



## Declared State of Emergency Policy

### Purpose

In the event of an officially declared state of emergency by a government authority (municipal, provincial, or federal), the Manitoba College of Social Workers recognizes that registrants may face challenges meeting regulatory deadlines. In such cases, the Registrar may implement temporary exceptions or extensions to *policy* deadlines or requirements where permitted, *considering legislative constraints*.

This policy establishes the process and criteria by which the Manitoba College of Social Workers may temporarily waive, extend, or otherwise modify regulatory requirements—such as continuing competence program (CCP) submissions, criminal records checks, renewal requirements, and similar obligations—during or in response to a declared state of emergency.

### Scope

This policy applies to all registrants of the Manitoba College of Social Workers who are subject to deadlines or requirements outlined in:

- License/registration renewal requirements (i.e. records checks)
- Continuing Competence Program (CCP) requirements
- Other regulatory deadlines or requirements as determined by the Registrar

### Criteria

Exceptions or extensions may be granted if:

- A government and/or an Indigenous self-governing authority has officially declared a state of emergency affecting registrants;
- Registrants are materially impacted in their ability to meet deadlines or requirements due to the emergency; and
- Public safety and the regulatory mandate to protect the public interest are maintained

A personal emergency that *prevents* a registrant from meeting a deadline or complying with a regulatory requirement may be considered at the discretion of the Registrar. A personal emergency may include natural disasters (flood, fire) or other circumstances beyond the control of the registrant such as a serious illness or accident.

## Verification

Registrants seeking exceptions are required to substantiate the impact of the emergency on their ability to comply with regulatory requirements. Documented verification will be reviewed and accepted at the discretion of the Registrar and may include:

- A formal letter or sworn statement from an official or recognized organizational representative detailing how the emergency disrupted the registrant's ability to fulfill requirements
- Copies of evacuation orders, curfews, shelter-in-place or health department directives
- Medical documentation or letter from health care provider

## Types of Temporary Modifications

The following modifications may be considered, as permitted by legislation:

- **Deadline Extensions:** Postponing deadlines for CCP submissions, renewals, records checks, etc.
- **Modifications:** Temporary modification of specific requirements
- **Waivers:** Temporary suspension of specific requirements
- **Alternative Methods:** Use of digital submissions, verbal confirmations, or deferred assessments
- **Fee Reductions:** Fee relief or waiver

All modification requests are assessed individually based on the specific circumstances of the registrant and the evidence provided. An emergency does not automatically qualify a registrant for a modification.

## Review and Revocation

The Registrar shall regularly review any temporary measures and revoke or adjust them as the state of emergency evolves or concludes. Any one-time exceptions, extensions, waivers or modifications made during or due to a declared state of emergency are temporary. Registrants affected will return to regular requirements following any specifically designated exceptions.