

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 sections 4 and 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 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 four academic semesters in duration.

Note: Diplomas from private career colleges will not be accepted.

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

AND

- B) 9 Vocational Learning Outcomes

AND

- C) 11 Essential Employability Skills

- You must have practised in a situation where you performed the role of a social service worker for at least one year.

“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.

- 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.
- At least 650 hours of this practice must have been supervised by a social worker or social service worker.

TRANSCRIPTS

For every academic program or individual course completed at an educational institution in Canada and the United States that you wish to have considered, the Registrar will accept only **original official transcripts received directly from the university/academic institution**. Transcripts issued to applicants are not acceptable, even if sealed.

INTERNATIONAL DEGREE PROGRAMS

If you would like the Registrar to consider a degree completed at an educational institution outside Canada and the United States, the Registrar will require a report from a third-party credential evaluation agency (e.g., International Credential Assessment Service of Canada or World Education Services Canada) that indicates the Canadian equivalents of the program, and the credits earned for each course completed. The Registrar will only accept reports received directly from the credential evaluation agency. Having received the official credential evaluation report, the College will not require international degree transcript(s).

Applicants are responsible for the costs of obtaining the report, and should ensure that they also receive a copy of it. If transcripts for such an evaluation are difficult to obtain, you may discuss the matter with the Registration Department.

University-based academic credential assessments (e.g., the Comparative Evaluation Service) are NOT accepted.

COURSE CONTENT OF ACADEMIC PROGRAM

When evaluating your application, the Registrar expects an applicant to demonstrate course content in three broad areas outlined below. The Registrar considers the information provided by the academic institution(s) and by the applicant to determine whether the content areas have been satisfied. You do NOT need to indicate which of your courses you think should meet each area.

COURSE DESCRIPTIONS

In order to consider any course relative to the content areas, the Registrar requires a copy of the institution's **official course calendar description, course outline or syllabus** that applies to the course **in the year it was completed**. Many academic institutions offer archives of historical course descriptions on their websites.

The College accepts course descriptions in **English or French only**. Descriptions in other languages must be translated by an accredited translator (e.g., ATIO member) at the applicant's expense.

If you would like the Registrar to consider courses that have a generic official description, such as "selected topics", independent research, or thesis courses, the Registrar's ability to evaluate the courses will depend upon the quality of the information received about the specific topic, research or thesis. Please provide independent verification of the content covered, such as an official outline for a selected topics course, a summary and/or evaluation for an independent research course, and the cover page, with title and abstract, for a major paper or thesis.

FIELD PLACEMENT / PRACTICUM / INTERNSHIP

If you completed a field placement, practicum or internship as part of your academic program which you wish the Registrar to consider, you must provide a written description as follows:

- brief description of agency/setting
- brief description of client population(s)
- brief description of roles/responsibilities
- duration (start/end dates; number of hours per week/month)

CONTENT AREAS

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.

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.

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 Vocational Learning Outcomes cannot be applied to demonstrate achievement of the General Education Requirement.

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 professional training or internships, your practice experience, or a combination of these, 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.

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 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. At least 650 hours of this practice 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.

This criterion cannot be satisfied by volunteer work.

To evaluate whether you meet these requirements, the Registrar requires a Length of Practice and Supervision Confirmation Form (Part II) completed by a past or current employer or supervisor. If necessary, you may arrange for the College to receive more than one completed form.

Section II of the Length of Practice and Supervision Confirmation Form must be completed entirely including date and signature by your employer or supervisor and the form must be sent by them directly to the College. **The College will not accept forms from the applicant, or forms that are completed by the applicant, even if signed by the employer or supervisor.**

CURRENCY OF 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 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.
- Include course descriptions and course outlines for all courses listed in transcript(s).
- 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 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 \$100** is required.
- A registration fee of \$360 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 Visa or Mastercard, including Visa debit and Mastercard debit. Ensure that you complete all sections of

the credit card authorization section.

- A charge of \$25 will be levied on each cheque that is not honoured.

The registration fee is pro-rated on a quarterly basis according to the date the certificate of registration is issued. A refund, if applicable, will be sent to you 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

Please complete ALL sections of the application form. Mark N/A if any section on the application form is not applicable. While completing the application form, make sure that you:

1. Sign and date the application form.
2. Ensure all applicable fees are enclosed. Date and sign cheque; ensure credit card authorization and information is complete.
3. Contact your academic institution(s) and request that an original official transcript be forwarded by mail directly to the College.
4. Course descriptions must be submitted in either English or French. Course descriptions should be for the years in which they were taken.
5. Submit any additional documents, if applicable, with the application form. Additional documents may include:
 - If you are in private practice, original business card, letterhead or other original evidence confirming your practice.
 - Copy of authorization under the *Immigration and Refugee Protection Act* (Canada), if required.
 - Full particulars with respect to any questions regarding item 13 (Professional Conduct and Health) which are answered "Yes."
6. Complete only Section 1 of the Length of Practice and Supervision Confirmation Form and then forward the form to your current and/or previous employer(s) or supervisor(s). The supervisor must mail the completed form to the College.
7. Mail the application form (and any additional documents) to the College. **Faxed, emailed or photocopied forms or documents will not be accepted.**

Please note: It is your responsibility to provide all of the above documentation. Assessments will not begin until all required material is received.

In addition, applicants who have been educated outside Canada and the U.S., please:

Continued on next page.

- Arrange for an evaluation of your academic credentials(s) by a third-party evaluation agency, such as the World Education Services (WES), or the International Credential Assessment Service of Canada (ICAS), to be evaluated.
- Have your academic institution send your official transcript(s) to a third-party evaluation agency.
- Have your official documents translated into either English or French; by an accredited translator (e.g., member of ATIO) prior to sending them to a third-party evaluation agency.
- Request that the third-party evaluation agency send a “Credential Equivalency/Authentication Report and a Course-by-Course Analysis” directly to the College.
- Obtain course descriptions from your academic institution(s) to be submitted with your application to the College and NOT to the third-party evaluation agency. Ensure that these documents are translated into either English or French by an accredited translator.

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. does not have any physical or mental condition or disorder that could affect his or her ability to practise social work or social service work, as the case may be, in a safe manner,
- 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.

This Registration Guide reflects requirements set out in the *Social Work and Social Service Work Act, 1998*, regulations made under the Act, bylaws of the College, policies and guidelines of the Council.