

Guide to Online Applications for Previous Applicants, Previous Members and Current Members



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Social Workers and
Social Service Workers

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This Guide is designed to assist you in the completion of your online application for registration with the College.

Use this Guide if:

- you are a previous applicant OR
- a previous member wishing to re-apply for registration with the College OR
- a current member wishing to apply for a certificate of registration in the other category.

Please carefully review this Guide prior to starting your online application.

Important Note: Please complete the application on a desktop/laptop (not a mobile or tablet device).

STEP 1 – CREATE AN APPLICANT ACCOUNT

From the applicant portal webpage, choose “Create Account” and answer “Yes” to the question “Have you ever applied to the College?”

STEP 2 – COMPLETE THE FOLLOWING SECTIONS

- SEARCH FOR MY COLLEGE PROFILE
- APPLICANT INFORMATION
- APPLICATION TYPE

SEARCH FOR MY COLLEGE PROFILE

Enter your six-digit registration/reference number or your name and press the “Search” button.


Select your profile from the search results.

If you are unable to find your name in the search, please email us at registration@ocswssw.org.

APPLICANT INFORMATION

Using the calendar, please enter your date of birth (MM/DD/YYYY).

APPLICATION TYPE

Select the category of application for which you are applying. Once you have selected the category and type of application based on your academic qualifications, select the description applicable to you. Click on the green question mark  to assist you in determining which description to choose.

If you would like to apply in both categories, please select both the social work and social service work categories.

I would like to apply as a social worker (SW)	I have obtained an accredited social work degree.	I graduated or will graduate with a social work degree this year:
	<p>Note: The social work degree must be accredited by the Canadian Association for Social Work Education (if received in Canada), Council on Social Work Education (if received in the USA) or evaluated by the Canadian Association of Social Workers (if it is an international social work degree).</p> <p>For more information, please visit the “Register as a Social Worker” webpage found under the “Applicants” tab on the College website.</p>	<ul style="list-style-type: none"> - If you are applying for registration no later than December 31 of the year in which you graduate from your social work program
		I graduated with a social work degree in a previous year:
	<ul style="list-style-type: none"> - If your degree was obtained prior to this calendar year 	
I am a registered social worker in another Canadian province or territory.	For more information, please visit the “Register as a Social Worker” webpage found under the “Applicants” tab on the College website.	I am a registered social worker in another Canadian jurisdiction, who will be practising exclusively by electronic means in Ontario:
		<ul style="list-style-type: none"> - You will be residing in Canada but outside of Ontario, and will provide social work services to Ontario residents exclusively by electronic means
		I am a registered social worker in another Canadian jurisdiction, who will be residing in Ontario:
<ul style="list-style-type: none"> - You intend to provide social work services in Ontario while residing in Ontario 		

<p>I would like to apply as a social worker (SW), on the basis of a combination of academic qualifications and experience performing the role of a social worker (“Equivalency” Application)</p>	<p>I have obtained a non-accredited social work degree, or I do not have a social work degree.</p> <p>For more information, please visit the “Register as a Social Worker” webpage found under the “Applicants” tab on the College website.</p>	<p>I graduated from:</p> <ul style="list-style-type: none"> - A social work degree program that is not accredited by the Canadian Association for Social Work Education (CASWE) or the Council on Social Work Education (CSWE); <p>OR</p> <ul style="list-style-type: none"> - A social work degree program from a country other than Canada or the United States that was evaluated by the Canadian Association of Social Workers (CASW) as not being equivalent to the minimum of a bachelor of social work degree from a social work program accredited by the CASWE; <p>OR</p> <ul style="list-style-type: none"> - A degree program that is not in social work. <p>For a detailed description of the criteria that the Registrar will use to evaluate your application, please read the Registration Guide - General Certificate of Registration for Social Work – Combination of Academic Qualifications and Experience Performing the Role of a Social Worker, found in the “Related Resources” tab on this webpage.</p>
<p>I would like to apply as a social service worker (SSW)</p>	<p>I have obtained an approved social service worker diploma from an Ontario College of Applied Arts and Technology.</p> <p>Note: The social service worker diploma must be from a college of applied arts and technology in Ontario or from one of the approved programs. Please visit the “List of social service work programs” webpage for a list of all approved programs currently offered in Ontario.</p> <p>For more information, please visit the “Register as a Social Service Worker” webpage found under the “Applicants” tab on the College website.</p>	<p>I graduated or will graduate with a social service worker diploma this year:</p> <ul style="list-style-type: none"> - If you are applying for registration no later than December 31 of the year in which you graduate from your social service work program <p>I graduated with a social service worker diploma in a previous year:</p> <ul style="list-style-type: none"> - If your diploma was obtained prior to this calendar year

APPLICATION TYPE (CONTINUED)

<p>I would like to apply as a social service worker (SSW), on the basis of a combination of academic qualifications and experience performing the role of a social service worker ("Equivalency" Application)</p>	<p>I do not have a social service work diploma.</p> <p>Note: Programs from private career colleges do not meet the education requirement(s) for registration in either category (SSW or SW).</p> <p>For more information, please visit the "Register as a Social Service Worker" webpage found under the "Applicants" tab on the College website.</p>	<p>I graduated from:</p> <ul style="list-style-type: none"> - A two-year diploma program that is not in social service work or another program approved as equivalent from an Ontario college of applied arts and technology; <p>OR</p> <ul style="list-style-type: none"> - A diploma program equivalent to a diploma from a two-year program at an Ontario college of applied arts and technology; <p>OR</p> <ul style="list-style-type: none"> - A degree program from a university that is at least two years in length. <p>For a detailed description of the criteria that the Registrar will use to evaluate your application, please read the Registration Guide - General Certificate of Registration for Social Service Work - Combination of Academic Qualifications and Experience Performing the Role of a Social Service Worker found in the "Related Resources" tab on this webpage.</p>
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Once all sections (Search for My College Profile, Applicant Information and Application Type) are complete, press the "Submit" button.

Important Note: An email verification link will be sent to the preferred email address on file at the College. Please check all your inbox folders, including spam/junk folders.

Once you receive the verification email, click on the verification link contained in the email message to confirm your information. Once your information is confirmed, you will receive a second email with your temporary password and login information to access the College's Online Applicant Portal.

If you do not receive the email verification, please contact the Registration Department by email at registration@ocswssw.org.

STEP 3 – ACCESS THE ONLINE APPLICANT PORTAL

Access the Online Applicant Portal and input the following:

- Email address
- Temporary password provided by email

Please change your password as soon as you access the applicant portal. Your password should be kept secure and should not be shared with anyone.

TO RESET YOUR PASSWORD from the temporary password provided to you, click on "Reset Password" in the top-right corner of the applicant portal. Your password must contain at least six characters and can be any combination of letters, numbers, and symbols. Once you have reset your password, you will remain logged in and you can continue with the completion of your application.

STEP 4 – COMPLETE YOUR NEW APPLICATION SUBMISSION

Verify that the contact information below, that is on file with the College, is correct and current.

CONTACT INFORMATION (* = mandatory fields)	
I identify as*	If you do not identify as male or female, please choose "X".
Preferred Language*	Please identify your preferred language of correspondence with the College (English or French).
Citizenship Status*	Note: If you are authorized to practise social work or social service work under the <i>Immigration and Refugee Protection Act (Canada)</i>, you must submit a copy of your valid work permit issued by Immigration, Refugees and Citizenship Canada. You will be able to provide this in Step 6 of the application process.
Address*	Please provide your home/mailling address. The College will be sending all mail correspondence to this address. If your postal code is not recognized, please enter the information manually.

CONTACT INFORMATION (* = mandatory fields)	
Phone Number*	Please provide your home or mobile number including area code.
Mobile	If you wish to provide an alternate number, please include it here.
Fax	Provide home fax number here, if applicable.
Business Phone	If you are practising social work or social service work, please provide your business number here.
Extension	Provide business extension here, if applicable.
Business Fax	If you are practising social work or social service work, please provide your business fax.
Personal/Home Email*	Please provide your personal email address.
Business Email	If you are practising social work or social service work, please provide your business email address. This should be an email address to which only you have access.
Preferred Email*	Please provide a unique email address where you prefer to receive College correspondence. This can be either your personal/home email address or business email address. It is important to ensure that this email address is accurate. All College communications will be sent to the preferred email address.

<p>I consent to the release of information from the Register for research purposes.</p>	<p>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, the only information contained in the Register that may be released, with your consent, 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.</p>
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STEP 5 – PROVIDE PAYMENT

In order to proceed with your application, please submit payment of the required fees by credit card. Your application cannot be processed if you do not submit payment. Please note that the College accepts the following credit card payment methods: Mastercard, Visa, Visa Debit and Mastercard Debit.

The total amount payable, based on the application type(s) selected, will appear in the payment window. You must enter the following credit card information:

- credit card number;
- expiration date; and
- CVV number.

Note: The three-digit CVV number is printed on the signature panel on the back of the credit card.

If you are unable to complete the payment successfully, please contact the Registration Department at registration@ocswssw.org in order to continue your application process.

If you are registered, your registration fees will be applied to your membership fee(s) for that calendar year, if applicable. If you withdraw your application, you will receive a refund of the registration fee(s) only, if applicable. The application fee is non-refundable.

STEP 6 – COMPLETE YOUR APPLICATION

To complete the remainder of your application, double click on the application in “Received” status listed in the chart on the main “Applications” page in the applicant portal.

Please Note: If you have applied for registration in both categories (social work and social service work), you will see two applications listed in the chart on the main “Applications” page in the applicant portal.

TO COMPLETE YOUR APPLICATION(S), you will need to complete and/or verify the following sections:

- ACADEMIC QUALIFICATIONS
- CURRENCY OF PRACTICE
- EMPLOYERS
- LANGUAGE
- MEMBERSHIP IN ANY OTHER REGULATORY BODY
- SUPPORTING DOCUMENTATION
- DECLARATION REGARDING PROCEEDINGS AND OFFENCES
- DECLARATION REGARDING HEALTH AND CONDUCT
- DECLARATION AND AUTHORIZATION

ACADEMIC QUALIFICATIONS (* = mandatory fields)	
Academic Institution*	<p>If entering a new academic credential, please select the school that granted your academic credential from the drop-down menu.</p> <p>If your school does not appear on the list, please contact the Registration Department by email at registration@ocswssw.org.</p>
Diploma Level*	Please choose "other" for any post-graduate certificates you wish to submit.
Field of Study*	<p>SW: social work</p> <p>SSW: social service work and approved as equivalent diploma programs</p> <p>Other: Choose this option if your academic credentials were not in social work or social service work (or another program approved as equivalent)</p>
Convocation Date*	<p>Using the calendar, please select the date the academic credential was/will be awarded (MM/DD/YYYY).</p> <p>If the exact date is unknown, please ensure that the correct month and year is listed.</p>

CURRENCY OF PRACTICE* (* = mandatory section)

You must have engaged in the practice of social work or 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 worker or social service worker.

Answer "Yes" if:

- You obtained your social work degree or social service worker diploma within the last five years.

OR

- You obtained your social work degree or social service worker diploma more than five years ago, but have since engaged in the practice of social work or social service work. **If this is the case, please ensure you download and complete the Currency of Practice Form available in the Supporting Documentation section of the applicant portal as described below.**

OR

- You are applying through the equivalency stream (you obtained a non-accredited social work or other degree, or you do not have a social service worker diploma or a diploma approved as equivalent to a social service worker diploma) and have performed the role of a social worker or social service worker within the last five years. **If this is the case, please ensure you download and complete the Currency of Practice Form available in the Supporting Documentation section of the applicant portal as described below.**

Answer "No" if:

- You obtained your social work degree or social service worker diploma more than five years ago and you have not engaged in the practice of social work or social service work within the last five years. **If this is the case, please ensure you download and complete the Currency of Practice Form available in the Supporting Documentation section of the applicant portal as described below.**

OR

- You are applying through the equivalency stream and you have not performed the role of a social worker or social service worker within the last five years. **If this is the case, please ensure you download and complete the Currency of Practice Form available in the Supporting Documentation section of the applicant portal as described below.**

EMPLOYERS

The Employers section should only be completed to identify your employment information if you are practising social work or social service work.

This is your employment information as it appears on the 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 Registration Department by email at registration@ocswssw.org for assistance.

<p>Add Employer</p> <p>To add an employer, click on “Add a new employer” and complete the required sections.</p> <p>(* = mandatory fields)</p> <p>You may indicate that this is your primary employer by checking the box “This is my primary employer” at the top.</p> <p>Note: If you add a secondary employer, ensure the box “This is my primary employer” remains unchecked.</p>	Employer name*	Search by name or postal code.
	Start date*	Using the calendar, please select the start date of your employment (MM/DD/YYYY).
	End date	
	Primary and secondary functions	Select from the drop-down menu, the primary/secondary functions of your position.
	Status	Indicate whether you work full time, part time or casual.
Business Address	Please note this section is automatically populated with the primary employer’s address from College records.	
Practice Sub-Fields	Indicate your practice fields and whether or not they are active and primary.	

LANGUAGE* (* = mandatory section)

In order to be registered in the College, you must demonstrate that you are able to speak and write either English or French with reasonable fluency.

You must answer “Yes” or “No” to each of the six questions.

For more information, please visit the [“Applicants” tab](#) on the College website.

MEMBERSHIP IN ANY OTHER REGULATORY BODY* (* = mandatory section)

You must disclose whether you are currently, or have ever been, a member of a professional association or other body that has self-regulatory responsibility, in relation to the practice of social work, social service work or any other profession, in this province or any other jurisdiction.

If you are unable to find the regulatory body in the drop-down menu, please email registration@ocswssw.org for assistance.

Please note that this does not include membership in a professional association such as the Ontario Association of Social Workers (OASW), the Canadian Association of Social Workers (CASW) or the Ontario Social Service Worker Association (OSSWA).

SUPPORTING DOCUMENTATION

This section will confirm all supporting documentation that is required as part of your application.

Documentation will be listed in the Supporting Documentation section and noted as “Required” based on the type of application. **In order for the College to complete the processing of your application, all documents noted as “Required” must be submitted to the College.**

To download and upload required documents, click on the pink arrow to the left of the row. A pop-up will appear and you will be able to download the required forms and/or upload documents and completed forms.

Important Note: Only one document can be uploaded for each document type/per line. If you wish to add another document where one has already been uploaded, please email the document to the Registration Department at registration@ocswssw.org so that it can be added to your application.

Document	Application Types (where document is required)	Details
Acknowledgement and Undertaking Form	Social Work - Canadian Free Trade Agreement (previously AIT) (electronic practice)	<p>Download the <i>Acknowledgement and Undertaking Form</i> by clicking on the pink arrow to the left of the row.</p> <p>Once completed and signed by you and a witness, please upload by clicking on the pink arrow to the left of the row.</p> <p>Note: In order to insert an electronic signature, you must open the form in Adobe once it has been downloaded, then save it and complete it on your desktop. The form must be signed by you and your witness.</p>
Copy of Certificate of Registration	<p>Social Work – Canadian Free Trade Agreement (previously AIT)</p> <p>Social Work – Canadian Free Trade Agreement (previously AIT) (electronic practice)</p>	<p>Upload a copy of your current certificate of registration, license or permit for social work issued by a Canadian social work regulatory authority by clicking on the pink arrow to the left of the row.</p>

<p>Course descriptions</p>	<p>Social Work Equivalency Social Service Work Equivalency</p>	<p>Upload official course descriptions for each program or individual course submitted for evaluation, in PDF format, by clicking on the pink arrow to the left of the row.</p> <p>The course descriptions must be institutionally prepared and must confirm the name of the academic institution and year for which they are valid.</p> <p>Official course descriptions can include copies of previous academic calendars where the front cover is provided, copies downloaded from the university's website where the URL link is visible, or course syllabus from the year they were taken.</p> <p>For more information, please read the appropriate Registration Guide.</p>
<p>Currency of Practice Form</p> <p>This form must be completed if you obtained your social work degree or social service worker diploma more than five years ago</p> <p>OR</p> <p>if you are applying on the basis of your registration as a social worker with another Canadian jurisdiction.</p>	<p>Social Work Graduate Social Work – Canadian Free Trade Agreement (previously AIT) Social Work – Canadian Free Trade Agreement (previously AIT) (electronic practice) Social Service Work Graduate</p>	<p>Download the <i>Currency of Practice Form</i> by clicking on the pink arrow to the left of the row, save it and complete it on your desktop. Upload the completed form by clicking on the pink arrow to the left of the row.</p>
<p>Currency of Practice Form (Equivalency)</p> <p>This form must be completed if you obtained a non-accredited social work degree, or if do not have a social work degree</p> <p>OR</p> <p>if you do not have a social service worker diploma or another program approved as equivalent.</p>	<p>Social Work Equivalency Social Service Work Equivalency</p>	<p>Download the <i>Currency of Practice Form</i> by clicking on the pink arrow to the left of the row, then save it and complete it on your desktop. Upload the completed form by clicking on the pink arrow to the left of the row.</p> <p>For more information, please read the appropriate Registration Guide.</p>

<p>Information Regarding Field Placements Form</p>	<p>Social Work Equivalency Social Service Work Equivalency</p>	<p>Download the <i>Information Regarding Field Placements Form</i> by clicking on the pink arrow to the left of the row, save it and complete it on your desktop. Upload the completed form by clicking on the pink arrow to the left of the row.</p> <p>For more information, please read the appropriate Registration Guide.</p>
<p>In Good Standing Certificate</p>	<p>Social Work – Canadian Free Trade Agreement (previously AIT) Social Work – Canadian Free Trade Agreement (previously AIT) (electronic practice)</p>	<p>Download the <i>In Good Standing Certificate</i> by clicking on the pink arrow to the left of the row and save it on your desktop.</p> <p>Complete section A of this form and forward it to each Canadian social work regulator where you are currently registered.</p> <p>The completed <i>In Good Standing Certificate</i> must be sent directly to the College by the other regulator, by mail, or by email at registration@ocswssw.org.</p>
<p>Length of Practice and Supervision Confirmation Form</p>	<p>Social Work Equivalency Social Service Work Equivalency</p>	<p>Download the <i>Length of Practice and Supervision Confirmation Form</i> by clicking on the pink arrow to the left of the row and save it on your desktop.</p> <p>Complete Section I of the form and forward it to each person (supervisor) who will provide information about your experience in performing the role of a social worker or social service worker.</p> <p>The supervisor must send the completed form directly to the College, by mail, or by email at registration@ocswssw.org.</p> <p>For more information, please read the appropriate Registration Guide.</p>
<p>Other Supporting Documents (e.g.: “selected topics”, independent research, or thesis courses)</p>	<p>Social Work Equivalency Social Service Work Equivalency</p>	<p>Upload an official outline, in PDF format, 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, by clicking on the pink arrow to the left of the row (if applicable).</p>

<p>Other Supporting Documents</p>	<p>All application types</p>	<p>This pertains to any documentation you wish to submit in support of your application or any documents that the College has requested. This may include a copy of your work permit (if applicable) or additional information with respect to your responses to other sections of the application.</p>
<p>Verification of Educational Qualifications</p>	<p>Social Work New Graduate Social Work Graduate Social Service Work New Graduate Social Service Work Graduate</p> <p>Note: If you are submitting a Social Work – Canadian Free Trade Agreement (previously AIT) application, you must provide verification of your educational qualifications ONLY if you are currently registered in Alberta or Saskatchewan.</p>	<p>The official transcript must be received directly from the academic institution or the Canadian Association of Social Workers (CASW), by mail, or electronically at registration@ocswssw.org.</p> <p>The College also accepts transcripts received via a third-party portal (e.g.: MyCreds™, Parchment, etc.).</p> <p>The status will be updated after the document has been received directly from the academic institution.</p>
<p>Verification of Educational Qualifications</p>	<p>Social Work Equivalency Social Service Work Equivalency</p>	<p>If you have been educated in Canada and the U.S.A., the official transcript(s) must be received directly from the academic institution, by mail, or electronically at registration@ocswssw.org.</p> <p>The College also accepts transcripts received via a third-party portal (e.g.: MyCreds™, Parchment, etc.).</p> <p>If you have been educated outside Canada and the U.S.A., verification of your academic qualifications must be received, by mail, directly from the academic institution or the third-party evaluation agency that is a provincially mandated or a recognized credential evaluation agency such as World Education Services (WES) or the International Credential Assessment Service of Canada (ICAS).</p> <p>The status will be updated after the document has been received directly from the academic institution or third-party evaluation agency.</p> <p>Note: Verification of your academic qualifications must be received in the manner described above for each program or individual course submitted for evaluation.</p> <p>For more information, please read the appropriate Registration Guide.</p>

Status for Supporting Documentation

The Supporting Documentation section will also confirm whether the required supporting documentation for your application has been received and its current status. Statuses will include "Received", "Compliant", "Not compliant" and "Not received".

Received	Documentation noted as "Received" indicates that the document has been received by the College, but has not yet been verified.
Compliant	Documentation noted as "Compliant" indicates the documentation has been received, reviewed and verified by the College, and meets the requirements.
Not compliant	Documentation noted as "Not compliant" indicates the documentation has been received and reviewed by the College, but does not meet the requirements. The College will contact you to provide further information.
Not received	Documentation noted as "Not received" indicates that the documentation has not been received by the College.

DECLARATION REGARDING PROCEEDINGS AND OFFENCES* (* = mandatory section)

You must answer "Yes" or "No" to each question.

If you answer "Yes" to any of the questions in this section, you must provide full particulars in the online comment box. You may submit any additional information as an attachment under "Other Supporting Documents" in the applicant portal as described in the Supporting Documentation section above.

DECLARATION REGARDING HEALTH AND CONDUCT* (* = mandatory section)

You must answer "Yes" or "No" to each question.

If you answer "Yes" to any of the questions in this section, you must provide full particulars in the online comment box. You may submit any additional information as an attachment under "Other Supporting Documents" in the applicant portal as described in the Supporting Documentation section above.

DECLARATION AND AUTHORIZATION* (* = mandatory section)

To complete your application, you must click the "I agree and submit my application" button. Please be advised that providing any false or misleading information, statement, representation or declaration may be cause for your application to be refused.

Once you submit your application, you will not be able to change your responses to any of the questions. However, you will still be able to access and add documents under the Supporting Documentation section.

Applications will not be reviewed by College staff until all sections, including the Declaration and Authorization section, have been completed. Once you have declared that all information is accurate, you will not be able to make any changes to the application except to attach any required or supporting documents.

After all sections of the application have been completed and submitted, you will be able to login to the applicant portal to follow the status of the receipt of documents (e.g. "Received", "Compliant", "Not compliant", and "Not received"), and check if there are additional outstanding documents that must be provided to the College.

UPLOADING SUPPORTING DOCUMENTS AFTER SUBMITTING APPLICATION

Once you have submitted your application, you still have the ability to upload supporting documents to the Supporting Documentation section as part of your application. Please notify the College when you have uploaded documents so that the new documents can be reviewed for compliance in a timely way.

Important Note: Only one document can be uploaded for each document type/per line. If you wish to add another document where one has already been uploaded, please email the document to the Registration Department at registration@ocswssw.org to be added to your application.

VERIFYING STATUS OF YOUR SUBMITTED APPLICATION

Once you have submitted your application, you can verify the current status of your application by logging in to the applicant portal. The overall status of the application will be available on the main "Applications" page in the applicant portal.

To view the status of all submitted supporting documents, first click on the application and then access the Supporting Documentation section of your application. Refer to the Supporting Documentation section of this Guide (pages 10-14) for more information.

UPDATING INFORMATION

You are required to advise the College of any changes with respect to the information provided in your application within 30 days of the change.

You can update the following information on the College's applicant portal under the "My Profile" tab:

- Personal information – Home address, telephone number, fax number and email (including preferred email address)
- Business information – Telephone number, fax number and email (including preferred email address)

If you change employers or need to update any other information, you must advise the College in writing within 30 days at registration@ocswssw.org.

TIMELINES

The application process for applications based on having an accredited or approved social work degree or social service worker diploma or being registered in another Canadian jurisdiction takes approximately three to six weeks to complete, once all of the supporting documentation for your application has been received, reviewed and deemed to be compliant.

The evaluation process for an application based on having a combination of academic qualifications and experience performing the role of a social worker or social service worker ("Equivalency") is approximately eight months, once all of the supporting documentation for your application has been received, reviewed and deemed to be compliant.

If you are issued a certificate of registration, you will receive notification of your registration by email within 1-2 business days. If applicable, your wall certificate will be mailed to the home address on file post-registration. You will be able to access a copy of your tax receipt from the member portal. If you are registered, your name will also appear on the Register, which is accessible on the College website.

FOR MORE INFORMATION

If you have questions about the application process, please contact the Registration Department by email at registration@ocswssw.org.