

# Registration Guide

## General Certificate of Registration for Social Service Work

### Combination of Academic Qualifications and Experience Performing the Role of a Social Service Worker



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

You may qualify for a General Certificate of Registration if you meet the following requirements:

1. You have a combination of academic qualifications and experience performing the role of a social service worker that the Registrar determines is substantially equivalent to the qualifications required for a diploma in social service work from a social service work program offered in Ontario at a College of Applied Arts and Technology.
2. You have engaged in the practice of social service 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 service worker.
3. You pay the application and registration fees.
4. You meet the requirements set out in section 5 of Ontario Regulation 383/00, which is attached.

The following are the criteria to be used as guidelines by the Registrar in determining whether you have a combination of academic qualifications and experience performing the role of a social service worker that is substantially equivalent to the qualifications required for a diploma in social service work from a social service work program offered in Ontario at a College of Applied Arts and Technology:

#### ACADEMIC QUALIFICATIONS

1. You must possess a minimum of:
    - a diploma from a two-year program at an Ontario College of Applied Arts and Technology
- OR**
- a diploma equivalent to a diploma from a two-year program at an Ontario College of Applied Arts and Technology
- OR**
- a degree from a university program that is at least two years in length.

Your academic program must be a minimum of 4 academic semesters in duration.

2. You must demonstrate that you meet the:
  - A) General Education Requirement

**AND**

  - B) 9 Vocational Learning Outcomes

**AND**

  - C) 11 Essential Employability Skills

Set out below is a description of the General Education Requirement, 9 Vocational Learning Outcomes and 11 Essential Employability Skills and the manner in which the Registrar generally expects an applicant to demonstrate that these criteria have been met.

You are required to provide a detailed description on the application form of all course work for which credits were obtained in the academic program which relate to the General Education Requirement, Vocational Learning Outcomes, and Essential Employability Skills.

**Note:** If you completed an internship or placement or practicum as part of your academic program for which you received course credits, and you apply this course(s) to satisfy one of the content areas on your application form, you must provide details about the internship, placement or practicum. Specifically, you must provide the name of the organization where the activity took place, the populations served, your duties and responsibilities, and the length of time you were in the role.

**Note:** The OCSWSSW only accepts original official transcripts with the institution seal and/or stamp mailed DIRECTLY from the academic institution.

#### A) GENERAL EDUCATION REQUIREMENT:

You must demonstrate you obtained course credits in your academic program in at least one of the areas of study set out below, and that the course credits for the General Education Requirement are equal to at least 120 instructional hours:

- i) Arts in Society: recognize and evaluate artistic and creative achievements

- ii) Civic Life: understand the patterns of human relationships that underlie the orderly interactions of a society's various structural units
- iii) Social and Cultural Understanding: gain an awareness of one's own place in contemporary culture and society by acquiring knowledge of the patterns and precedents of the past
- iv) Personal Understanding: develop and understand oneself as an integrated physiological and psychological entity in order to be a fully functioning person
- v) Science and Technology: understand the basics of scientific inquiry that deals with fundamental or basic questions of science and technology in a non-applied manner

**Note:** Course credits used to demonstrate achievement of the General Education Requirement cannot be applied to demonstrate achievement of the Vocational Learning Outcomes or the instructional hours for the Vocational Learning Outcomes.

Ensure that the OCSWSSW receives the corresponding course descriptions for all the courses you wish to have considered.

### B) VOCATIONAL LEARNING OUTCOMES:

You must demonstrate that you have achieved the 9 Vocational Learning Outcomes set out below through course credits obtained in your academic program and that the course credits used to demonstrate achievement of the 9 Vocational Learning Outcomes are equal to a minimum of 680 instructional hours (approximately 17 vocational courses):

- i) the ability to develop and maintain professional relationships which adhere to professional, legal and ethical standards aligned to social service work
- ii) the ability to identify strengths, resources, and challenges of individuals, families, groups, and communities to assist them in achieving their goals
- iii) the ability to recognize diverse needs and experiences of individuals, groups, families, and communities to promote accessible and responsive programs and services
- iv) the ability to identify current social policy, relevant legislation, and political, social, and/or economic systems and their impacts on service delivery
- v) the ability to advocate for appropriate access to resources to assist individuals, families, groups, and communities
- vi) the ability to develop and maintain positive working relationships with colleagues, supervisors, and community partners
- vii) the ability to develop strategies and plans that lead to the promotion of self-care, improved job performance, and enhanced work relationships
- viii) the ability to integrate social group work and group facilitation

- skills across a wide range of environments, supporting growth and development of individuals, families, and communities
- ix) the ability to work in communities to advocate for change strategies that promote social and economic justice and challenge patterns of oppression and discrimination

**Note:** Course credits used to demonstrate achievement of the 9 Vocational Learning Outcomes cannot be applied to demonstrate achievement of the General Education Requirement or the instructional hours for the General Education Requirement.

Ensure that the OCSWSSW receives the corresponding course descriptions for all the courses you wish to have considered.

### C) ESSENTIAL EMPLOYABILITY SKILLS:

You must demonstrate that you have achieved the 11 Essential Employability Skills set out below principally by obtaining credit courses forming part of your academic program. You may submit, in addition to the course credits obtained through your academic program, other educational training or internships or practical experience, or combination, in order to demonstrate your achievement of the 11 Essential Employability Skills. You must submit a certificate of attendance for any training obtained outside of the academic program, such as conferences, seminars or workshops.

- i. the ability to communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience
- ii. the ability to respond to written, spoken, or visual messages in a manner that ensures effective communication
- iii. the ability to execute mathematical operations accurately
- iv. the ability to apply a systematic approach to solve problems
- v. the ability to use a variety of thinking skills to anticipate and solve problems
- vi. the ability to locate, select, organize, and document information using appropriate technology and information systems
- vii. the ability to analyze, evaluate, and apply relevant information from a variety of sources
- viii. the ability to show respect for the diverse opinions, values, belief systems, and contributions of others
- ix. the ability to interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals
- x. the ability to manage the use of time and other resources to complete projects
- xi. the ability to take responsibility for one's own actions, decisions, and consequences

It is your responsibility to contact the academic institution from

which you graduated and request that an original transcript(s) of your academic qualifications be forwarded DIRECTLY to the OCSWSSW by mail.

**Note:** Academic institutions may request your written authorization in order to release the transcript(s) to the OCSWSSW. The OCSWSSW will only accept an original transcript(s). This must be signed by the individual with signing authority, and the document must include the institution's seal and/or stamp.

A photocopy of the documentation or sending the transcript(s) by facsimile or electronic copy will not be accepted.

You must provide, with your application form, a copy of the academic institution's official course descriptions for the courses you completed which are confirmed on your transcript(s) and where credits were obtained.

### EXPERIENCE PERFORMING THE ROLE OF A SOCIAL SERVICE WORKER

In addition to the formal education described above, you must have also practised in a situation where you performed the role of a social service worker<sup>1</sup> for at least one year. During this year, you must have had direct responsibility for providing social service work services to individuals, dyads, families, groups, organizations and communities or any of the foregoing.

During the period of time you performed the role of a social service worker, 650 hours must have been supervised by a social worker or social service worker. The social service work practice can take place in the workplace or as part of an academic practicum experience which meets all the requirements or a combination of workplace or academic practicum experience. This criterion **cannot** be satisfied through volunteer work.

### PRACTICE OF SOCIAL SERVICE WORK

You must have engaged in the practice of social service 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 service worker. This requirement does not apply to an applicant who has obtained the academic qualification and experience required for registration with the OCSWSSW within the five years immediately before the date of the application.

The application form asks you if you have engaged in the practice of social service work within the five years immediately before the date of

your application. It also asks you to provide information regarding your experience performing the role of a social service worker, starting with your current or most recent employer.

If you engaged in the practice of social service work in private practice, you must provide information regarding your private practice, starting with your current or most recent private practice. You must also enclose an original business card, letterhead or other original evidence that confirms your private practice.

If you engaged in the practice of social service work in an academic practicum, placement or internship that was part of your academic program, please provide information about the academic practicum on the application form. Provide the name of the organization where the activity took place, the population(s) served, your duties and responsibilities and the length of time you were in the role.

If your answer is "no", and you have not engaged in the practice of social service work within the five years immediately before the date of the application, you must download, complete, sign and date and submit with your application, the Supplemental Form Regarding Competence to Perform the Role of a Social Service Worker.

The information you provide in item 10 of the application form will be considered in order to assess whether you have performed the role of a social service worker for at least one year, have been supervised by a social worker or social service worker for at least 650 hours and have engaged in the practice of social service work within the last five years.

### LENGTH OF PRACTICE AND SUPERVISION CONFIRMATION FORM (PART II)

The Length of Practice and Supervision Confirmation Form must be completed by your current employer and/or previous employer(s) or supervisor(s) confirming that you meet the practice and supervision criteria referred to above under "Experience Performing the Role of a Social Service Worker". The completed, signed and dated form must be returned by your employer or supervisor directly to the OCSWSSW by mail.

### HOW TO COMPLETE THE APPLICATION

- Print all information clearly.
- The OCSWSSW will accept only completed, dated and signed applications together with the application and registration fees paid IN FULL.
- Complete all sections of the application form and sign and date

<sup>1</sup> "Role of a social service worker" means the role of a person who assesses, treats and evaluates individual, interpersonal and societal problems through the use of social service work knowledge, skills, interventions and strategies, to assist individuals, dyads, families, groups, organizations and communities to achieve optimum social functioning.

the form. If any section on the application form is not applicable, indicate N/A.

- Mail the original application.
- Download and complete Section I of the Length of Practice and Supervision Confirmation Form and forward the form to your current and/or previous employer(s) or supervisor(s) for completion. It must be returned by the employer or supervisor directly to the OCSWSSW by mail.
- A photocopy, facsimile or electronic copy of the application will not be accepted.
- If you are authorized under the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of social service work, attach a photocopy of authorization to the application form.
- Contact your academic institution to request that an original official transcript of your academic qualifications be forwarded directly to the OCSWSSW.
- It is the responsibility of the applicant to ensure that the OCSWSSW 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 OCSWSSW will assume that you do not consent. Completion of this section enables the OCSWSSW 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

### 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.
- Payment may also be made by credit card authorization of MasterCard or Visa card debit. Ensure that you complete all sections of the credit card authorization section.
- A charge of \$25 will be levied on each cheque/credit card not honoured.

The registration fee is pro-rated quarterly based on the date when the certificate of registration is issued. A refund, if applicable, is forwarded when the certificate of registration is issued.

Applicants are responsible for all costs of the application.

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

### APPLICATION CHECKLIST

- **Note:** This application form is 36 pages in length. Ensure you download and complete all pages.
- Complete ALL sections of the application form. Mark N/A if any section on the application form is not applicable.
- Sign and date the application form.
- Submit all supplemental documents, if applicable, with the application form.<sup>2</sup>
- Ensure all applicable fees are enclosed. Date and sign cheque; ensure credit card authorization and information is complete.
- Complete Section I of the Length of Practice and Supervision Confirmation Form and forward the form to your current and/or previous employer(s) or supervisor(s).
- Contact your academic institution and request that an original official transcript(s) be forwarded by mail directly to the OCSWSSW.
- Mail the application form (and supplemental documents) to the OCSWSSW. Faxed, e-mailed or photocopied forms will not be accepted. Photocopies of course descriptions are acceptable.

<sup>2</sup> The Supplemental documents which may be applicable are: original business card, letterhead or other original evidence confirming your private practice; copy of authorization under the *Immigration and Refugee Protection Act* (Canada); course descriptions, copies of certificates of attendance, full particulars with respect to any questions regarding item 11 (Professional Conduct) which are answered "Yes".

## Appendix 1

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

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 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.

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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, policies and guidelines of the Council.