

# Application for Inactive Certificate of Registration: Undertaking and Acknowledgement



Ontario College of  
Social Workers and  
Social Service Workers

250 Bloor St. E.  
Suite 1000  
Toronto ON M4W 1E6

Telephone: 416-972-9882  
Toll Free: 1-877-828-9380  
Fax: 416-972-1512  
ocswssw.org

**TO:** ONTARIO COLLEGE OF SOCIAL WORKERS AND SOCIAL SERVICE WORKERS (THE "COLLEGE")

**FROM:** \_\_\_\_\_  
NAME OF COLLEGE MEMBER

**RE:** APPLICATION FOR INACTIVE CERTIFICATE OF REGISTRATION

## UNDERTAKING AND ACKNOWLEDGEMENT

I, \_\_\_\_\_, acknowledge and understand that in order to be issued an inactive certificate of registration I am required to provide this Undertaking and Acknowledgement to the College.

### I undertake that:

1. I am not in default of any obligation to the College, including payment of the annual fee, any penalty or any other amount owed to the College, and I am not the subject of any pending disciplinary or fitness to practise proceeding.
2. While I hold an inactive certificate of registration, I will not engage in the practice of social work/social service work in Ontario.
3. While I hold an inactive certificate of registration, I will not use any of the titles or designations set out in sections 15 and 16 of Ontario Regulation 383/00 (Registration) made under the *Social Work and Social Service Work Act, 1998*<sup>1</sup>, unless the title or designation is immediately followed by "inactive" in English or "inactif" in French.
4. I will participate, on an annual basis, in the College's Continuing Competence Program (CCP) including, without limitation, completion of the self-assessment tool and the professional development plan, and engaging in the learning activities I have identified in my professional development plan.
5. At any time required by the College, I will provide evidence satisfactory to the College that I have completed the CCP.

### I acknowledge and understand that:

1. I may apply to be issued a general certificate of registration again if I:
  - i. Deliver a completed and signed application form to the Registrar not less than 60 days before I intend to start practising;
  - ii. Pay any outstanding fees, including the annual fee, penalty or other amount owed to the College; and
  - iii. Held a general certificate of registration immediately before I became a member in the inactive class.
2. A notation that I hold an inactive certificate of registration will be entered on the College's Register and will be information available to the public.
3. It is a condition imposed on my inactive certificate of registration that I shall not engage in the practice of social work/social service work in Ontario.

<sup>1</sup> These titles and designations include "social worker", "registered social worker", "RSW", "travailleur social", "travailleur social inscrit", "TSI", "social service worker", "registered social service worker", "RSSW", "technicien en travail social", "technicien en travail social inscrit", "TTSI".

4. It is a condition imposed on my inactive certificate of registration that I shall not use any of the titles or designations set out in sections 15 and 16 of Ontario Regulation 383/100 (Registration) made under the *Social Work and Social Service Work Act, 1998*<sup>2</sup>, unless the title or designation is immediately followed by “inactive” in English or “inactif” in French.
5. If I resume the practice of social work/social service work before I have been issued a general certificate of registration, I am deemed to owe the College as of the date I resumed practice, the annual fee for a member in the general class of certificate of registration, or balance thereof, and a penalty of \$50 for late payment of the annual fee, for each relevant year. I must promptly pay to the College any outstanding fees or penalties, including the annual fee, penalty or other amount owed to the College.
6. If I have held an inactive certificate of registration for more than five years and I wish to be issued a general certificate of registration again, I must, in addition to the above requirements, satisfy the Registrar at that time, that I am competent to practise social work/ social service work.
7. Should I fail to comply with the terms of this Undertaking and Acknowledgement, to the satisfaction of the Registrar, the Registrar may refer the matter to a statutory committee of the College. Such committee, pursuant to its authority, may refer, to the Discipline Committee for a hearing, allegations of professional misconduct arising from any failure to comply with the terms of this Undertaking and Acknowledgement and the conditions imposed on my inactive certificate of registration.

Signature:

Date:

Print name:

Member registration no.:

Witness:

Date:

<sup>2</sup> These titles and designations include “social worker”, “registered social worker”, “RSW”, “travailleur social”, “travailleur social inscrit”, “TSI”, “social service worker”, “registered social service worker”, “RSSW”, “technicien en travail social”, “technicien en travail social inscrit”, “TTSI”.