

Practice Note

Is your Member Profile Up to Date?

The Social Work Profession Act requires the College to establish and maintain a register of Social Workers.

As a regulated profession, it is important that the public has access to an accurate list of Social Workers, so they can confirm if they are receiving services from a registered practitioner.

Social Workers are obligated to keep their profile information up to date in a timely fashion.

This includes, but is not limited to:

Name Changes

- Requires proof of name change such as marriage certificate, divorce certificate, Vital Statistics document. Your legal name must be consistent with your government issued identification.

Employment Changes

- All employers and self-employment positions must be listed including the business address and business phone number.

Social Work Degree Changes

- Requires the official transcript to be sent to the College directly from the educational institution after the degree has been awarded (conferred).

Other

- Reporting of any complaints, discipline, investigations or proceeding, probation orders, employer directed leaves or suspensions, criminal charges or changes in health that may compromise professional practice.

Employers of Social Workers are encouraged to remind Social Workers of their need to report changes to the Manitoba College of Social Workers

Social Workers can make changes at anytime via the MCSW Member Portal: [Manitoba College of Social Workers](#) or contact the College at 204-888-9477, toll free at 1-844-885-MCSW or admin@mcsw.ca

Practice Notes provide support and information for Manitoba social workers, employers, and members of the public regarding social work practice issues. These notes offer general guidance only and are not a substitution for legal advice. College members with specific inquiries are invited to consult the College.