

CASW Assessment of International Credentials

Application Procedure

Please follow the Steps outlined in Parts 1, 2 and 3 to have your Social Work qualifications assessed. Please read all instructions carefully.

Documents may be submitted in any order, or all at once, however a file will not move forward to the evaluation stage until CASW has received all the necessary documents and payment.

CASW opens a file in the applicant's name when we receive their first document. All subsequent documents are added to this file as they arrive at our offices. Unfortunately, due to the volume of mail received, CASW is unable to provide proactive updates regarding the receipt of mail, or status updates. Applicants may inquire about the status of assessments at any point in the process by email or by phone.

The time it takes to assess the file can vary greatly depending on demand, and CASW is unable to guarantee specific timelines in terms of completing evaluations. However, once all the required documentation has been received, assessments generally take between 6-12 weeks.

After the completion of an assessment and at the request of an applicant, original documentation provided to CASW can be returned for a fee of \$40.00 CAD (effective October 1, 2019). Please note: Photocopies of the original documents are acceptable. CASW does not recommend sending any original documents.

If any documents are in a language other than one of Canada's two official languages (French or English), CASW will require translations. CASW will accept translations of documents from either the applicant, the educational institution, or a third party on behalf of an applicant. However, if any discrepancies were to be found during the evaluation process, CASW could then require that translations be submitted by a certified translator.

*Please e-mail casw@casw-acts.ca with any questions regarding your Application for the Assessment of International Academic Credentials. * Applicants can expect responses to inquiries within 10 to 15 business days.

Part 1

The documents in **Part 1** of the application **must** be received directly from the educational institution attended. This must be arranged by the applicant.

1. CASW Verification Form

CASW must receive the CASW Verification Form relating to the primary credential/degree to be assessed directly from the educational institution attended. CASW does not accept Verification forms electronically (e-mail attachments).

The CASW **Verification Form** can be found in **Appendix 1**.

The CASW Verification form must be printed, signed, and sealed by Dean or Director of School/Faculty of Social Work at the applicable academic institution and sent by mail directly to the CASW offices, not to the applicant. The applicant cannot forward a sealed envelope.

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Ottawa, Ontario K1Z 7M4

2. Official Credentials/Transcripts for Primary Credential/Degree to be assessed

The official transcript of the primary credential/degree to be assessed **must** be received directly by mail at the CASW offices from the educational institution attended. CASW does not accept copies of transcripts electronically (e-mail attachments).

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Official transcripts should include a record of all courses taken, as well as grades and credit hours received.

The primary credential/degree is considered the highest level of professional social work education completed by an applicant. If CASW receives the primary degree transcript from an applicant, whether in a sealed envelope or not, CASW will request that a new transcript be sent directly to CASW from the educational institution before proceeding with an evaluation. **No exceptions.**

Part 2

The following documentation is also required by CASW to proceed with an assessment. All documents in Part 2 may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send these documents via email to: caswassessment@casw-acts.ca.

Please note: **CASW will only accept documents sent via email in the following formats: PDF, Microsoft Word, JPEG, or PNG as attachments. Documents must be sent in an organized manner and be clearly labeled (it is not possible for CASW to access documents sent via google drive).**

If it is not possible to send the documents in Part 2 via email, applicants may mail documents to:

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3. The CASW Application Form

The CASW Application Form must be completed by the applicant

The CASW **Application Form** can be found in **Appendix 2**.

The CASW application form may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send this document via email to caswassessment@casw-acts.ca. If it is not possible to send the application form via email, applicants may mail documents to:

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4. Course Descriptions

Course descriptions are required for each class as listed on the transcript. Ideally course descriptions should come from an academic institution's syllabus or other official document. Most academic institutions use course descriptions to help students decide which classes to take. Photocopies of the original course descriptions from the academic institution attended are acceptable.

If course descriptions are not available from the academic institution attended, CASW will accept one to two paragraphs stating the purpose, content and learning objectives of each class listed on the transcript summarized by the applicant. An example of what is required can be found in Appendix 3.

Course descriptions may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send these documents via email to caswassessment@casw-acts.ca. If it is not possible to send the course descriptions via email, applicants may mail documents to:

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5. Social Work Field Practice Descriptions

Ideally Field Work, Practicum, or Placement descriptions should come from your academic institution's syllabus or other official document. Please ensure that you list the social service agency(s) from your field placement experiences, including an overview of the type of setting, hours of practicum per semester (as applicable) and a general description of your on-site experiences, including the methods of supervision and evaluation by the agency and by the university.

If Field Work, Practicum, or Placement descriptions are not available from the academic institution attended, CASW will accept an overview of the type of setting, hours of practicum per semester (as applicable) and a general description of your on-site experiences, including the methods of supervision and evaluation by the agency and by the university (an example of what is required can be found in Appendix 4).

Note that the evaluation is purely academic in nature and does not consider work or volunteer experience.

Field work descriptions may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send these documents via email to caswassessment@casw-acts.ca. If it is not possible to send the field work descriptions via email, applicants may mail documents to:

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6. Pay the Application Fee

The fee is \$339.00 (\$300 plus 13% HST) and covers the professional assessment and administrative costs. Please note, effective July 1, 2022, the CASW Assessment fee will be increased to \$395.50 (\$350 plus 13% HST).

Applicants may make the payment at any point during the assessment process; however, a file will not move forward to the evaluation stage until a payment has been received.

CASW accepts payment in Canadian funds only and the preferred payment option is by credit card through PayPal. If using the PayPal option, applicants **must forward a copy of the PayPal receipt to CASW.**

In order to make a payment online via credit card, please use the PayPal button found under step 6 of the Assessment of International Credentials page: <https://www.casw-acts.ca/en/what-we-do/assessment-international-credentials>.

Money order and certified cheques made payable to the Canadian Association of Social Workers (CASW) are also accepted and should be mailed with your application form. Please be aware that CASW will not proceed with an assessment until confirmation is received from our banking institution that payment has cleared.

The CASW refund policy can be found in Appendix 5

7. Document Checklist

Please complete the Document Checklist (Appendix 6) to ensure that all necessary documents are submitted to CASW.

While CASW will provide support and answers to enquires, it is the applicant's responsibility to provide CASW with the necessary documents for your evaluation.

CASW evaluators require all relevant documents listed on the checklist to fully understand an applicant's credentials.

Please note: Missing documents could lead to an outcome of non-equivalency to a Canadian Bachelor or Master of Social Work. If your credentials are found non-equivalent to Canadian Standards due to missing documents (most often education completed is in an unrelated discipline or unsubmitted field placement hours) you will be required to pay another full assessment fee to conduct a review or reassessment. The CASW Review policy can be found in Appendix 7.

The completed document checklist should be the final document submitted to CASW. This indicates to CASW that you have reviewed the full Document Checklist and submitted all the documentation required for your assessment.

Once the document checklist has been submitted, CASW will review your file. You will then receive an update via email regarding the status of your file. Please send the document checklist via email to caswassessment@casw-acts.ca. If it is not possible to send the document checklist via email, you may mail documents to: Canadian Association of Social Workers, M229 - 1554 Carling Avenue, Ottawa, Ontario, K1Z 7M4

The time it takes to assess the file can vary greatly depending on demand, and CASW is unable to guarantee specific timelines in terms of completing evaluations. However, once all the required documentation has been received, assessments generally take between 6-12 weeks.

Part 3

The following documents **MUST** be submitted **if applicable** to you. These documents may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send these documents via email to caswassessment@casw-acts.ca. If it is not possible to send the documents via email, applicants may mail documents to:

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Please note often an evaluation of non-equivalence to a Canadian Bachelor or Master Degree in Social Work comes down to applicants not submitting all their Post-Secondary Credentials.

8. Secondary Credentials

Generally, secondary credentials are considered all post-secondary education completed by an applicant prior to the completion of their highest level of social work education. CASW does not require post graduate continuing education seminars, courses, or diplomas. CASW does not assess Secondary School credentials.

CASW requires official **transcripts** and **course descriptions** of secondary credentials (degrees/diplomas) obtained even if the education completed is in an unrelated discipline.

Copies of secondary credentials may be sent to CASW directly by the applicant. However, please note that in the process of assessment, CASW assessors may request official transcripts of secondary credentials sent directly by the university to CASW to validate results.

Transcripts and course descriptions are required for all courses, including secondary credentials or non-social work degrees.

Transcripts and course descriptions relating to secondary credentials may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send these documents via email to caswassessment@casw-acts.ca. If it is not possible to send the transcripts and course descriptions relating to secondary credentials via email, applicants may mail documents to:

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9. Supporting Documentation

Supporting documents are not mandatory and need only be sent **if applicable** to the applicant.

Supporting documents include:

- **Proof of name change** - If your name has changed since you completed your education, CASW needs proof of the change of name. For example, a copy of an applicant's Marriage Certificate.
- A copy of the **title and abstract** of an applicant's Thesis or Major Research Paper, if one was completed.
- Proof of membership in professional social work associations(s) from another country
- A copy of Social work Certificate(s) or Diplomas(s) obtained

Supporting documentation may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send these documents via email to caswassessment@casw-acts.ca. If it is not possible to send supporting documentation via email, applicants may mail documents to:

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10. Waiver Form

Please complete the Waiver Form (found in Appendix 8) and mail it in with the required additional and supporting documentation if you intend to practice social work in Canada.

If an applicant receives equivalency to a Canadian Bachelor or Master of Social Work, CASW will send a letter to the provincial or territorial regulatory body designated in the Waiver Form.

A letter will not be sent to the designated provincial or territorial regulatory body if the applicant does not receive equivalency to a Canadian Bachelor or Master of Social Work.

Applicants receive letters of assessment regardless of results.

The waiver form may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send this document via email to caswassessment@casw-acts.ca. If it is not possible to send the waiver form via email, applicants may mail documents to:

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Appendix 1



VERIFICATION FORM

TO: Dean or Director, School/Faculty of Social Work

RE: Application of _____
(Surname) (Given name) (Maiden name)

The above named person has applied to the Canadian Association of Social Workers to have their social work training evaluated vis-à-vis Canadian credentials.

Please complete the following verification data:

This is to certify that the above named applicant has successfully completed the degree(s) indicated below, and was granted:

(a) a graduate social work title _____ Date _____ Yes ___ No ___
Degree Received

(b) an undergraduate social work title _____ Date _____ Yes ___ No ___
Degree Received

(c) other program title _____ Year _____ Yes ___ No ___

Dean's signature _____

Print name _____

SEAL

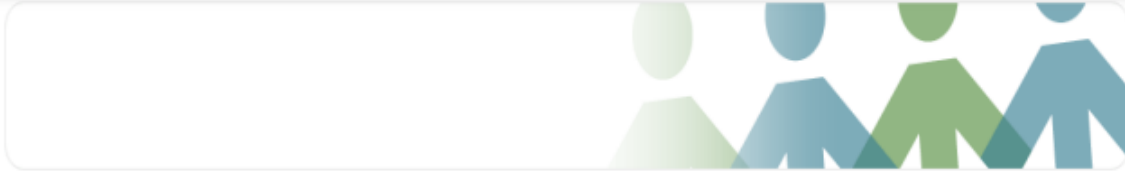
(Date)

(School/Faculty of Social Work)

This Verification Form should be returned directly by the educational institution to the CASW at:

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Appendix 2



APPLICATION FOR EVALUATION OF FOREIGN SOCIAL WORK CREDENTIALS

For persons located in, or immigrating to, the province of Alberta, Saskatchewan, Manitoba, Ontario, New Brunswick, Newfoundland, Nova Scotia, or Prince Edward Island or to the territories.

PLEASE PRINT OR TYPE

NAME: _____
(Surname) (Given) (Maiden)

ADDRESS: _____

(Street) (Apt. number)

(City) (Province/State) (Country) (Postal Code)

TELEPHONE: _____ E-MAIL: _____

REASON(S) FOR EVALUATION:

ACADEMIC BACKGROUND

(Applicants **must** list **all** post-secondary education completed)

<u>Credential Obtained</u>	<u>Institution</u>	<u>Country</u>	<u>Date</u>	<u>to</u>	<u>From</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(Signature)

(Date)

Please follow the Steps outlined in Parts 1, 2 and 3 found at <https://www.casw-acts.ca/en/what-we-do/assessment-international-credentials> to have your Social Work qualifications assessed.

Appendix 3

Sample course descriptions

SCWK-2013. Introduction to Social Welfare (S)

An examination of the history, philosophy, and development of social welfare as a social institution in New Brunswick and elsewhere. Analysis of the institution and its relationship to the history, philosophy, and values of the profession of social work.

SCWK-2023. Introduction to Social Work (S)

An introduction to the values, ethics, history, and methods of professional social work practice, with particular emphasis on the profession in New Brunswick. An introduction to generic practice and social work with various client groups.

SCWK-2033. Introduction to Social Work Fields of Practice (F)

This is a survey course for all students interested in social work, curious about the relevance of arts and social science disciplines to social work fields of practice, and/or who wish to explore the profession as a potential career choice. Students will be introduced to the values, ethics, history and requirements of professional social work practice, with particular emphasis on social justice issues. Students will also have an opportunity to explore the various social work fields of practice.

Appendix 4

Sample Field Work Descriptions

Student: John Doe Practicum Placement: 1 of 4

Dates and Hours: 1996-1997 school year, for a total of 250 hours at this agency

Agency Description: Child Protective Services (CPS), which may also be known as the Department of Children and Family Services (DCFS), is a state-run agency that provides counseling, rehabilitation, or placement services for neglected or abused children.

Role: Child Protection Worker In this role, John Doe learned about helping client's access resources, about identifying and documenting abuse and neglect cases and finding the appropriate services to enhance child welfare. John Doe learned to be able to identify immediate threats made to a child and provide arrangements that comply with state and federal laws and agency procedures. These learnings and experiences included:

- Providing counseling or support services to both children and parents, as well as other family members
- Referring children, families, and caregivers to other services when necessary
- Placing children in foster care if necessary
- Finding appropriate adoptive homes for children if necessary

John Doe's experience was both observational and hands on, and he was evaluated by direct observation from his Field Placement Supervisor, Dr. Jane Doe (MSW, RSW) who works for CPS full time. John Doe successfully completed this placement.

Appendix 5

CASW Assessment of International Credentials Refund Policy

If an applicant has paid the assessment fee, and does not wish to proceed with an assessment, they will be eligible for a full refund if:

1. The file has not yet proceeded to the evaluation stage *once a file has proceeded to the evaluation stage all fees paid are non-refundable
2. The applicant's reasons for discontinuing the CASW assessment are determined to be well founded by the CASW Executive Director
3. It is within one year of opening the applicant's file. *If an applicant's file has been open for more than one year the refund will be subject to a \$75 administration charge.

Appendix 6

Document Checklist

Part 1

The documents in Part 1 of the application must be received directly from the educational institution attended via postal mail or courier. This must be arranged by the applicant.

✓	Required Document	Date (DD/MM/YYYY)
	Verification Form - To be sent to the academic institution to complete the form and the institution to send it to CASW by post or courier	
	Official Transcript (for primary degree to be assessed) Official transcripts should include a record of all courses taken, as well as grades and credit hours received.	

Part 2

All documents in Part 2 may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. Please send these documents via email to: caswassessment@casw-acts.ca.

Please note: CASW will only accept documents sent via email in the following formats: PDF, Microsoft Word, JPEG, or PNG as attachments. Documents must be sent in an organized manner and be clearly labeled (it is not possible for CASW to access documents sent via google drive).

If it is not possible to send the documents in Part 2 via email, applicants may mail documents to:

Canadian Association of Social Workers

M229 - 1554 Carling Avenue

Ottawa, Ontario K1Z 7M4

✓	Required Document	Date (DD/MM/YYYY)
	Application Form Completed form submitted All post-secondary education is listed on form	

	<p>Course Descriptions</p> <p>Course descriptions are required for each class as listed on the transcript</p>	
	<p>Description of Field work, Practicum or Field Placement or Internship.</p> <p>Applicants must include information relating to all field work activities. This could include time spent in integrative activities such as preplacement or observational visits, as well as block or rural placements.</p> <p>Descriptions must include:</p> <ul style="list-style-type: none"> • Name of the social service agency(s) from your field placement experiences • overview of the type of setting(s) • Number of hours completed at each placement • General description of your on-site experiences • Methods of supervision and evaluation by the agency and by the university 	
	<p>Payment</p> <p>If using the PayPal option, please forward a copy of your receipt to CASW.</p> <p>Applicants may make the payment at any point during the assessment process; however, a file will not move forward to the evaluation stage until a payment has been received.</p>	
	<p>Document Checklist</p> <p>This should be the final document submitted, indicating that the applicant has submitted all relevant documents.</p>	

Part 3 Additional Documentation

The following documents **MUST** be submitted **if applicable** to you. These documents may be sent to CASW directly by an applicant or by a third party on behalf of the applicant. If no date or check mark is indicated on the below categories, CASW will assume the documentation required does not apply to your application.

Please note often an evaluation of non-equivalence to a Canadian Bachelor or Master Degree in Social Work comes down to applicants not submitting **all** their Post-Secondary Credentials.

✓	Required Document	Date (DD/MM/YYYY) Or Not applicable
	<p>Post-Secondary Credentials</p> <p>CASW requires official transcripts and course descriptions for all post-secondary education even if the education completed is in an unrelated discipline.</p> <p>CASW assesses your education as a whole. Therefore, transcripts and course descriptions are required for all courses, including secondary credentials or non-social work degrees.</p> <p>Failure to submit this documentation could negatively affect assessment results.</p> <p>Please note: Missing documents could lead to an outcome of non-equivalency to a Canadian Bachelor or Master of Social Work. If your credentials are found non-equivalent to Canadian Standards due to missing Post-Secondary transcripts or course descriptions, you will be required to pay another full assessment fee to conduct a review or reassessment.</p>	
	<p>Proof of name change - If your name has changed since you completed your education, CASW needs proof of the change of name.</p>	

	For example, a copy of an applicant's Marriage Certificate.	
	A copy of the title and abstract of an applicant's Thesis or Major Research Paper , if one was completed.	
	Proof of membership in professional social work associations(s) from another country (if applicable)	
	A copy of Social Work Certificate(s) or Diplomas(s) obtained	
	<p>Waiver Form</p> <p>If an applicant receives equivalency to a Canadian Bachelor or Master of Social Work, CASW will send a letter to the provincial or territorial regulatory body designated in the Waiver Form.</p>	

Signature of Applicant _____ Date _____

Appendix 7

A review of your credentials may be granted if you provide substantial evidence that proves that CASW either:

1) Misinterpreted critical information pertinent to your evaluation or was otherwise at fault. CASW will only grant a review to applicants that provide substantial evidence to support their claim of misinterpreted critical information in the assessment.

CASW will **not** grant a review to applicants that provide their own analysis or interpretation of the assessment results without clearly providing substantial new information or explanation to justify that critical information was misinterpreted by CASW.

CASW will communicate its decision to review or not to review an assessment directly to applicants. This decision is final

If CASW grants a review based on its own misinterpretation of critical information, applicants will not be charged an assessment fee.

Or

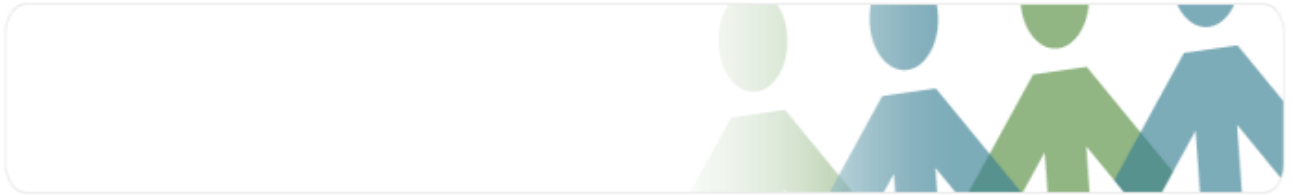
2) Applicant did not submit all the necessary documentation required by CASW for its assessment service.

Applicants are responsible for providing all the documentation required to complete an assessment. If CASW grants a review based on the new documentation received from an applicant that was not provided for the initial evaluation, a full assessment fee of \$339.00 (\$300 plus 13% HST) is required before a review is completed. Effective January 1, 2022.

Review Procedure:

- 1) An applicant may request a review by submitting a letter to the CASW Executive Director. You must state the basis for the review and provide additional information or new perspectives to justify the review. You must include any documents necessary to support your request. Review requests must be submitted via email to caswassessment@casw-acts.ca.
- 2) The review is submitted to the CASW Executive Director for consideration. The CASW Executive Director reserves the right to refuse the request for a review if no substantial new information or explanation is provided to justify the review.
- 3) If the review is approved by the CASW Executive Director, your file will be reassessed by a separate CASW Evaluator for an independent third-party review.
- 4) Applicants will be updated when the application has been received and when the CASW Executive Director has come to a decision whether CASW will proceed with the review.

Appendix 8



WAIVER FORM

**Evaluation Report of Social Work Credentials Obtained Outside Canada
(To be sent to Regulatory Body if requested by the applicant)**

Applicant Name: _____

Country of Social Work Education: _____

I authorize the Canadian Association of Social Workers (CASW) to share information on file regarding the evaluation of my social work credentials obtained outside Canada with the Regulatory Body of the province in which I plan to reside: _____.

(If you have not yet decided in which province you will reside please keep this form and send it to us once your plans are finalized.)

SIGNATURE

DATE