

## CASW Review Procedures

Applicants who are not granted equivalence to a Canadian Social Work degree or applicants who received equivalence to a Canadian BSW and who believe they have equivalency to a Canadian MSW may ask for a review of this decision.

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.

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](mailto: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.

