



CONTINUING COMPETENCE PROGRAM TOOLKIT

April 1, 2022 – March 31, 2025

Program Requirements

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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.

NEW MEMBERS	ALL MEMBERS*
<p data-bbox="239 423 758 451">WITHIN THE FIRST YEAR OF REGISTRATION</p> <p data-bbox="380 532 617 560">Within first 30 days:</p> <p data-bbox="243 591 756 618">Complete Self-Assessment and Learning Plan</p> <p data-bbox="365 711 636 738">Within first 12 months:</p> <p data-bbox="365 769 636 829">Complete MCSW Ethics e-Learning</p> <p data-bbox="174 906 827 1008">New members are pro-rated into the current CCP cycle. Log into the member portal for individualized hour requirements.</p>	<p data-bbox="1289 347 1493 375">ALL MEMBERS*</p> <p data-bbox="1171 418 1612 446">WITHIN A 3-YEAR REPORTING CYCLE</p> <p data-bbox="1188 477 1596 505">Complete 75 hours of CCP activities</p> <p data-bbox="856 532 1892 597">At least 40 of the 75 hours are formal and these formal hours include a combined total of 8 hours of content specific workshops in the subject areas of:</p> <ol data-bbox="905 630 1822 820" style="list-style-type: none">1) Manitoba College of Social Workers Standards of Practice and Code of Ethics2) Social work with Indigenous Peoples including:<ul data-bbox="953 711 1766 820" style="list-style-type: none">• The history, culture and spirituality of Indigenous Peoples• Canada's relationship with Indigenous Peoples, and• Reconciliation, mutually respectful relationships and cultural safety <p data-bbox="1121 850 1661 878">ANNUAL REPORTING REQUIREMENTS INCLUDE</p> <p data-bbox="1163 911 1619 976">Update Self-Assessment and Learning Plan Log CCP Hours obtained since last renewal</p> <p data-bbox="856 1024 1923 1117"><i>*Non-practicing members are not required to participate in CCP while in the non-practicing category. Non-practicing members are required to satisfy CCP requirements for any portion of time in the Practicing category during past registration year and 3-year cycle, if applicable.</i></p>

Temporary and student members are not required to participate in CCP.

Non-practicing members may choose to complete CCP hours and use the hours towards their overall CCP requirements if the hours are completed within the required reporting cycle.

2. CONTINUING COMPETENCE PROGRAM REQUIREMENTS

Current 3-year reporting cycle: April 1, 2022 to March 31, 2025. All members have the same cycle end date. New members are pro-rated into the 3-year 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
2. A portion of the 40 hours of Formal Activities must include *direct learning activities*. *Direct learning activities* refers to the *receipt of knowledge* (as opposed to sharing knowledge/delivering education or volunteering)
3. Training specific to the registrant's area of social work practice
4. Knowledge of the cultural diversity and the pluralistic nature of Manitoba
5. Knowledge of and skills related to Indigenous Peoples, including their history, culture and spirituality, Canada's relationship with Indigenous Peoples and reconciliation, mutually respectful relationships and cultural safety
6. Knowledge about social and economic justice issues, including systemic barriers and causes of social needs and problems
7. Knowledge and skills in working with individuals, communities, and groups

Content Specific Requirements

Over the three-year reporting period, formal CCP activities must participate in a combined total of 8 formal hours of workshops that include each of the following topics:

1. Manitoba College of Social Workers Standards of Practice and Code of Ethics
2. Social Work with Indigenous Peoples
 - The history, culture, and spirituality of Indigenous Peoples
 - Canada's relationship with Indigenous Peoples, and
 - Reconciliation, mutually respectful relationships, and cultural safety

Examples include: a member logs 5 hours of Social Work with Indigenous Peoples content and 3 hours of MCSW Ethics content. If a member has 8 hours of content in MCSW Standards of Practice/Code of Ethics, then a minimum of 1 hour of content in Social Work with Indigenous Peoples will be required (or vice versa).

3. CATEGORIES OF CCP ACTIVITIES

All CCP activities must be *related to* social work practice:

(a) Formal Activities*

- participating in certificate programs;
- attending live conferences, seminars, conventions, workshops and lecture related to social work practice (includes online);
- interactive webinars/e-learning (includes interaction with presenter or quizzes/ polls/tests/ practice 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 of university or college courses;
- delivering a university or college presentation as part of a course, conference or seminar;
- acting as a field instructor for an 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 chapter of the Manitoba College of Social Workers;
- attending the Annual General Meeting of the Manitoba College of Social Workers

(b) Informal Activities*

- reading 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)

NEW in alignment with the MCSW Strategic plan the College encourages members to log CCP activities related to Equity, Diversity and Inclusion (see References section on page 9 for definitions)

4. 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.

Members are encouraged to update their Learning Plans annually during the 3-year cycle to reflect changes in their goals.

(a) Updating Self-Assessments and Learning Plans

1. Review the check boxes in the self-assessment and adjust if needed
2. Learning Plan review:
 - Learning goal completed? Enter the appropriate dates and any pertinent information and save. ***Do not delete completed goals***
 - Still working on goals? Leave the goal as is
 - New learning goal to add? Use the + add symbol to enter the goal

Hard copies of the [Self-Assessment](#) and [Learning Plan](#) are available as a tool only *for personal use*. Members must submit assessments and learning plans electronically as part of the renewal process. Paper copies of the form are not accepted.

5. NEW MEMBERS

(a) Self-Assessment and Learning Plan

All new members are required to complete their Self-Assessment and Learning Plan **within 30 days of registration in the Practicing category.** (*See Self-Assessment and Learning Plan*)

(b) 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.** This online workshop includes 12 modules related to the MCSW Code of Ethics & Standards of Practice. Review of both the [MCSW Code of Ethics](#) and [Standards of Practice](#) is required prior to beginning the Ethics e-Learning workshop.

The review and the e-Learning can take up to 4 hours to complete and is eligible for a maximum of **4 hours of formal content specific CCP** activities.

Workshop Registration

Register for the MCSW Ethics e-Learning workshop by [clicking here](#) or using the Ethics e-Learning button on the MCSW home page and following these steps:

1. Create a new account
An e-Learning account is separate from the Member Portal. Members **must** register as a new user on the Ethics eLearning platform.
2. Confirm account by email
An account confirmation email will be sent to the registered email address from noreply@viewsource.ca. Check junk or spam folders if not found in inbox. Contact the College at info@mcsw.ca or 204-888-9477 if needed.
3. Once the e-Learning account is confirmed, registrants can login
4. Read through the e-Learning outline and submit workshop fee (\$25.00)
5. Begin the e-Learning workshop

Once registered, members can login from the MCSW website anywhere the internet is available and complete the e-Learning modules as time permits. Progress will be saved as members work through the modules. A Certificate of Completion will be emailed to members following completion of all modules of the Ethics eLearning. Members should add the Certificate to their CCP Portfolio and retain for 5 years in the event of an audit. Members are required to enter these hours into their CCP log located in the Member Portal.

6. RECORDING & REPORTING REQUIREMENTS

Members are required to maintain a CCP Portfolio with all records, documentation, and verification in case of audit.

(a) Entering your CCP Activities

Members who have been registered in the practicing category for any portion of a registration year must log their CCP activities **annually** via the [Member Portal](#).

Members who have been registered in the practicing category for any portion of the 3-year cycle are required to complete a pro-rated number of hours based on their time in the practicing category. To review individualized CCP hour requirements members can log into the Member Portal and review the Continuing Competence section.

Use this [Continuing Competence Program Renewal Checklist](#) to review the annual and cyclical [reporting requirements](#) due at renewal in February.

Download the [Continuing Competence Tracking Log](#) for *personal use* or if requested by the College.

(b) Recording/reporting informal hours

Members can record informal hours as follows:

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

7. CCP PORTFOLIO

A CCP Portfolio refers to certificates, letters of completion, emailed registration confirmations, notes taken, copies of Power Points, etc. in relation to the CCP activity completed. Members are encouraged to keep CCP portfolios organized, accurate and up-to-date.

Practicing Social Workers are encouraged to input their CCP activities into their CCP Log found in the Member Portal immediately following completion of activities.

8. RETENTION OF RECORDS AND CCP AUDITS

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.

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

1. Review and update (if applicable) CCP activities on the Member profile
2. Submit CCP Portfolio (which contains supporting documentation of CCP activities) within a defined, short timeline.

9. FREE LEARNING ACTIVITIES

MCSW has [Free Learning Activities](#) posted on the Continuing Competence Program section of the MCSW website.

MCSW membership includes membership with the Canadian Association of Social Workers (CASW) who partner with provincial associations and colleges to provide free training and research literature resources. MCSW advertises and delivers workshops in partnership with CASW and circulates this information through member e-bulletins. Members can access a complete list of webinars offered by CASW in partnership with other provinces and territories on the [CASW website](#). For more information, log in and explore the [CASW website - Continuing Education Section and Social Work Reference Center](#).

10. MCSW/CASW SCHOLARSHIP INFORMATION

MCSW, in partnership CASW, offers scholarships to assist members to attend educational events which align with the mission and purpose of CASW/MCSW and uphold 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](#)

11. CCP POLICIES, FORMS & LINKS

[CCP Compliance Resolution Policy](#)

[Scholarship Policy and Application Form](#)

[Content Specific Workshop Evaluation Form](#) (to evaluate if a content specific workshop meets criteria, keep with CCP portfolio)

[Request for Workshop Proposals](#)

[MCSW Ethics eLearning](#)

[Code of Ethics](#)

[Standards of Practice](#)

[CCP Requirements Renewal Checklist](#)

[CCP Tracking Log](#) (for member personal use only; complete online CCP log via Member Portal)

[Self-Assessment](#) and [Learning Plan](#) (for member personal use only: complete the Self-Assessment and Learning Plan in the Member Portal)

REFERENCES

Sources to define Equity, Diversity and Inclusion

- <https://research.utoronto.ca/equity-diversity-inclusion/equity-diversity-inclusion#:~:text=Equity%20is%20the%20process%3B%20equality,is%20able%20to%20fully%20participat>
- <https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx>
- <https://equity.ubc.ca/resources/equity-inclusion-glossary-of-terms/>

APPENDIX – GUIDING LEGISLATION

The Social Work Profession Act

Continuing competence program

- 25 The board must establish a continuing competence program to oversee the practice of social work. The program may provide for, but is not limited to,
- (a) reviewing the professional competence of members;
 - (b) requiring members to participate in programs for ensuring competence; and
 - (c) conducting practice reviews in accordance with this Act.

The Social Work Profession Act Regulation (Revised May 2021)

Continuing competence activities

- 17(1) A member's continuing competence activities must include the following:
- (a) formal or informal activities specific to performing the member's type of practice;
 - (b) formal or informal activities related to cultural diversity and the pluralistic nature of Manitoba;
 - (c) formal activities related to:
 - (i) the history, culture and spirituality of Indigenous peoples,
 - (ii) Canada's relationship with Indigenous peoples, and
 - (iii) reconciliation, mutually respectful relationships and cultural safety;
 - (d) formal or informal activities related to social and economic justice issues, including systemic barriers and causes of social needs and problems;
 - (e) formal or informal activities related to working with individuals, communities and groups;
 - (f) formal activities related to the college's standards of practice and code of ethics.

Formal activities

- 17(2) For purposes of the program, a registered member may undertake the following formal activities:
- (a) participating in certificate programs related to social work practice;
 - (b) attending conferences, seminars, conventions, workshops and lectures related to professional practice;
 - (c) participating as a student or lecturer of university or college courses related to professional practice;
 - (d) delivering a presentation as part of a university or college course, conference or seminar;
 - (e) attending workplace in-service training;
 - (f) researching issues relating to the practice of social work and publishing research results;
 - (g) volunteering with community social service organizations in a direct service capacity;
 - (h) volunteering as a board or committee member for a community agency or attend meetings of a board or a committee;
 - (i) attending cross cultural training;
 - (j) participating as a member of a committee or chapter of the college;
 - (k) attending the annual general meeting of the college;
 - (l) participating in other formal activities that are approved by the committee and the board;
 - (m) participating in traditional sharing circles, teachings or ceremonies.

Informal activities

- 17(3)** For purposes of the program, a registered member may undertake the following informal activities:
- (a) reading journals, books or internet material that is relevant to the field of social work;
 - (b) viewing videos and webcasts that are relevant to the profession;
 - (c) attending community presentations and learning sessions;
 - (d) participating in organized group discussions;
 - (e) preparing a learning plan;
 - (f) participating in other informal activities that are approved by the committee and the board.

Three-year learning plan

- 18(1)** Every three years, a member required to complete the continuing competence program must complete and submit a learning plan to the college, in a form satisfactory to the committee and as required by the board, that
- (a) includes a self-assessment;
 - (b) identifies goals for knowledge and skills development; and
 - (c) describes learning activities to achieve the identified goals.

Annual requirement

- 18(2)** Every year, a member must complete and submit the following, in a form that is satisfactory to the committee:
- (a) a signed statement noting compliance with the program;
 - (b) a list of continuing competence activities undertaken during the previous year.

Records to be maintained

- 18(3)** A member must retain all records relating to continuing competence activities for not less than five years.

Practice audit

- 19** For the purpose of the continuing competency program, the committee may recommend to the board that a member be required to undergo a practice audit under section 63 of the Act if
- (a) the member fails to complete the required number of hours of continuing competency activities;
 - (b) the member fails to submit a learning plan under subsection 18(1); or
 - (c) the member fails to retain records as required by subsection 18(3).