

ALBERTA COLLEGE OF SOCIAL WORKERS
550-10707 100 Avenue NW
Edmonton, AB T5J 3M1

**APPLICATION INSTRUCTIONS FOR REGISTRATION AS A
REGISTERED SOCIAL WORKER**

This application should be completed by applicants who have **completed** a social work education program from a CASSW or CSWE accredited university or from an approved social work diploma program. If you are unsure whether your program meets these requirements, please contact the ACSW office at (780)421-1167 in Edmonton, or phone toll-free from anywhere in Alberta at 1-800-661-3089. You may prefer to e-mail the ACSW at brenda@acsw.ab.ca.

In addition to these instructions, your application package contains the following forms:

- ▶ Application for Registration as a Registered Social Worker
- ▶ Appendix A - Instructions and Application (New Graduate)
- ▶ Appendix B - Instructions and Application (Approved in another jurisdiction)
- ▶ Appendix C - Instructions and Application (Eligible and Experienced)
- ▶ Character Reference Form
- ▶ Supervisor Reference Form

These instructions will help you to identify and complete the forms you require for your registration. To ensure prompt registration, please read the instructions and ensure that you submit all the required documentation.

The final section of the Instructions contain information on payment of professional dues. Please note: The ACSW year is divided into four quarters. If your registration is issued between January 1 and March 31, your renewal date will be December 31. If your registration is issued between April 1 and June 30, your renewal date will be March 31. If your registration is issued between July 1 and September 30, your renewal date will be June 30. If your registration is issued between October 1 and December 31, your renewal date will be September 30. (The exception is registration for student members of the ACSW.)

ACSW will process your application as quickly as possible.

STEP 1: ALL APPLICANTS FOR REGISTRATION MUST COMPLETE AND SIGN THE *APPLICATION FOR REGISTRATION AS A REGISTERED SOCIAL WORKER*.

Print all information clearly and legibly.

Section 1: Personal Information

This section covers your personal information. Under the Health Professions Act (HPA), the Alberta College of Social Workers (ACSW) is required to have this information on file. It is important to note that your name, as it appears on the application form, will appear in the Register and on your certificates.

Section 2: Education Information

To qualify for registration as a Registered Social Worker with the Alberta College of Social Workers, you must have a degree or diploma from a recognized social work program. ACSW requires transcripts supporting your highest level of social work education from an approved social work program. **Applicants must arrange to have official transcripts submitted directly to the ACSW office by the educational institution.** Transcripts provided by the applicant will not be accepted for purposes of registration.

The transcripts must indicate that the applicant has completed the social work program. If you are a new graduate please see Appendix A. If you have been or are currently registered/licensed/certified in another jurisdiction please see Appendix B.

Applicants with an off-shore social work degree may qualify for registration; however, your transcripts need to be assessed. The assessment must indicate that the credentials are equal to or greater than a Canadian BSW. An assessment service is provided by:

International Qualifications Assessment Service
Ministry of Learning, Government of Alberta
9th Floor-9942 108 Street NW, Edmonton, Alberta T5K 2J5
Telephone: (780)427-2655 Fax: (780)422-9734
Website: www.learning.gov.ab.ca/iqas

Canadian Association of Social Workers
402-383 Parkdale Avenue, Ottawa, Ontario K1Y 4R4
Telephone: (613)729-6668 Fax: (613)729-9608
E-Mail: casw@casw-acts.ca

If you have an assessment completed by the International Qualifications Assessment Service, you must complete the Description of Course Work application. You should also have the results forwarded directly to the ACSW.

Section 3: Employment Information

The HPA requires the ACSW to maintain current information on the employment of each Registered Social Worker. Please complete this section if you are currently practicing within the scope of social work practice (paid employment or volunteer/unpaid work). If you have more than one employer, please include a separate sheet with the additional employer's information. Choose the best option for "Type of Employer".

If you work within the scope of social work practice, you must include evidence of having professional liability insurance coverage. Insurance provided through your employer is acceptable.

Section 4: Practice Information

This section asks several questions about your practice. Your response to these questions will determine which additional forms you need to complete. **Please answer ALL questions in this section.**

If you responded "**yes**" to **Question 3** (New Graduate):

- ▶ you are required to complete Appendix A
- ▶ you will submit a current resume (ACSW is most interested in your social work experience and provinces of residence)
- ▶ you will need to provide complete official transcripts supporting your diploma/degree
- ▶ you will need to provide a current criminal record check (see Criminal Record Check Information)
- ▶ you will use one Character Reference Form and one Supervisor Reference Form
- ▶ if you are working, you will need to provide proof of insurance
- ▶ Registration will be Provisional until the 1500 supervised practice hours are complete and verified.

Refer to the instructions on Appendix A for specific details.

If you responded "**yes**" to **Question 4** (Registered/Licensed/Certified Social Worker in another Jurisdiction):

- ▶ you are required to complete the **top half** of Appendix B
- ▶ you will need to provide a current criminal record check (see Criminal Record Check Information)
- ▶ if you are working, you will need to provide proof of insurance
- ▶ you will submit a current resume with attention to continuing competence activities
- ▶ verification of your status in another jurisdiction is required

Refer to the instruction on Appendix B for specific details.

If you responded "**yes**" to **Question 5** (Experienced and Eligible for Registration):

- ▶ you are required to complete Appendix C
- ▶ you are required to provide a detailed copy of your resume indicating your social work practice history and continuing competence activities
- ▶ you will need to provide official transcripts
- ▶ you will need to provide a current criminal record check (see Criminal Record Check Information)
- ▶ you will use one Character Reference Form and one Supervisor Reference Form
- ▶ if you are working, you will need to provide proof of insurance

Refer to the instructions on Appendix C for specific details.

If you responded “yes” to **Question 6**, (Reinstating your Registration with the ACSW):

- ▶ you are required to provide a detailed copy of your resume indicating your social work practice history and continuing competence activities
- ▶ if you are working, you will need to provide proof of professional liability insurance
- ▶ you will need to provide a current criminal record check (see Criminal Record Check Information)
- ▶ you will use two Character Reference Forms (one must be completed by a Registered Social Worker)
- ▶ in addition to the annual dues you will submit the reinstatement fee of \$100.00

Note: If your registration has been cancelled for more than five years, please contact the ACSW office for additional requirements.

If you responded “yes” to **Question 7** (Restricted Activities) please note: Only social workers with a BSW or higher degree and who have appropriate education/training are authorized to perform psychosocial interventions without supervision. The application for Restricted Activities is available at the ACSW office or on-line at www.acsw.ab.ca, under the “Forms” (Renewal) section.

Section 5: Member Interests

The ACSW invites you to identify any issues or volunteer activities you would like to get involved with. Following are the current ACSW committees and interest group: Area Coordinator, Social Policy/Social Action, Social Workers in Health, Aboriginal Social Work, Children’s Issues, Gerontology, Annual Conference, Nominations, Advocate Editorial Board, Social Work and Computers, Private Practice, Communications, Clinical Social Work, Competence, Registration. Please indicate your interests on the line provided.

Section 6: Professional Declaration

Answer each of the questions. If you answer “yes” to any question, attach a separate sheet with an explanation for the “yes” response.

Sign and date the application. An unsigned application will not be processed.

STEP 2: COMPLETE THE APPENDIX (IF REQUIRED) THAT APPLIES TO YOUR SPECIFIC CIRCUMSTANCES.

Each Appendix has specific instructions. Please read these instructions carefully and respond accordingly.

STEP 3: ARRANGE FOR YOUR SUPPORTING DOCUMENTATION TO BE FORWARDED TO THE ALBERTA COLLEGE OF SOCIAL WORKERS.

Note: Registration is not processed until all supporting documentation and fees are received and all requirements are met. **It is the responsibility of the Applicant to ensure that all supporting documentation is received by the Registrar.** The ACSW will *not* notify you of any missing documents.

Criminal Record Check Information

The submission of a current Criminal Record Check (CRC) is one of the requirements for registration as a Registered Social Worker. Call your local law enforcement detachment and find out when the CRC's are performed, where you have to go, what the fee will be, and what identification is required. You will be required to produce the appropriate identification which may include: driver's license, passport, social insurance card, birth certificate, Canadian citizenship card. (Identification with your photograph, date of birth and signature may be required.) Be prepared for fingerprint verification, if requested. You are responsible for any fees required. The CRC must be current – not more than three months from the date of application

Fee Schedule

NOTE: There is an initial one-time, non-refundable \$75 application fee on all applications for registration. This fee is in addition to the regular/yearly dues payable as set out below.

Basically, the dues are set in three categories. If you are receiving pay for work that falls within the scope of social work practice, the fee is \$300. If you are not receiving pay for work that falls within the scope of social work practice, the fee is \$150. If you are a student member (only) and not registered, the fee is \$65. (The Student Membership Application has further information.)

The ACSW year is divided into four quarters. If your registration is issued between January 1 and March 31, your renewal date will be December 31. If your registration is issued between April 1 and June 30, your renewal date will be March 31. If your registration is issued between July 1 and September 30, your renewal date will be June 30. If your registration is issued between October 1 and December 31, your renewal date will be September 30. (This does not apply to student members. A student member's renewal date is established when they join the ACSW. Contact the ACSW office if you are making application for registration and are a student member with the ACSW.)

Registration Dues (Only Active RSW's will receive a practice permit.)

Working within the scope of social work practice

- | | |
|---------------------------------------------------|----------|
| - Employed/Receiving Income for social work | \$300.00 |
| - Actively seeking employment as an RSW | \$300.00 |
| - Working as a volunteer or in an unpaid position | \$150.00 |

Not working within the scope of social work practice

- | | |
|--------------------------------------------------------|----------|
| - Inactive Registered Member/Retired Registered Member | \$150.00 |
|--------------------------------------------------------|----------|

Registered Student Member

- | | |
|---------------------------------------------|----------|
| - Employed/Receiving Income for social work | \$300.00 |
| - Receiving no pay for social work | \$150.00 |

Membership Dues (Member Only)

Student Member (enrolled in accredited social work program) \$65.00

Note: If you choose to become a student member of the ACSW, you will qualify for a fee reduction during the first year after your graduation from a recognized social work program. In addition, when an ACSW student member applies for registration, she/he may qualify for additional reductions. Student members should contact the ACSW office when you are ready to apply for registration (brenda@acsw.ab.ca).

A student membership application can be obtained through most educational institutions (social work student services), on-line, or through the ACSW office.

PAYMENT INFORMATION AND OPTIONS

Name: _____

Application Fee: (select one)

- _____ \$75.00 I am a first-time applicant for registration with the ACSW.
_____ \$100.00 I am reinstating my registration with the ACSW.

Professional Dues: (select one)

- _____ \$300.00 I am receiving income for work that falls within the scope of social work practice.
_____ \$300.00 I am actively seeking employment for work that falls within the scope of social work practice
_____ \$300.00 I am a registering as a student employed (and receiving income) within the scope of social work practice.
_____ \$150.00 I am working as a volunteer or in an unpaid position that falls within the scope of social work practice.
_____ \$150.00 I am registering as a student who is not receiving income for work that falls within the scope of social work practice. I will not receive a practice permit.
_____ \$150.00 I am applying for registration but do not plan to work within the scope of social work practice at present, and I will not receive a practice permit.
_____ _____ *I am currently a student member of the ACSW and am now applying for registration.

Total Payment Enclosed: \$ _____

_____ My cheque made payable to the Alberta College of Social Workers for the total payment is enclosed.

_____ My money order made payable to the Alberta College of Social Workers for the total payment is enclosed.

_____ I authorize payment be charged to my Visa/MasterCard as required.

Visa/MasterCard _____ / _____ / _____ Expiry Date _____ / _____

Signature on Card _____

Name on Card (please print) _____

A receipt for income tax purposes will be issued.

The Alberta College of Social Workers will accept cash, money orders, personal cheques and Visa or MasterCard. Full payment for the application fee and professional dues must accompany the Application for registration as a Registered Social Worker.

Only social workers who are actively engaged within the scope of social work practice will receive a practice permit upon completion of the registration process. To ensure that a permit is sent to you, please complete this information and return it to this office.

If you are applying for student membership only and do not qualify for registration at this time, please only submit the Student Membership Form.

*If you are a student member of the ACSW and are now applying for registration, please contact Brenda at the ACSW office. You may be eligible for greater reductions in your professional dues.

Application for Registration as a Registered Social Worker in Alberta

SECTION 1: Personal Information

(Circle) Ms Miss Mrs Mr Dr

Please print full name. The name, as stated, will be recorded in the Register and will appear on your certificates.

Home address: _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone: (_____) _____ Telephone 2: (_____) _____

E-Mail: _____ Fax: (_____) _____

Gender: (Circle) Female Male Date of Birth: _____ / _____ / _____
Month Day Year

SECTION 2: Education Information

a. List your post-secondary academic credentials (must include an approved diploma/degree in social work)

Diploma/Degree Granted	Specialization (if applicable)	Post-Secondary Institution	Year of Graduation

b. Educational Transcripts: If this is your first time applying for registration, licensing or certification as a social worker, please ensure that official sealed transcripts are forwarded from the educational institution(s) **directly to the Registrar** of the ACSW. (See Application Instructions)

If you have been registered, licensed or certified by another social work regulatory body, official transcripts may not be required. (See Application Instructions)

SECTION 3: Employment Information

Job Title: _____

Employer: _____

Work address: _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone: (_____) _____ Telephone 2: (_____) _____

E-Mail: _____ Fax: (_____) _____

Employment Status: _____ Date Employment Commenced: _____ / _____ / _____
Year Month Day

Type of Employer (choose best fit)

- | | | | |
|-------------------------------------------------------|-------------------------------------------------|--------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Child & Family Authority | <input type="checkbox"/> Aboriginal Government | <input type="checkbox"/> Health Authority | <input type="checkbox"/> Non-Profit Agency |
| <input type="checkbox"/> Human Resources & Employment | <input type="checkbox"/> Federal Government | <input type="checkbox"/> Private Practice | <input type="checkbox"/> School/School Brd |
| <input type="checkbox"/> Other Provincial Govt Dept | <input type="checkbox"/> Self/Contract Services | <input type="checkbox"/> For Profit Agency | <input type="checkbox"/> Post-Secondary Ed |
| <input type="checkbox"/> Municipal Govt/FCSS | <input type="checkbox"/> Other (specify) _____ | | |

SECTION 4: Practice Information

1. Are you now or have you ever been registered, licensed, chartered or certified in another **health** profession?
 Yes No If yes, which profession? _____ Are you still a
practising member in that profession? Yes No

2. What is your current field of practice?

- | | | | | |
|-----------------------------------------------|-----------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Generalist | <input type="checkbox"/> Medical | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> EAP/Occupational SW |
| <input type="checkbox"/> Clinical | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Research | <input type="checkbox"/> Community | <input type="checkbox"/> Organizational Consulting |
| <input type="checkbox"/> Policy/Planning | <input type="checkbox"/> Gerontology | <input type="checkbox"/> Teaching | <input type="checkbox"/> Child Welfare | <input type="checkbox"/> Marriage & Family Therapy |
| <input type="checkbox"/> Addictions | <input type="checkbox"/> Rural | <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Family Violence | <input type="checkbox"/> Admin/Management |
| <input type="checkbox"/> Children/Adolescents | <input type="checkbox"/> Other (specify)_____ | | | |

3. Are you a new graduate from a social work education program who has never been registered as a social worker? Yes No If yes, please complete Appendix A.

4. Are you now or have you ever been registered, licensed or certified as a social worker in another jurisdiction? Yes No If yes, where?_____ If yes, please complete Appendix B.

5. Are you an experienced social worker, with a diploma or degree in social work who has never been registered, licensed or certified as a social worker? Yes No If yes, please complete Appendix C.

6. Are you an experienced social worker who was previously registered with the ACSW? Yes No

7. Are you requesting authorization to perform psychosocial interventions without supervision? Yes No

SECTION 5: Member Interests

The ACSW depends on member involvement to complete many professional and regulatory tasks. If there are specific issues or volunteer activities you are interested in, please identify them here: _____

SECTION 6: Professional Declaration (complete in full)

If you answer "YES" to any of the following, please attach a separate sheet with an explanation. A positive response to any of these questions will not automatically disqualify an applicant from registration.

- YES NO (a) Have you applied for and been denied a license, certificate or registration in any behavioral health profession?
- YES NO (b) Have you had any disciplinary action taken against you by the authority issuing the license, certificate or registration in any behavioral health profession?
- YES NO (c) Have you surrendered or cancelled your license, certificate or registration in lieu of disciplinary proceedings by the issuing authority of any behavioral health profession?
- YES NO (d) Have you had any disciplinary action taken against you by the authority issuing occupational or professional license, certificate or registration in Alberta or any other jurisdiction?
- YES NO (e) Have you surrendered or cancelled a license, certificate or registration in lieu of disciplinary proceedings by the issuing authority in any occupation or profession in Alberta or any other jurisdiction?
- YES NO (f) Have you been disciplined by a social work or other professional association?
- YES NO (g) Have you been convicted or pled guilty to a criminal offense, other than a min or traffic violation?
- YES NO (h) Have you been named as a defendant in a malpractice suit, entered into a settlement agreement or paid court awarded damages, or is there such a suit pending?
- YES NO (i) Have you suffered from, or been treated for an emotional, mental or addiction problem that impaired your professional practice?
- YES NO (j) Have you been involuntarily terminated from any behavioral health or related employment for unprofessional conduct?

I HEREBY declare that the information provided in this application is complete and accurate.

Date

Signature

Please note: If an applicant is found to have concealed or made a misrepresentation regarding previous disciplinary sanctions or to have provided false information on the application form, this may be considered prima facie evidence bearing on the applicant's character and reputation.

An incomplete application form will not be processed.

Application for Registration as a Registered Social Worker
APPENDIX A
New Graduate

Name of Applicant: _____

For each practicum placement completed as part of your social work education, please provide the following:

First Placement:

Agency/organization: _____

Agency/organization address: _____

Supervisor's Name: _____ Phone: (____) _____

Is this supervisor a Registered Social Worker? Yes No

Dates of Placement: ____/____/____ to ____/____/____ Total Hours: _____
Year Month Day Year Month Day

Second Placement:

Agency/organization: _____

Agency/organization address: _____

Supervisor's Name: _____ Phone: (____) _____

Is this supervisor a Registered Social Worker? Yes No

Dates of Placement: ____/____/____ to ____/____/____ Total Hours: _____
Year Month Day Year Month Day

Third Placement:

Agency/organization: _____

Agency/organization address: _____

Supervisor's Name: _____ Phone: (____) _____

Is this supervisor a Registered Social Worker? Yes No

Dates of Placement: ____/____/____ to ____/____/____ Total Hours: _____
Year Month Day Year Month Day

Note: If you completed more than three social work practicum placements, please add pages as necessary.

APPENDIX A
Application Instructions for New Graduate Registration

Appendix A should be completed by applicants who have **recently completed** a social work education program from a CASSW or CSWE accredited university or from an approved social work diploma program.

Upon receipt of the completed application form and appropriate fee, a file will be opened. A **Provisional Registered Social Worker** certificate will be issued when the ACSW receives all supporting documentation (exceptions are verification of 1500 hours supervised practice, Supervisor Reference, and professional liability insurance documentation). It is the responsibility of the applicant to ensure that all supporting documentation is received by the Registrar.

1. If you have not read the Application Instructions and completed the **Application for Registration as a Registered Social Worker** do so now. Review the Application Instructions to ensure that you have provided all the necessary information and documentation.
2. **Education qualifications.** Applicants must arrange to have official transcripts submitted directly to the ACSW office by the institution from which you earned your highest level of social work education. Because transcripts must indicate that you have completed the social work program, **you may submit proof of qualification until your transcripts are complete.** For the purpose of issuing a Provisional Practice Permit, the ACSW will accept a copy of a letter issued by the educational institution that states you have completed your social work program. Transcripts provided by the applicant will not be accepted for purposes of registration.
3. **Background Information.** Please provide a copy of your resume. ACSW is most interested in social work activities and provinces of residence.
4. **Supervised Practice Hours.** New registrants will be provisionally registered until they have satisfactorily completed 1500 hours of social work practice, supervised by a qualified social worker. Successfully completed practicum hours will count toward the 1500 hours if the practicum was supervised by an RSW. A qualified social worker is registered, licensed, or certified in the jurisdiction in which she/he practices. The social worker will be considered qualified if she/he is registered when the reference form is submitted, or was registered during the period of supervision.
5. **References.** The **Supervisor Reference Form** must be completed by a Registered Social Worker who has supervised you for at least 350 of the last 500 provisional hours; hold onto it until all hours have been completed. The **Character Reference Form** may be given to a person of your choice. Please write the referee's name and address in the space at the top of the form. Ensure that your name appears on the form. Ask your referees to submit the forms directly to the ACSW office.
6. **Current Criminal Record Check.** Refer to the Criminal Record Check Information for details on where and how to have a criminal record check completed.
7. **Insurance.** All social workers who are working within the scope of social work practice are required to show evidence of having liability insurance. This may be through coverage by your employer, or you may have a personal policy through the ACSW group plan or through another company. A copy of the cover sheet showing who is covered for what is sufficient. If you are not currently in practice, you must forward this documentation when you begin working. As private insurance through the ACSW provider cannot be obtained until an RSW number is issued, ACSW will provide provisional registration without this requirement.
8. **Restricted Activities.** Only social workers with a BSW or higher degree and who have appropriate education/training are authorized to perform psychosocial interventions without supervision. Information on psychosocial interventions is available on the ACSW website at www.acsw.ab.ca, as is the application form.

Please complete Appendix A and submit it with your application. When you have completed the 1500 provisional hours, please ensure the Supervisor Reference Form is submitted to complete your application. Please confirm that all other documentation has been received at this time. Provisional registration will not normally be granted beyond the first year of registration. If you are unable to complete the 1500 hours within one year of graduation, please contact the ACSW office.

NOTE: Your registration will remain provisional until all documentation is received.

Alberta College of Social Workers
550-10707 100 Avenue NW
Edmonton, AB Canada
T5J 3M1

VERIFICATION OF REGISTRATION/LICENSURE/CERTIFICATION IN OTHER JURISDICTION

Directions for Applicant: Complete top portion of this form and return it to the ACSW office. Complete one form for each applicable jurisdiction. ACSW will forward one to each jurisdiction where you are or have been registered/licensed/certified to practice social work.

To: _____ (Province/State Board)

I am applying for registration in Alberta to practice Social Work based on reciprocity. I was granted registration/license/certificate # _____ on _____ by _____.

The Alberta College of Social Workers requests that I submit verification that my registration/license/certification in _____ is/was in good standing.

You are hereby authorized to release any information in your files, favourable or otherwise, directly to the Alberta College of Social Workers. Your early attention is appreciated.

Signature: _____

Print Name: _____ Date _____

Directions for Social Work Board: Please complete and return form directly to the Alberta College of Social Workers (address above).

Name in your records: _____

Type of Registration/License/Certificate: _____ Number _____

Date Issued: _____ Date Expired: _____

Is License Current? Yes No If yes, Expiration Date: _____

Please verify requirements met: _____ BSW from an accredited school
_____ MSW from an accredited school
_____ Other: (please specify) _____

Do you have copies of original transcripts issued by the degree granting institution on file? Yes No

Does your jurisdiction require an exam: Yes No

Level Exam Taken (if any): _____ Date Exam Passed: _____

Are there any restrictions on this individual's registration/license/certificate?

Yes No (if yes please explain on separate sheet)

Are there or have there been any Complaints and/or Disciplinary Actions against this individual?

Yes No (if yes please explain on separate sheet)

Is there any other information the Alberta College of Social Workers should be aware of with regard to this individual? Yes No (if yes please explain on separate sheet)

Signature: _____

Title: _____

Date: _____

Form: Appendix B

APPENDIX B
Application Instructions for
Registered/Licensed/Certified Social Worker in another Jurisdiction

Under the provisions of the Agreement on Internal Trade (AIT) and the North American Free Trade Agreement (NAFTA), social workers who are/have been registered, certified or licenced in a jurisdiction recognized as having competence and practice requirements substantially equivalent to those in Alberta are eligible to apply for registration through reciprocity, without having to re-establish their credentials. Currently the ACSW recognizes the regulatory boards in all Canadian provinces and the licensing boards in the United States that are members of the Association of Social Work Boards. If you are or have been registered by one of these bodies, please complete the consent form to enable us to obtain the documentation we require for our files. [Note: If you have practiced in more than one jurisdiction, please contact the ACSW office for additional copies of this form (or you may copy the form) and complete a separate form for each relevant body.

NOTE: If it has been five or more years since you were registered, this option is not available. Please complete Appendix C.

1. If you have not read the Application Instructions and completed the **Application for Registration as a Registered Social Worker** do so now. Review the Application Instructions to ensure that you have provided all the necessary information and documentation.
2. **Current Criminal Record Check.** A current Criminal Record Check, completed within three months of the date of application, is a requirement for registration. (See Criminal Record Check instructions for further information.)
3. **Background Information.** Please provide a copy of your resume, indicating your social work practice history and continuing competence activities over the past five (5) years.
4. **Insurance.** All social workers are required to show evidence of having liability insurance. This may be through coverage by your employer, or you may have a personal policy through the ACSW group plan or through another company. A copy of the cover sheet showing who is covered for what is sufficient. If you are not currently in practice, please forward this documentation when you begin working. As the provider for the ACSW group plan will not supply insurance until the social worker has an RSW number, ACSW will provisionally register individuals without this requirement.
5. **Restricted Activities.** Only social workers with a BSW or higher degree and who have appropriate education/training are authorized to perform psychosocial interventions without supervision. If you plan to work in a mental health position, please provide details of your related experience and training over the past five years.

Please complete the top half of Appendix B and submit it with your application. We will send the form to the relevant social work board directly for their response. It is your responsibility to see that all other documentation is received in the ACSW office. Upon receipt of the completed application, supporting documentation and fees, a Provisional Practice Permit will be issued. Once verification has been received from the previous regulatory board (and insurance documentation, if necessary), you will receive a permanent wall certificate and a Practice Permit.

Note: Some regulatory bodies require a fee for this service. The applicant is responsible for any additional fees.

Application for Registration as a Registered Social Worker
APPENDIX C

Name: _____

A. Reason for not being registered/licensed/certified: (Please check as appropriate)

_____ I have been employed as a social worker in Alberta in an exempt category of workers (i.e. Alberta Government, AADAC, on Reserve).

_____ I have been employed as a social worker in another jurisdiction in an exempt category of workers.

_____ I was unaware of the requirements for social workers in Alberta to be registered.

_____ I have been out of social work practice since _____. Registration was not mandatory when I last practiced. (Note: If you have been out of social work practice for three or more years, there may be a requirement for you to participate in upgrading activities prior to becoming registered. Provisional or limited registration may be granted in this case.)

B. Supervised Social Worker Experience

All first time registrants are required to demonstrate that they have a minimum of 1500 practice hours supervised by a qualified (registered) social worker. Please provide the names and credentials of social workers who have supervised your practice, in which positions, and for how many practice hours. If you have not been supervised by a qualified social worker, please contact the ACSW office.

Supervisor's Name	Supervisor's Credentials	Organization	Phone Number	Number of supervised practice hours

NOTE: Successfully completed practicum hours will count toward the 1500 hours if the practicum was supervised by a qualified social worker.

APPENDIX C

Application Instructions for Experienced and Eligible Social Workers

Appendix C should be completed by applicants who are experienced in the field of social work and who are eligible for registration.

Upon receipt of the completed application form and appropriate fee a file will be opened. All other documentation must be received and all requirements met before the application will be further processed. It is the responsibility of the applicant to ensure that all supporting documentation is received by the Registrar. (The only exception is the professional liability insurance. Provisional registration will be granted without this documentation.)

1. If you have not read the Application Instructions and completed the **Application for Registration as a Registered Social Worker** do so now. Review the Application Instructions to ensure that you have provided all the necessary information and documentation.
2. **Background information.** Provide a detailed copy of your resume indicating your social work practice history and continuing competence activities over the past five (5) years.
3. **Education qualifications.** Applicants must arrange to have **official** transcripts submitted directly to the ACSW office by the institution from which you earned your highest level of accredited social work education. Transcripts provided by the applicant will not be accepted for purposes of registration.
4. **Criminal Record Check.** A current Criminal Record Check, completed within three months of the date of application, is a requirement for registration. (See Criminal Record Check instructions for further information.)
5. **References.** The **Supervisor Reference Form** must be completed by a registered, licensed or certified social worker who has supervised your practice for at least part of the past five years. If you have not been supervised by a social worker in the past five years, contact the ACSW office to discuss options. One **Character Reference Form** may be given to a person of your choice who is able to answer the questions and who is not a family member/partner. Please write the referee's name and address in the space at the top of the form. Ensure that your name appears on the form. Ask your referees to submit the forms directly to the ACSW office.
6. **Insurance.** All social workers are required to show evidence of having liability insurance. This may be through coverage by your employer, or you may have a personal policy through the ACSW group plan or through another company. A copy of the cover sheet showing who is covered for what is sufficient. If you are not currently in practice, you must forward this documentation when you begin working. As the provider for the ACSW group plan will not supply insurance until the social worker has an RSW number, ACSW will provisionally register individuals without this requirement.
7. **Restricted Activities.** Only social workers with a BSW or higher degree and who have appropriate education/training are authorized to perform psychosocial interventions without supervision. Information on psychosocial interventions is available on the ACSW website.

Please complete the Appendix C and submit it with your application.

APPLICATION FOR REGISTRATION AS A REGISTERED SOCIAL WORKER

CHARACTER REFERENCE FORM

To: _____ Referee's Name
_____ Referee's Address

(Print applicant's name.) _____ has made an application to become a Registered Social Worker under the *Health Professions Act (1999)*. The *Act* requires that the candidate for registration "must provide evidence of having good character and reputation".

Registration in social work is a commitment to skilled and ethical practice. Registered Social Workers are accountable for their practice to the public and to the profession. You have been named as a referee by the applicant. Please complete the following questions:

1. How long have you known the applicant? _____
2. What is your relationship to the applicant? _____

3. Please describe the situations in which you have observed the applicant engaged in social work practice. ____

4. Is the applicant currently engaged within the scope of social work practice? Yes No (Comments) _____

5. In your opinion, does the applicant possess the personal and professional integrity to practice social work in accordance with the Social Work Code of Ethics (CASW 1983)? Yes No (Comments) _____

 - a. How does the applicant demonstrate respect for the client-social worker relationship? _____

 - b. How does the applicant demonstrate knowledge regarding current ethical issues in social work practice?

 - c. To your knowledge, has there ever been any concern regarding this applicant's ethical conduct? If yes, please provide details. _____

6. Do you have any reason to believe that this applicant should **not** be granted registration as a social worker?

7. Do you believe that on an overall basis, including ethics, conduct, character, and competence, this applicant is or would be a credit to the profession? _____

8. Please provide any additional comments. _____

Signature _____

Date _____

RSW Number _____

Contact Telephone Number: (____) _____

Agency/Organization: _____

Agency/Organization Address: _____

The Registrar **may** contact you for more information or for clarification.

Please submit your reference to:

The Registrar
Alberta College of Social Workers
550-10707 100 Avenue NW
Edmonton, Alberta T5J 3M1

Please note: Under freedom of information requirements, your comments may be shared with the applicant.

If you have any questions about the registration process, please contact the ACSW office at (780)421-1167 or toll-free in Alberta at 1-800-661-3089. Thank you for your cooperation.

APPLICATION FOR REGISTRATION AS A REGISTERED SOCIAL WORKER

SUPERVISOR REFERENCE FORM

To: _____ Supervisor's Name
_____ Supervisor's Address

(Print applicant's name.) _____ has made an application to become a Registered Social Worker under the *Health Professions Act (1999)*. The *Act* requires that the candidate for registration "must provide evidence of having good character and reputation".

Registration in social work is a commitment to skilled and ethical practice. Registered Social Workers are accountable for their practice to the public and to the profession. You have been named as a supervisor by the applicant. Please complete the following questions:

1. How long have you known the applicant? _____
 2. When did you begin supervising this applicant? _____
 3. Are you still this applicant's supervisor? Yes No If no, when did you stop supervising this applicant?

 4. Approximately how many hours of direct supervision/consultation did you spend with this applicant? (This is the number of hours you have spent with the applicant.) _____
 5. Total hours for which you supervised this applicant's practice. (This is the total number of hours that the applicant worked under your supervision.) _____
 6. Please describe the situations in which you have observed the applicant engaged in social work practice. ____

 7. Is the applicant currently engaged within the scope of social work practice? Yes No (Comments)

 8. In your opinion, does the applicant possess the personal and professional integrity to practice social work in accordance with the Social Work Code of Ethics (CASW 1983)? Yes No (Comments) _____

- a. How does the applicant demonstrate respect for the client-social worker relationship? _____

 - b. How does the applicant demonstrate knowledge regarding current ethical issues in social work practice?

c. To your knowledge, has there ever been any concern regarding this applicant's ethical conduct? If yes, please provide details. _____

9. Do you have any reason to believe that this applicant should **not** be granted registration as a social worker?

10. Do you believe that on an overall basis, including ethics, conduct, character, and competence, this applicant is or would be a credit to the profession? _____

11. Please provide any additional comments. _____

Signature

Date

RSW Number _____

Contact Telephone Number: (____) _____

Agency/Organization: _____

Agency/Organization Address: _____

The Registrar **may** contact you for more information or for clarification.

Please submit your reference to:

The Registrar
Alberta College of Social Workers
550-10707 100 Avenue NW
Edmonton, Alberta T5J 3M1

Please note: Under freedom of information requirements, your comments may be shared with the applicant.

If you have any questions about the registration process, please contact the ACSW office at (780)421-1167 or toll-free in Alberta at 1-800-661-3089. Thank you for your cooperation.

Health Professions Act Frequently Asked Questions

On April 1, 2003, the profession of social work came under the Health Professions Act (HPA) and the Social Work Profession Act was repealed. The purpose of the HPA is to serve and protect the public interest. The HPA covers 30 professions, regulated by 28 professional colleges, of which the Alberta College of Social Workers (ACSW) is one. This legislative change has several impacts with regard to the regulation of social work practice in Alberta. The following information is intended to be a quick resource with answers to those questions most frequently asked by social workers, employers of social workers, and other interested people. If you have a question that is not answered in this list, you can access the legislation at www.qp.gov.ab.ca/documents/Acts/H07.cfm?frm_isbn=0779716205. The Social Workers Profession Regulation will soon be posted on the ACSW web site, but can also be obtained at www.qp.gov.ab.ca/documents/Regs/2003_082.cfm?frm_isbn=0779717813. If you have checked these documents and still have not found the answer to your question, please put your question in writing to acswreg@acsw.ab.ca. Every effort will be made to ensure that you have access to reliable information as quickly as possible.

What is Social Work?

Under the *Health Professions Act* (HPA), Schedule 27, the practice of social work is defined as follows:

In their practice, social workers do one or more of the following:

- (a) enhance or restore the social functioning of individuals, families, groups, organizations and communities by improving developmental, problem-solving and coping capacities of people and systems,
- (b) promote effective and humane systems that provide resources, opportunities and services to people and link people to those systems,
- (c) contribute to the development and improvement of social policy, and
- (d) provide restricted activities authorized by the regulations.

If your practice involves any of the above, you are *active* in social work.

Who has to be a Registered Social Worker?

Registration is required if you *qualify* for registration as a social worker, you are working in a position that falls within the scope of social work as defined above, and

- (a) you work with the public; or
- (b) you supervise people who work with the public; or
- (c) you teach in a social work education program.

How do I know if I qualify for registration?

You qualify to apply for registration if:

- (a) you have a degree in social work from any university in North America that is accredited by the Canadian Association of Schools of Social Work or the Council on Social Work Education; or
- (b) you have graduated from an approved social work diploma program in Alberta; or
- (c) you have, within the last five years, been a registered, certified or licensed social worker in another province or with a member of the Association of Social Work Boards.

What if I have a social work education from another country?

If you are a graduate of an advanced education program in social work that does not fit these criteria, you may apply to have your credentials assessed for equivalence. This is not done directly by the Alberta College of Social Workers. You will need to complete an application for assessment with the International Qualifications Assessment Service (www.learning.gov.ab.ca/iqas/iqas.asp), or the Canadian Association of Social Workers (www.casw-acts.ca/swassessment.htm). The original assessment must be submitted to the ACSW office.

What if I don't call myself a social worker?

It does not matter what title you use: if your position fits within the scope of practice defined above you must be registered to practice. You are encouraged to use the title "Social Worker" in all professional practice, but this is not a requirement. The title "Social Worker" may only be used by qualified social workers.

What if my employer says I don't have to be registered to do my job?

An employer is free to set any job requirements for hiring. The employer cannot, however, decide that a qualified social worker does not have to be registered. This may mean that you are doing exactly the same job as another person who is not required to be a registered social worker because that other person does not qualify for registration. *That person is not a social worker.*

What do I need to do to become a Registered Social Worker?

Complete the application package and provide all the documents and fees required. As soon as the paperwork is complete, if there are no problems with your application, you will receive your social work practice permit.

Please note: *It is your responsibility to ensure that all documentation is received at the ACSW office. We will not notify you if information is not supplied by your university, referees, etc. If you have not received your practice permit within a reasonable time of submitting your documents (normally three to four weeks) please check to see if something is missing from your application package.*

Will I automatically become a Registered Social Worker once all the documents are received?

Not necessarily. All first time registrants are required to demonstrate that they have completed 1500 hours of social work practice under the supervision of a qualified social worker prior to becoming fully registered. During the qualifying period, if you have completed your social work education, you must apply for *provisional* registration. Once you have completed the 1500 practice hours (which may include practicum hours), a qualified social worker who supervised at least 350 out of your last 500 hours of practice is required to complete a supervision reference form on your behalf in order for you to become fully registered.

To certify my supervised practice, who is a qualified social worker?

A qualified social worker is registered, licensed, or certified in the jurisdiction in which she/he practices. The social worker will be considered qualified if she/he is registered when the supervised reference form is submitted, or was registered during the period of supervision (eg RSW then and now retired).

Are there any other qualifications I must meet to get registered?

There is provision in the legislation for assessing each applicant's character and reputation. This is done through a combination of things, including a Criminal Record Check, references, and a personal declaration. If the information on any of these documents suggests that there may be questions with regard to your suitability for the profession, you will be asked to provide additional details. The Registrar or Registration Committee will determine whether to proceed with the registration process.

I had to get a Criminal Record Check for my employer last month. Can I send you a copy of that rather than get a new one?

The ACSW will accept a copy, certified by your human resources manager to be true, if it was produced within the last 90 days. If it is older than that you must get a new one.

I have just graduated and can't get official transcripts yet. What else may I use to provide evidence of qualification for registration?

For the purpose of issuing a Provisional Practice Permit, the ACSW requires something that shows you have completed a degree or diploma from an approved social work program. We will accept a photocopy of your degree/diploma, an unofficial copy of your transcripts, or a letter issued by the university or college that states that you have completed your social work education program. However, official transcripts must be submitted before you will qualify for full registration.

Can I call myself a Registered Social Worker if my registration is provisional?

Yes. You will receive a provisional practice permit and are entitled to use the titles and abbreviations associated with registration: Registered Social Worker, Social Worker, RSW, SW, Soc. Wkr. Only social workers who have been approved for membership on the *Clinical Specialty Registry* may use the title "Clinical Social Worker".

Do I have to tell my clients that I am registered?

Yes. If any client asks whether you are a registered social worker you must provide them with the information. You are encouraged to use your RSW and indicate your educational qualifications on all professional documents as well.

Why do I need to provide evidence of having liability insurance?

The basic purpose of professional regulation is protection of the public we serve. Part of ensuring the public is protected is through liability insurance. If your employer provides coverage that covers staff, documentation of that coverage will be accepted. However, all social workers are strongly encouraged to carry their own insurance. Details regarding the group plan through the Canadian Association of Social Workers are available from the ACSW office.

If I am working in an unpaid (volunteer) position, do I have to have liability insurance?

Yes. All practicing RSW's must show evidence of having liability coverage. Most voluntary agencies have insurance coverage for volunteers. If your position is not covered, you must carry your own liability insurance.

What happens if I take a leave from social work practice?

There are two options available to people taking a leave from practice. You may retain your registration status as "inactive" for half the full cost of registration, which keeps your name on the mail list and your file current. You may also cancel your registration while you are inactive and reinstate your registration when you resume practice in the future.

If I cancel my registration while I'm on leave, do I have to go through the whole application process again?

No. Your file will be retained for ten years following cancellation so things like transcripts will not have to be replaced. You will need to provide details of your continuing competence activities during your leave (if any). Depending on the purpose of your leave, you may be asked to provide additional information. If the leave was three years or longer, you may be required to work for a period of time under the supervision of a social worker or to take a refresher course prior to returning to practice.

What will happen if I don't get registered?

If you qualify for registration, the bottom line is that you are not eligible to practice within the scope of social work without being registered and a fine may be imposed if the regulations are not adhered to. As well, the *Health Professions Act* states that an employer may not knowingly employ a person within the scope of practice who is required to be registered if that person does not apply for registration.

What if I get registered now but don't renew my registration in the future?

The *Health Professions Act* requires that the ACSW notify your employer if your registration gets cancelled.

When must my application for registration be submitted?

Registration is already a requirement for all currently practising social workers. People whose practice is in a position that was exempt from the legislation under the *Social Work Profession Act* are encouraged to apply as early as possible given the volume of applications anticipated.

Do employers normally pay social work registration fees?

No. Most Registered Social Workers pay their own fees. The full cost of registration can be claimed on your Income Tax as Professional Dues.

Are there other requirements for maintaining my status as a Registered Social Worker?

Yes. Go to the ACSW web site, www.acsw.ab.ca, for additional information about ongoing registration requirements.

When will I have to pay my renewal fees?

In order to maintain your registration, annual fees are required. The date of payment is based on your registration.

- If your registration is issued between January 1 and March 31, your renewal dues will be payable by December 31. Your renewal date will be December 31 of each calendar year.
- If your registration is issued between April 1 and June 30, your renewal dues will be payable by March 31 of the following year. Your renewal date will be March 31 of each year.
- If your registration is issued between July 1 and September 30, your renewal dues will be payable by June 30 of the following year. Your renewal date will be June 30 of each year.
- If your registration is issued between October 1 and December 31, your renewal dues will be payable by September 30 of the following year. Your renewal date will be September 30 of each year.

Please note that this is for the future renewal of registration. Your registration dues are required at time of application.