

# Registration Guide for General Certificate of Registration for Social Work

## Registered Social Worker in a Canadian Province (other than Ontario), the Northwest Territories or the Yukon



Ontario College of  
Social Workers and  
Social Service Workers

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**Please review this document carefully before completing the application.**

- The total fee payable with the Application is \$345, consisting of a **non-refundable Application Fee of \$75** and a Registration Fee of \$270. The College membership year is January 1 - December 31. The Registration Fee is pro-rated on a quarterly basis, depending on the date that the Registrar issues a certificate of registration. A refund, if owing, will be issued at the time of registration.
- If the Registrar issues a certificate of registration to you, certain information provided on the application, including your name, business address(es), business telephone number(s) and name of your employer or business, will, in accordance with the Act and by-laws of the College, be contained in the register of the College. Information on the register is information that is available to the public.
- Please note that if you provide your home address as your business address, your home address is information which will be available to the public. If disclosure of your business address(es), business telephone number(s) or name of your employer or business may jeopardize your safety, please advise the Registrar in writing. The Registrar will assess whether there is a basis for the information not to be made public. In addition, if you use a pseudonym in your practice of social work because it is necessary for your personal safety, please advise the Registrar in writing. In both cases, provide written details.

### REQUIREMENTS FOR REGISTRATION

If you are applying for registration as a social worker on the basis of your current registration as a social worker with one or more Canadian social work regulatory authorities<sup>1</sup>, you must satisfy the following requirements:

1. you must have a current certificate of registration, licence or permit for social work issued by a Canadian social work regulatory authority.
2. you must provide a completed In Good Standing Certificate from every Canadian social work regulatory authority with which you are currently registered as a social worker.
3. you must have engaged in the practice of social work within the five years immediately before the date of the application or otherwise satisfy the Registrar that you are competent to perform the role of a social worker.
4. you must satisfy the general registration requirements set out in sections 4 and 5 of Ontario Regulation 383/00, which are reproduced in this Guide (subject to paragraph 5 below regarding language proficiency).
5. you must demonstrate that you are able to speak and write either English or French with reasonable fluency unless the Canadian social work regulatory authority with which you are registered had language proficiency requirements for registration that are equivalent to the requirements of the College.

Applicants registered with the Alberta College of Social Workers or Saskatchewan Association of Social Workers – If you are an applicant who is registered as a social worker with the Alberta College of Social Workers or Saskatchewan Association of Social Workers, you must also have:

- obtained a degree in social work from a social work program accredited by the Canadian Association for Social Work Education;  
OR
- obtained a degree from a social work program or an equivalent program offered in Canada and approved by Council as equivalent to a social work program accredited by the Canadian Association for Social Work Education;  
OR
- obtained a degree from a social work program offered at a college or university in the United States and accredited by the Council on Social Work Education (U.S.A.) as a baccalaureate or master's level social work degree program;

<sup>1</sup> "Canadian social work regulatory authority" means a body that is authorized, under an Act of a Canadian province or the Northwest Territories or the Yukon, to issue a certificate of registration, licence, or permit which attests to the individual being qualified to practise the profession of social work and authorizes the individual to practise the profession of social work or to use a title or designation relating to the profession or both.

OR

- obtained a degree from a social work program or equivalent program offered outside Canada and outside the United States which you have submitted to the Canadian Association of Social Workers for evaluation and which the Canadian Association of Social Workers has evaluated as being equivalent to at least the Bachelor of Social Work obtained from a social work program accredited by the Canadian Association for Social Work Education.

### HOW TO COMPLETE THE APPLICATION

- Print all information clearly.
- The College will accept only completed and signed applications together with the application and registration fees paid IN FULL.
- Complete all sections of the application form and sign and date the form. If any section on the application form is not applicable, indicate N/A.
- Download and print the **In Good Standing Certificate**. Complete PART A for every Canadian social work regulatory authority with which you are currently registered. Send a separate Certificate to each Canadian social work regulatory authority and ask that they complete PART B and PART C and that they return the completed Certificate directly to the Ontario College of Social Workers and Social Service Workers. Applicants are responsible for ensuring that the College receives the completed In Good Standing Certificate from every Canadian social work regulatory authority with which the applicant is currently registered and for any fees the regulatory authorities may charge for the completion of these Certificates.
- If applicable to your application, download, complete and sign and date the **Supplemental Form Regarding Competence to Perform the Role of a Social Worker**.
- Mail the original application and, if applicable, the Supplemental Form regarding Competence to Perform the Role of a Social Worker. A photocopy, facsimile or electronic copy of the application or supplemental form will not be accepted.
- It is the responsibility of the applicant to ensure that the College has received all required documentation.

### CONSENT TO THE RELEASE OF INFORMATION FROM THE REGISTER FOR RESEARCH PURPOSES

Please indicate whether or not you consent to the release of information pertaining to you for the purpose of research by checking the appropriate box. If you do not complete this section, the College will assume that you do not consent. Completion of this section enables the College to respond to requests for information contained in the Register from persons or organizations conducting research. In accordance with the policy approved by Council respecting such requests, with your consent, the only information contained in the Register that may be released includes some or all of the following: your name, category of membership, name of your business or employer, your business address and your business telephone number.

**ACADEMIC QUALIFICATIONS** – Only applicable to an applicant who is registered as a social worker with the Alberta College of Social Workers or Saskatchewan Association of Social Workers.

It is the responsibility of the applicant to contact the academic institution from which graduation occurred and request that ORIGINAL verification of academic qualifications be forwarded directly to the College by Canada Post. A photocopy of the documentation or sending the documentation by fax or e-mail will not be accepted.

**Note:** Academic institutions may request your written authorization in order to release the academic verification to the College.

The College requires only one relevant degree or diploma for each class of registration.

The College accepts original transcripts with the institution seal and/or stamp.

If your social work program has been submitted to the Canadian Association of Social Workers (CASW) for an evaluation, make certain the CASW forwards the written evaluation directly to the College by Canada Post.

### PAYMENT

- **A non-refundable application fee of \$75** is required.
- A registration fee of \$270 is required.
- Payment in full must be submitted with the completed application form.
- Post-dated payments will not be accepted.
- Payment may be made by cheque or money order, payable to the Ontario College of Social Workers and Social Service Workers, or authorization of MasterCard or Visa card debit.
- A charge of \$25 will be levied on each cheque/credit card not honoured.
- Applicants are responsible for all costs of the application.

**Please do not hesitate to contact the College if there are questions regarding the application or the application process.**

## Excerpts from Ontario Regulation 383/00 made under the *Social Work and Social Service Work Act, 1998*

4. It is a requirement for the issuing of a certificate of registration of any class that the applicant pay the fees prescribed by the by-laws.

5. (2) The following are registration requirements for a certificate of registration of any class.

5.(2) 1. The applicant must disclose, at the time the application is made and at the time the certificate of registration is issued, the following information relating to the applicant and to the practice of social work, social service work or any other profession, whether in Ontario or in any other jurisdiction:

5.(2) 1.i Every finding of professional misconduct, incompetence or incapacity and every other similar finding, including a finding of professional misconduct, incompetence or incapacity made by a professional association or other body that has self-regulatory responsibility.

5.(2) 1. ii Every current proceeding in relation to professional misconduct, incompetence or incapacity and every other similar proceeding, including a proceeding relating to professional misconduct, incompetence or incapacity held by a professional association or other body that has self-regulatory responsibility.

5.(2) 2. The applicant must disclose, at the time the application is made and at the time the certificate of registration is issued, every finding of guilt in relation to a criminal offence, an offence under the Controlled Drugs and Substances Act (Canada) or the Food and Drugs Act (Canada) or any other offence relevant to the applicant's suitability to practise social work or social service work, as the case may be.

5.(2) 3. The applicant's past and present conduct must afford reasonable grounds for the belief that the applicant,

i. is mentally competent to practise social work or social service work, as the case may be,

ii. will practise social work or social service work, as the case may be, with decency, integrity and honesty and in accordance with the law, including but not limited to the Act, the regulations and the bylaws, and  
iii. has sufficient knowledge, skill and judgment to practise social work or social service work, as the case may be.

5.(2) 4. The applicant must demonstrate the ability to speak and write either English or French with reasonable fluency.

5.(2) 5. The applicant must be a Canadian citizen or a permanent resident of Canada or be authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of social work or social service work, as the case may be.

5.(3) Despite any other provision in this Regulation, an applicant who makes a false or misleading statement, representation or declaration in or in connection with his or her application, by commission or omission, shall be deemed thereafter, with respect to the application, not to satisfy, and not to have satisfied, the requirements for a certificate of registration of any class.

5.(4) An applicant who, after having applied for but before being issued a certificate of registration, becomes the subject of a finding or a proceeding described in subparagraph 1 i or ii of subsection (2) or is found guilty of an offence described in paragraph 2 of subsection (2), shall immediately inform the Registrar.

This Registration Guide reflects requirements set out in the *Social Work and Social Service Work Act, 1998*, regulations made under the Act, by-laws of the College, and policies and guidelines of the Council.