

## Guide for Online Applications

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



Ontario College of  
Social Workers and  
Social Service Workers

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

**Online applications are available to first-time applicants.** You must **not** have previously applied to the College or have an email address on file. This must be your first application to the College.

Previous applicants, previous members and current members must contact the College by email at [registration@ocswssw.org](mailto:registration@ocswssw.org) to start the application process.

**There may be significant delays in the application process if you apply online and have previously applied to the College. If you are unsure whether or not you have previously applied, please contact the Registration Department at [registration@ocswssw.org](mailto:registration@ocswssw.org).**

**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 complete the following sections:

- APPLICANT INFORMATION
- COMMUNICATION
- APPLICATION TYPE

**Important Note:** Please ensure that the preferred email address provided is accurate, as your login details will be sent to that email address.

### TO CREATE AN APPLICANT ACCOUNT

#### APPLICANT INFORMATION (\* = mandatory fields)

First Name*	This is the name that will appear on your certificate of registration and the College's Register. It must be the name you will use in the course of practising the profession(s).
Middle Name	
Last Name*	

Previous Names	<p>This includes any previous names such as given and legal names by which you were previously known. If your academic credentials were issued in another name, please ensure the name that appears on your academic credentials is provided here.</p> <p><b>Note:</b> Significant delays to the processing of your application may result if the verification of your academic credentials is received with a name that is different from the one that you have provided.</p>
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).
Date of Birth*	Using the calendar, please select your date of birth (MM/DD/YYYY).
Citizenship Status*	<p>If you are not a Canadian citizen, permanent resident or hold a valid work permit, please contact the College at <a href="mailto:registration@ocswssw.org">registration@ocswssw.org</a>.</p> <p><b>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.</b> You will be able to provide this in Step 3 of the application process.</p>
Address*	Please provide your home/mailling address. The College will be sending all mail correspondence to this address, including your member package. If your postal code is not recognized, please enter the information manually.

<b>COMMUNICATION (* = mandatory fields)</b>	
Home 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.
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.
Fax	Provide home fax number 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.
Preferred Email*	Please indicate the email address where you prefer to receive College correspondence. It is important to ensure that this email address is accurate. All renewal notices and College communications will be sent to the preferred email address.
I consent to the release of information from the Register for research purposes.	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.

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

<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><b>Note:</b> 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 <a href="#">“List of social service work programs” webpage</a> for a list of all approved programs currently offered in Ontario.</p> <p>For more information, please visit the <a href="#">“Register as a Social Service Worker” webpage</a> 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"> <li>- If you are applying for registration no later than December 31 of the year in which you graduate from your social service work program</li> </ul> <hr/> <p>I graduated with a social service worker diploma in a previous year:</p> <ul style="list-style-type: none"> <li>- If your diploma was obtained prior to this calendar year</li> </ul>
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## STEP 2 – PROVIDE PAYMENT

Once you have created an account and confirmed the type of application for which you are applying, you must submit payment of the application and registration fees. Once payment is provided, you will receive an email with your applicant account login details to complete your application.

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.

Currently, the College accepts the following online credit card payment methods: Mastercard, Visa, Visa Debit and Mastercard Debit.

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

Please note that the non-refundable application fee and the registration fee must be paid in full for the application to be submitted. The application will not proceed until payment has been received.

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

### STEP 3 – COMPLETE APPLICATION VIA APPLICANT PORTAL

Upon completion of the first two steps, your applicant account login information will be sent to your preferred email address which will allow you to complete your application on the College's applicant portal.

If you do not receive an email after submitting the initial part of your application (including payment), check all folders, including spam/junk folders, for the acknowledgment email with your applicant account login information.

TO LOGIN once you have received the acknowledgment email, please 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.

### AFTER LOGGING IN TO APPLICANT PORTAL

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

**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.

This requirement does not apply to an applicant who has obtained the academic qualifications required for registration with the College within the five years immediately before the date of the application.

**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.**

**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.**

**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](mailto: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 at the top.</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 [“Information for All Applicants” webpage](#) found under 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](mailto: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. 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](mailto: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 Acknowledgement and Undertaking Form 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><b>Note:</b> In order to insert an electronic signature, you must open the form in Adobe once it has been downloaded. <b>The form must be signed by you and your witness.</b></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 OR if you are applying on the basis of your registration as a social worker with another Canadian jurisdiction.</p>	<p>Social Work Graduate</p> <p>Social Work – Canadian Free Trade Agreement (previously AIT)</p> <p>Social Work – Canadian Free Trade Agreement (previously AIT) (electronic practice)</p> <p>Social Service Work Graduate</p>	<p>Download the Currency of Practice Form by clicking on the pink arrow to the left of the row. Once completed and signed, please upload by clicking on the pink arrow to the left of the row.</p> <p><b>Note:</b> In order to insert an electronic signature, you must open the form in Adobe once it has been downloaded. <b>The form must be signed.</b></p>
<p>Copy of Certificate of Registration</p>	<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, licence 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>In Good Standing Certificate</p>	<p>Social Work – Canadian Free Trade Agreement (previously AIT)</p> <p>Social Work – Canadian Free Trade Agreement (previously AIT) (electronic practice)</p>	<p>Download the In Good Standing Certificate by clicking on the pink arrow to the left of the row. Please complete section A of this form <b>before</b> forwarding it to each Canadian social work regulator where you are currently registered.</p> <p>The completed In Good Standing Certificate should then be forwarded to the College directly from the other regulator.</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>

Verification of Educational Qualifications	<p>All application types</p> <p><b>Note:</b> 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>This document must be received directly from the academic institution or Canadian Association of Social Workers (CASW). The status will be updated after the document has been received directly from the academic institution.</p>
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### 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. The College will be notified if you upload additional documents so that the new documents can be reviewed for compliance. You do not need to contact the College to advise when additional supporting documents are uploaded as part of your application.

**Important Note:** Only one document can be uploaded for each document type. 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](mailto: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 starting on page nine (9) 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](mailto:registration@ocswssw.org).

## TIMELINES

The application process 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.

Once you are issued a certificate of registration, you will receive a new member package mailed to the home address on file within two to three weeks of the date of registration. You will be able to access a copy of your tax receipt from the member portal. 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](mailto:registration@ocswssw.org).