

# Registration Guide

## General Certificate of Registration for Social Work – Combination of Academic Qualifications and Experience Performing the Role of a Social 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 worker that the Registrar determines is substantially equivalent to the qualifications required for a degree in social work from a social work program accredited by the Canadian Association for Social Work Education.
2. You 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.
3. You pay the application and registration fees.
4. You meet the requirements set out in sections 5 of Ontario Regulation 383/00, which is attached as Appendix 1.

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 worker that is substantially equivalent to the qualifications required for a degree in social work from a social work program accredited by the Canadian Association for Social Work Education.

- You must possess a minimum of a university level Bachelor's degree, based on the norm of a four year first degree programme (or a three year Bachelor's degree from Quebec), with a minimum of 40 per cent course credits in the liberal arts, humanities and social sciences.
- Included in this degree, or in some combination of acceptable education and training obtained outside of the degree, there must be content, in the twelve content areas described below, judged to be minimally equivalent to ten undergraduate university level courses. One full university course equivalent is a minimum of 75 hours.
- You must have practised in a situation where you performed the role of a social worker<sup>1</sup> for at least one year.

- During this year you must have had direct responsibility for providing social work services to individuals, groups and communities.
- At least 700 hours of this practice must have been supervised by a social worker.

### ACADEMIC QUALIFICATIONS

The criteria provide that within your degree program there must be a minimum of 40% course credits in the liberal arts, humanities and social sciences.

You are required to provide, on the application form, detailed descriptions of all course work in social work, or in related subject areas, classified in the categories indicated on the application form.

If you indicate that you completed a course that has a non specific title, such as "Research Seminar", "Research Paper", "Thesis Paper", "Seminar", "Independent Seminar/Study", "Special Topics", "Independent Reading", "Selected Topics", or "Honours Essay", etc, you must provide further details on the application form about the course content. This should include a description of the focus of study in the course, the title of your major paper, a description of your research or the title of your research paper. Where possible, submit copies of documents that would confirm the focus of your study in these courses, for example, cover page of major paper, Table of Contents, or course syllabus.

If you completed an internship or placement or practicum as part of your degree program for which you received course credits, and you apply this course 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, your role and the populations served.

You may indicate on the application form any professional seminars or workshops you attended that were more than 2 days in length, and had

<sup>1</sup> "Role of a social worker" means the role of a person who assesses, diagnoses, treats and evaluates individual, interpersonal and societal problems through the use of social work knowledge, skills, interventions and strategies, to assist individuals, dyads, families, groups, organizations and communities to achieve optimum psychosocial and social functioning. (s. 2, Ontario Regulation 383/00)

an evaluative component. You must submit a certificate of attendance for any such seminars or workshops.

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.

It is your responsibility to contact the academic institution from which you graduated and request that ORIGINAL transcript(s) of your 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 accepts original official transcripts with the institution seal and/or stamp mailed DIRECTLY from the academic institution.

### **CONTENT IN TWELVE AREAS EQUIVALENT TO TEN UNDERGRADUATE UNIVERSITY LEVEL COURSES**

Set out below are the twelve content areas described in the registration policy. The Registrar expects an applicant to demonstrate content in these twelve areas which is minimally equivalent to ten undergraduate university level courses.

With respect to each content area, there is a description of the courses which the Registrar believes may provide content. Where the Registrar believes that the content can only be demonstrated through at least a full university level course, or two single semester courses, it is stated. Where the Registrar believes that, in addition to university level courses, the content in a particular area may also be demonstrated by acceptable education and training obtained outside the degree, including social work practice experience, it is stated. Generally, the Registrar does not believe that courses can be used to satisfy more than one content area.

The Registrar believes that acceptable education and training obtained outside the degree, including social work practice experience, can only be used to demonstrate up to a maximum of 1.5 full university level courses (which is equal to 112.5 hours). Therefore, in order for an applicant to demonstrate content which is minimally equivalent to ten undergraduate university level courses in the specified content areas, the Registrar expects applicants to demonstrate most of the content described below through university level courses that cover the specific content.

#### **i) Knowledge related to human development and behaviour in the social environment**

Content can only be demonstrated through a minimum of a full university level course, or two single semester courses.

The Registrar considers courses that emphasize cognitive, affective and behavioural aspects of personality development. Courses in psychology, life cycle development, life cycle relationships, human sexuality, personality and/or aspects of atypical personality disorders are considered.

#### **ii) Knowledge of Canadian social work and social welfare history and social policy**

Content can only be demonstrated through a minimum of a full university level course, or two single semester courses.

The Registrar considers courses which emphasize critical analyses of the Canadian social welfare system from a historical and/or contemporary perspective and which address the analysis of the social work profession in terms of its functions, theoretical base, methods of interventions and fields of practice. The Registrar also considers courses that address the Canadian institutional response to social, political and economic change.

#### **iii) Knowledge of the origins and dimensions of social problems in Canadian society**

Content can only be demonstrated through a minimum of a full university level course, or two single semester courses.

The Registrar considers courses which examine historical or contemporary Canadian social problems such as social inequality, poverty, family violence, violence against women, addictions, corrections and unemployment from a planning and policy perspective. The Registrar also considers courses which focus on analyzing comparative social welfare programs or policies.

#### **iv) Knowledge of multiple theoretical and conceptual bases of social work knowledge and practice**

Content can only be demonstrated through a minimum of a full university level course, or two single semester courses.

The Registrar considers courses which would provide a foundation for generalist practice. The values, principles, generic processes, and holistic perspective of generalist social work practice are essential to substantially equivalent courses in this content area. Course content would include an integration of: a person-in-environment perspective that is informed by ecological systems theory, a multiple systems analysis, and a strengths-based problem-solving approach that focuses on client empowerment and social justice. Courses in counselling, policy or community practice may demonstrate this generalist practice perspective.

**v) Understanding of social work's origins, purposes and practices**

Content can only be demonstrated through a minimum of a full university level course, or two single semester courses. The Registrar considers courses which address the philosophical and historical bases of modes of helping as they apply to practising social work sensitively and competently with a variety of client systems. The Registrar considers courses that focus on the development of social work skills in assessment, intervention and problem solving techniques required for professional social work practice.

**vi) Understanding of, and ability to apply, social work values and ethics in professional situations**

The Registrar considers courses, or some combination of acceptable education and training obtained outside the degree, which demonstrate the development and awareness of the values of respect for the best interests of the client; an ability to practice with integrity and objectivity; respect for confidentiality; and an ability to practice in such a way so as not to diminish the public's trust in the profession.

**vii) Practice methods and professional skills required for generalist practice (i.e. analysis of situations, establishing accountable relationships, intervening appropriately and evaluating one's own social work interventions) at a beginning level of competence.**

The Registrar considers courses or some combination of acceptable education and training obtained outside the degree, which would provide the essential skills necessary to practice within a generalist practice framework. Acceptable courses or training obtained outside the degree, would address the broad range of skills needed to intervene at the level of the individual, family, group, organization and community and to promote social justice. Key skills include the ability to: conduct assessments from a person-in-environment perspective, establish accountable relationships that foster empowerment, demonstrate an eclectic application of theories and techniques, and evaluate one's own social work interventions. Course content or training obtained outside the degree would emphasize techniques in assessment, communication, interviewing, and problem-solving.

**viii) Ability to undertake systematic inquiry and critical evaluation related to social work knowledge and practice**

Content can only be demonstrated through a minimum of a full university level course, or two single semester courses.

The Registrar considers courses in research methodology and statistics, with a focus on methodological and statistical procedures required to implement elementary research procedures

in the social or human services field and utilize research principles and results.

**ix) Awareness of self in terms of values, beliefs and experiences as these impact upon social work knowledge and practice**

The Registrar considers courses, or some combination of acceptable education and training obtained outside the degree, which provide content in interviewing skills focusing on critical self-reflection and self-awareness.

**x) Knowledge related to practising sensitively in a range of geographical regions and with diverse ethnic, cultural and racial populations**

The Registrar considers courses, or some combination of acceptable education and training obtained outside the degree, which focus on diversity and cultural competence and how these impact practice.

**xi) Knowledge related to practising sensitively with oppressed groups in Canadian society**

The Registrar considers courses, or some combination of acceptable education and training obtained outside the degree, which address systemic issues of oppression and privilege with respect to identified oppressed groups in society.

**xii) Understanding of other related occupations and professions sufficient to facilitate inter-professional collaboration**

The Registrar considers courses, or some combination of acceptable education and training obtained outside the degree, which focus on the elements of inter-professional collaboration (respect, client-focused, conflict resolution).

The Registrar uses the information provided on the application form, which requires a detailed description of all of the applicant's course work in social work or in related subject areas, to determine whether the content areas have been satisfied.

**EXPERIENCE PERFORMING THE ROLE OF A SOCIAL 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 worker for at least one year. During this year, you must have had direct responsibility for providing social work services to individuals, groups and communities. At least 700 hours of this practice must have been supervised by a social worker.

**PRACTICE OF SOCIAL WORK**

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. This requirement does not apply to an applicant who has obtained the academic qualification and experience required for registration with the College 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 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 worker, starting with your current or most recent employer.

If you engaged in the practice of social 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 your answer is “no”, and you have not engaged in the practice of social 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 Worker.

The information you provide in item 11 of the application form will be considered in order to assess whether you have performed the role of a social worker for at least one year, have been supervised by a social worker for at least 700 hours and have engaged in the practice of social 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 Worker”. The completed, signed and dated form must be returned by your employer or supervisor directly to the College by mail.

### 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.
- 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 College 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 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.

**APPLICATION CHECKLIST**

- **Note:** This application form is 19 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 College
- Mail the application form (and supplemental documents) to the College. Faxed, e-mailed or photocopied forms or documents will not be accepted

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<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/academic course calendars, copies of certificates of attendance, full particulars with respect to any questions regarding item 12 (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

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.