;
- viewing videos and webcasts;
- attending community presentations and learning sessions;
- participating in organized group discussions;
- completing a self-assessment and preparing a learning plan for the Manitoba College of Social Worker Continuing Competence Program (*maximum 2 informal hours per CCP cycle year – April to March*)



### 3. Self-Assessments & Learning Plans

Competence is maintained and acquired through reflective practice, lifelong learning, and integration of learning into practice. Practicing Social Workers must complete a self-assessment of their learning needs and goals. Based upon that assessment, they must develop a learning plan with objectives to be self-evaluated and updated annually as part of the registration renewal process.

**New members** must complete their Self-Assessments and Learning Plans on their member portal within 30 days of registration in the Practicing category. The learning goals identified in this plan will guide CCP activities during the 3-year cycle.





## 4. CCP Portfolio

Members are required to provide documented evidence of completion of CCP activities at the request of the College. All records and documents relating to CCP activities must be retained for a minimum of five (5) years, to be provided promptly in the event of an audit.

### A CCP Portfolio includes:

- Certificates
- Letters of completion
- Emailed registration confirmations
- Notes
- Copies of PowerPoints
- Other documents in relation to the CCP activity completed.

*Practicing Social Workers are encouraged to input their CCP activities immediately following completion.*

### Recording/reporting informal hours

Members can record informal hours as follows:

- request a signed verification by the representative of an organization or the employer of organized group discussion hours
- enter the time it takes to complete the activity
- retain notes on content/reflections related to reading materials, podcasts, audio books, webcasts, documentaries, community presentations, organized group discussion, etc for your CCP Portfolio.





## 5. CCP Audits

If selected for an audit, a member will be instructed to:

1. Update CCP activities on the Member profile (if not already up to date)
2. Submit CCP Portfolio (which contains supporting documentation of CCP activities) within a defined timeline.

## 6. Ethics E-Learning

### (a) Ethics e-Learning

All **new members** are required to complete the MCSW Ethics e-Learning **within their first year of registration in the Practicing category**. The e-Learning includes 12 modules related to the MCSW Code of Ethics & Standards of Practice.

The [MCSW Code of Ethics](#) and [Standards of Practice](#) must be reviewed prior to beginning the Ethics e-Learning.

The e-Learning can be claimed as a maximum of **2 hours of content specific CCP** activities.

### E-Learning Registration

Register for the MCSW Ethics e-Learning [here](#).

*NOTE: An e-Learning account is separate from the Member Portal. Members must register as a new user on the Ethics e-Learning platform.*





## 7. MCSW/CASW Scholarship Information

In partnership with CASW, MCSW offers scholarships to assist members to attend educational events which align with the mission and purpose, upholding the values of the CASW/MCSW Code of Ethics. Applicants may be eligible for a maximum scholarship amount of \$750.00. The following application deadlines apply:

- January 15 for educational events taking place after January 15 and within one year of February 15
- June 15 for educational events taking place after June 15 and within one year of July 15

[Scholarship Policy and Application Form](#)





## 8. Resources

[CASW Webinars](#)

[CASW Social Work Reference Centre](#)

[MCSW News & Events](#)

[CCP Policies](#)

[Equity, Diversity, and Inclusion – University of Toronto](#)

[Best Practices in Equity, Diversity, and Inclusion – Government of Canada](#)

[Equity and Inclusion Glossary of Terms – University of British Columbia](#)

[Social Work Profession Act – Section 25](#)

[Social Work Profession Regulation – Sections 17-19](#)

