

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 Ensure that all post-secondary education is listed on form | |
| | Course Descriptions Course descriptions are required for each class as listed on the transcript | |

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| | <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> <p>For example, a copy of an applicant's Marriage Certificate.</p> | |

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| | 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 _____