

# Guide for Online Renewal



Ontario College of  
Social Workers and  
Social Service Workers

Ordre des travailleurs  
sociaux et des techniciens  
en travail social de l'Ontario

**This guide is designed to assist you in the completion of your annual online renewal of registration.**

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**Please carefully review this guide prior to completing your online renewal of membership.**

**TO RENEW ONLINE**, you must have an email address on file with the College. Simply go to [ocswssw.org](http://ocswssw.org) and click the “Membership Renewal” link and log in to your Member Portal.

**TO LOG IN**, you will need the following:

- **COLLEGE REGISTRATION NUMBER**
- **PASSWORD:** this password was previously communicated to you.

For safety reasons, keep your password in a secure place. If you cannot locate your password, go to [ocswssw.org](http://ocswssw.org), click the “Membership Renewal” link and select the “Forgot Password” option. A new password will be sent to you via your email address on file with the College.

**TO RENEW ONLINE**, you are required to review and complete the following sections:

- **CONTACT INFORMATION**
- **EMPLOYERS**
- **CONTINUING COMPETENCE PROGRAM**
- **DECLARATION OF PROFESSIONAL CONDUCT**
- **DECLARATION OF COMPLIANCE**
- **PAYMENT**

You are required to advise the College of any information change within 30 days of the change.

## **TAX RECEIPTS / MEMBER CARDS**

Once your annual fee is processed, the tax receipt and member card will be available online under the “Renewals” menu, “History” section.

From the Membership Renewal History grid, click “Membership card and tax receipt” for the selected Membership Year to open a PDF file that you can print, save or send by email.

<b>CONTACT INFORMATION</b>			
<b>Section &amp; Content</b>	<b>Item</b>	<b>To be updated by member online</b>	<b>To be viewed by member, but only updated by the College upon request</b>
<b>Personal</b>	If your name has changed, please submit official name change documentation to the College. You will be issued a new certificate and member card once the change request has been processed.		
	First name		■
	Middle name(s)		■
	Last name		■
	Previous names		■
	Other names		■
	Gender		■
	Date of birth		■
	Preferred language	■	
<b>Membership</b>	Registration number		■
	SW class of certificate		■
	SW status		■
	SSW class of certificate		■
	SSW status		■
<b>Home Address</b>		■	
<b>Communication</b>	Home phone	■	
	Business phone	■	
	Mobile phone	■	
	Fax	■	
	Home email	■	
	Business email	■	
	Selection of preferred email	■	
<b>Research Consent</b>	Indicate your consent to release information pertaining to you for the purpose of research	■	
<b>Psychotherapy Services</b>	Indicate whether you provide psychotherapy services	■	
	Please note that under My Profile, the "Practice Information" section now includes psychotherapy and clinical practice functions.		
<b>Vote as</b>	Confirmation of your voting category of membership		■

EMPLOYERS			
This is the employment information as it appears on the Public Register. If you are unable to find your business/employer on the existing menu or the address does not match your information, please contact the College for assistance.			
Section & Content	Item	To be updated by member online	To be viewed by member, but only updated by the College upon request
<b>Employment Grid</b> (Click the + button to add an employer and/or click the > button to modify employer information)	Company name	■	
	Start date	■	
	End date	■	
	Primary and secondary functions	■	
	Indicate whether you work full time, part time or casual	■	
	Indicate whether this is your primary employer	■	
<b>Primary Business Address</b>	Automatically populated with the primary employer's address from College records.  If this address does not match your information, please contact the College for assistance.		■
<b>Practice</b>	Indicate your practice fields and whether or not they are active and primary	■	

CONTINUING COMPETENCE PROGRAM		
Section & Content	To be updated by member online	To be viewed by member, but only updated by the College upon request
<b>Continuing Competence Program</b> As a condition of your certificate of registration, you are required to participate in the College's Continuing Competence Program (CCP). You must answer "yes" or "no" to each of the questions. If you answer "no" to any of the questions, you must provide full particulars in the online comment box. The College has the authority to suspend your certificate of registration if you do not comply with the CCP.	■	

DECLARATION OF PROFESSIONAL CONDUCT		
Section & Content	To be updated by member online	To be viewed by member, but only updated by the College upon request
<b>Declaration of Professional Conduct</b> You must answer "yes" or "no" to each of the questions. You must answer "yes" only if this information has changed since your application or previous renewal of registration.  If you answer "yes" to any of the questions, you must provide full particulars in the online comment box. Please note that members are required to notify the College online or in writing immediately if this information changes.	■	

**DECLARATION OF COMPLIANCE**

<b>Section &amp; Content</b>	<b>To be updated by member online</b>	<b>To be viewed by member, but only updated by the College upon request</b>
<p><b>Declaration of Compliance</b> You must click the “I agree and proceed to payment” button to continue. Please be advised that providing any false or misleading information, statement, representation or declaration may be cause for revocation of your certificate of registration.</p>	■	

**PAYMENT**

Renewal fees may be paid in Canadian funds by credit card (Visa or MasterCard) or by cheque/money order. If you choose to pay by cheque/money order, you must mail your payment to the College. Make your cheque/money order payable to the Ontario College of Social Workers and Social Service Workers (OCSWSSW).

Post-dated cheques will not be accepted if dated after December 31. There will be a \$25 charge for any cheque/money order that is not honoured. Please write your name and registration number on the bottom of your cheque/money order or attach a printed copy of the online payment page with your cheque/money order.

Annual fees are due on or before December 31.

For payment received after January 31, annual fees will include a \$50 penalty provided that payment is received prior to suspension. Failure to pay the annual fee can result in suspension of a member’s certificate of registration. A 60-day notice period is given prior to suspension of your certificate of registration for non-payment of fees.

If your registration is suspended, you may not use the title “registered social worker” or “registered social service worker” in Ontario nor hold yourself out to be a social worker or social service worker in Ontario.

**NEW GRADUATE MEMBERS**

New graduate members are eligible for a \$100 exemption from the annual fee. New graduate members will receive this exemption for the two years of membership immediately following the year of registration as a new graduate member. If a new graduate fails to pay the annual fee by January 31 of the renewal year, the member is NOT eligible for the exemption in the following year.

**INACTIVE MEMBERS**

A member who wishes to become an inactive member must notify the Registrar of their intention to become an inactive member by completing, signing and submitting the “Notice of Intention to Become an Inactive College Member” form at least 60 days before the member intends to become an inactive member. The member must complete, sign and submit the “Undertaking and Acknowledgement” form and pay any outstanding fees owed to the College, including any annual fee owed for the current year, penalty or other amount. An inactive member may resume membership if they complete and submit to the Registrar a form to apply for a general certificate of registration at least 60 days before the inactive member wishes to resume membership and pay any outstanding fees owing to the College. After receipt and review of the notice form, the College will issue to the member an invoice for any outstanding fees owing to the College.

**RETIRED MEMBERS**

If you are no longer practising social work or social service work and do not intend to return to practice in Ontario or any other jurisdiction, you will have the option to apply for a retired class of certificate of registration. Please contact the College for more information.

## RESIGNATION

If you do not wish to renew your annual registration, please contact the College.

## FOR MORE INFORMATION

If you need assistance to renew online, review the information/instructions provided in the [FAQ \(Frequently Asked Questions\)](#) section.

If you have any questions about the online renewal process, email us at [renewals@ocswssw.org](mailto:renewals@ocswssw.org) or call 416-972-9882 or 1-877-828-9380 (toll free).

- Paul Cucci, Membership Manager, ext. 202
- Anne Vezina, Membership Services Administrator (bilingual), ext. 211

Please have your registration number ready when you contact the College. Your call or email will be returned within two business days or as time allows as there is a large volume of inquiries during the renewal period.