

# Registration Guide

## General Certificate of Registration for Social Service Work – Social Service Work Diploma



Ontario College of  
Social Workers and  
Social Service Workers

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### Please review this document carefully before completing the application

Requirements for registration:

#### ACADEMIC QUALIFICATIONS

In addition to the requirements set out in sections 4 and 5 of Ontario Regulation 383/00, the following are registration requirements. You must have obtained:

- a diploma in social service work from a social service work program offered in Ontario at a College of Applied Arts and Technology;

#### OR

- a diploma from a program offered at a College of Applied Arts and Technology that is equivalent to a social service work program and approved by Council as equivalent to a social service work program offered in Ontario at a College of Applied Arts and Technology;

#### OR

- a diploma from a social service work program or an equivalent program offered outside Ontario and approved by Council as equivalent to a social service work program offered in Ontario at a College of Applied Arts and Technology.

As of October 2010, the following programs have been approved by Council as equivalent to a social service work program offered in Ontario at a College of Applied Arts and Technology:

- Human Services Counsellor - George Brown College of Applied Arts and Technology, Toronto, Ontario
- Community Worker - George Brown College of Applied Arts and Technology, Toronto, Ontario
- Human Services Counsellor - Durham College of Applied Arts and Technology, Oshawa, Ontario
- Social Work Diploma - Grant MacEwan College, Edmonton, Alberta

It is your responsibility to contact the academic institution from which you graduated and request that ORIGINAL verification of academic qualifications be forwarded directly to the College by Canada Post. A photocopy, facsimile or electronic copy of the documentation 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 official transcripts with the institution seal and/or stamp mailed DIRECTLY from the academic institution.

#### 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 qualifications required for registration with the College within the five years immediately before the date of application.

This question asks you if you have engaged in the practice of social service work within the five years immediately before the date of your application. If your answer is “yes”, you must provide the name(s) of your employer(s); their address(es); your dates of employment; your position title(s); and your duties and responsibilities within the last five years. If you engaged in the practice of social service work in private practice within the last five years, you must provide the name of your private practice; your business address; the dates of your private practice; the nature and focus of your private practice; the average number of clients seen by you each month. You must also enclose an original business card, letterhead or other original evidence that confirms your private practice.

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.

## HOW TO COMPLETE THE APPLICATION

- Print all information clearly.
- The College 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 the form. If any section on the application form is not applicable, indicate N/A.
- If applicable to your application, download, complete and sign and date the Supplemental Form Regarding Competence to Perform the Role of a Social Service Worker.
- Mail the original application, and, if applicable, the Supplemental Form Regarding Competence to Perform the Role of a Social Service Worker.
- A photocopy, facsimile or electronic copy of the application or supplemental form 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 College.
- 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.

## 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 College if there are questions regarding the application or the application process.**

## PAYMENT - NEW SOCIAL SERVICE WORK GRADUATES

- New graduates who apply for registration in the College on or before December 31st of the year in which they graduate from a social service work program submit a total of \$245.00. This payment includes:
  - the \$75.00 non-refundable application fee; and,
  - the registration fee for new graduates of \$ 170.00.
- Additionally, you will be eligible for a \$100 exemption from the \$270.00 annual membership fee for the two years of membership immediately following the year of registration as a new graduate member. However, if you fail to pay the \$170.00 annual fee, in the first year of membership, prior to the date on which the late payment penalty is effective, you will not be eligible for the exemption in the subsequent year.

## APPLICATION CHECKLIST

- 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>1</sup>
- Ensure all applicable fees are enclosed. Date and sign cheque; ensure credit card authorization and information is complete
- Contact your academic institution and request that an original official transcript be forwarded by mail directly to the College
- Mail the application form (and if applicable, supplemental documents) to the College. Faxed, e-mailed or photocopied forms or documents will not be accepted

<sup>1</sup> The Supplemental documents which may be applicable are: Supplemental Form Regarding Competence to Perform the Role of a Social Service Worker; original business card, letterhead or other original evidence confirming your private practice; copy of authorization under the *Immigration and Refugee Protection Act* (Canada); full particulars with respect to any questions in item 9 (Professional Conduct) answered "Yes"

### 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.