

APPLICATION FOR RETIRED
CERTIFICATE OF REGISTRATION:
UNDERTAKING AND
ACKNOWLEDGEMENT



**Ontario College of
Social Workers and
Social Service Workers**

Telephone: 416.972.9882
Toll Free: 1.877.828.9380
Fax: 416.972.1512
ocswssw.org

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

TO: ONTARIO COLLEGE OF SOCIAL WORKERS AND SOCIAL SERVICE WORKERS (the “College”)

FROM NAME OF THE COLLEGE MEMBER: _____

RE: APPLICATION FOR RETIRED CERTIFICATE OF REGISTRATION

UNDERTAKING AND ACKNOWLEDGEMENT

I, _____, acknowledge and understand that in order to be issued a retired 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 a retired certificate of registration, I will not engage in the practice of social work/social service work in Ontario.
3. While I hold a retired 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*¹, unless the title or designation is immediately followed by “retired” in English or “retrait” in French.

I acknowledge and understand that:

1. A notation that I hold a retired certificate of registration will be entered on the College’s Register and will be information available to the public.
2. It is a condition imposed on my retired certificate of registration that I shall not engage in the practice of social work/ social service work in Ontario.
3. It is a condition imposed on my retired 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*², unless the title or designation is immediately followed by “retired” in English or “retrait” in French.
4. I do not intend to engage in the practice of social work/social service work in the future.
5. If I wish to be issued a general certificate of registration in order to practise social work/social service work again, I must apply to the College again for a general certificate of registration and meet all of the registration requirements at the time of application.

¹ 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”.

² I bid.

UNDERTAKING AND ACKNOWLEDGEMENT

- 6. 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 \$50.00 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.

- 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 retired certificate of registration.

Signature: _____ Date: _____

Print name: _____

Member registration no: _____

Witness: _____ Date: _____