

CASW Assessment of International Credentials

Terms and Conditions

All applicants applying for a Canadian Association of Social Workers (CASW) assessment of their internationally obtained social work educational credential accept the following terms and conditions.

General Terms and Conditions

1. The CASW Assessment results are advisory in nature and do not supersede the admission policies of any particular educational institution or the established requirements of any professional association, regulatory body, or government agency.
2. The CASW Assessment reports include only educational credentials received through formal education completed at academic institutions. Non-formal and/or non-academic (such as post graduate continuing education) qualifications will not be assessed or included in the CASW Assessment Report.
3. CASW is not responsible for lost or misdirected mail.
4. Applicants are solely responsible for ensuring CASW receives all required documentation. Applicants are responsible for the content and accuracy of all documents submitted to CASW.
5. CASW will refuse to issue an assessment if any submitted documents are suspected or confirmed to have been falsified, forged, misrepresented, or altered in any way. The application will be terminated, and no refund will be provided.
6. Processing times may vary depending on several factors, including but not limited to the volume of applications that CASW has received, the complexity of the application, and other factors. CASW makes no guarantee regarding processing times. Any estimates of time for completion are calculated from the day the required documents are supplied to CASW and not calculated from the day the application is commenced.
7. CASW does not guarantee the issuance of an Evaluation Report if CASW is not satisfied with the official documents received and/or cannot obtain information or verification from the applicable institution(s).
8. CASW reserves the right to request additional materials at any point during the assessment process. An evaluation report will be prepared only after all requested materials have been received to the satisfaction of CASW. CASW reserves the right to refuse to prepare an evaluation report for any reason, in its sole and absolute discretion.
9. **By submitting documents to CASW, you agree to the CASW Assessment of International Credentials document retention policies. CASW does not retain**

physical copies of documents. Any original documents received by CASW will not be returned and will be destroyed by CASW at its sole discretion.

10. An applicant's file will not enter the evaluation stage until all applicable fees are paid in full.
11. All formal communications on CASW Assessment applications are conducted in writing. To protect your privacy and to minimize miscommunications, CASW requires that all requests for an CASW Assessment Report or changes to an application or Assessment Report be submitted in writing by e-mail or mail.
12. CASW will not release any information on file or assessment reports to a third party without written consent from the applicant and/or a completed CASW Waiver Form.
13. CASW may discontinue the assessment service at any time and for any reason, without notice. We may change the contents, operation, or any other features or functionality of the service at any time for any reason, without notice.

By using the CASW Assessment of International Credentials Service, you acknowledge that you have read, understand, and agree to be bound by, and accept these Terms and Conditions.