

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: _____ Male _____ Female _____
(Surname) (Given) (Maiden)

ADDRESS: _____
(Street) (Apt. number)

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

TELEPHONE: _____ (home) E-MAIL: _____
_____ (business) FAX: _____

REASON(S) FOR EVALUATION:

ACADEMIC BACKGROUND (most recent first)

<u>Credential Obtained</u>	<u>Institution</u>	<u>Country</u>	<u>Date</u>	<u>To</u>	<u>From</u>

DOCUMENTS TO BE SUBMITTED IN ENGLISH OR FRENCH

The application fee of \$339 (\$300 plus 13% HST) must be submitted with the complete application form and required documentation.

The \$339 application fee covers the professional assessment and administrative costs.

CASW accepts payment in Canadian funds only and the preferred payment options is by credit card through Paypal. (Include your email receipt with your complete application form). Money order and certified cheque made payable to the Canadian Association of Social Workers (CASW) are also accepted. (Receipt of personal cheques may delay the application process as CASW requires bank clearance of all deposits prior to proceeding with an evaluation).

Applications will be processed only after receipt and deposit of full payment.

NOTE Verification form must be signed and sealed by Dean/Director of School/Faculty of Social Work at the applicable institution.

(Signature)

(Date)



EVALUATION OF FOREIGN SOCIAL WORK CREDENTIALS **COMMON QUESTIONS AND ANSWERS**

1) Are social workers required to be licensed by a regulatory body in order to work or practice in Canada?

Even though it is not compulsory to be registered in every province and territory, we suggest that you consider registration as more and more employers require it.

2) What are the requirements and credentials I would need to practice as a social worker in Canada?

In Canada, the social work profession is regulated by the provinces. As a result, you should inquire with the regulatory body of the province in which you will be working. Please refer to our website (www.casw-acts.ca) for a list of regulatory bodies. The title, Registered Social Worker (RSW), is a professional designation in Canada and it is the employer who determines whether or not the RSW designation is required for a position/job.

The successful evaluation of foreign-trained social work credentials for equivalence to Canadian educational standards does not guarantee you a social work position/job in Canada.

3) Is work experience taken into consideration in assessing qualifications?

The assessment is based on documents that provides for a comparison with the Canadian social work curriculum and taking into consideration some standards in terms of social work credits and the number of hours of field work practice or practicum. CASW cannot take into consideration work experience as it cannot be assessed. Work experience cannot compensate for a lack of field work hours because it is not part of an educational process.

4) Does CASW assess degrees obtained through distance education?

CASW does not assess degrees obtained through distance education or self-study/correspondence course work.

5) What is the standard for practicum or field placement in Canada?

Field placement or practicum is an integral part of the curricula of both the Bachelor of Social Work (BSW) and Master of Social Work (MSW) programmes in Canada. Under the guidance of experienced, qualified field instructors, field placements are designed to integrate classroom theory with on-site procedures in social service organizations. In order to proceed with an evaluation, you are required to provide CASW with descriptions of social work field practice from your university syllabus or other official documents.



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. The Canadian standards of social work education and field placement are based on the accreditation standards of the Canadian Association of Schools for Social Work Education (CASWE). CASWE standards of accreditation can be accessed by visiting their website at www.caswe-acfts.ca.

6) Is the social work program at the university I attended recognized by CASW?

CASW does not recognize any particular social work program. Each request is assessed on its own merit based on the program completed. Thus, it cannot be determined in advance whether the program you attended will be recognized by CASW. The assessment is undertaken **only** once all required documentation and the fee have been submitted. It is the responsibility of the applicant to provide the necessary documentation.

7) My degree may not be at par with a Canadian social work degree. If so, are there any courses or training that I can acquire to become an accredited social worker in Canada?

The CASW assessment is not structured for making academic recommendations. Some Canadian universities provide additional training to students from foreign countries so that they can qualify to become registered social workers in Canada. For a listing of accredited Canadian schools of social work, please go to www.caswe-acfts.ca/ or contact the Canadian Association for Social Work Education at 613-792-1953 (admin@caswe-acfts.ca).

8) Do all documents need to be submitted at the same time?

Once CASW receives a document, a file is opened and all further correspondence and documentation received is added to the file. As stated, the assessment begins **only** once we have received all required documents and the fee.


If your name is not the same on all documents, documentation indicating the name change (for instance, a marriage certificate) should be included.

9) Can you send the results of my assessment to a Canadian regulatory body or a provincial/territorial social work association?

CASW will send the results upon receipt of your written request specifying the name of the social work organization.

10) How do I become a member of CASW?

CASW is a federation of provincial and territorial social work organizations with direct affiliate memberships available for social workers in provinces without Partner organizations in the federation (Ontario, Alberta and Québec). It is by joining CASW



directly or a provincial or territorial professional Partner organization that they become affiliated with CASW. A list of the organizations can be found on the CASW website or the attached sheet.

11) I am interested in coming to Canada. Please tell me how to apply for emigration to Canada?

The Canadian Association of Social Workers (CASW) does not have any direct involvement with the immigration process in Canada. Contact Citizenship and Immigration Canada (www.cic.gc.ca) or the nearest Canadian embassy for the specifics about immigrating to Canada that applies to you.

It may be necessary for you to have your non-Canadian social work credentials assessed for Canadian equivalency as part of the emigration process. Before sending CASW the completed application package, contact Citizenship and Immigration Canada to determine if you are eligible for emigration to Canada.

12) Does CASW arrange job exchanges in Canada?

CASW does not maintain a list of Canadian social work organizations or employers who have job exchange opportunities for social workers residing outside of Canada. Social workers interest in job exchanges should contact employers directly.

13) What are the employment opportunities for social workers in Canada?

CASW does not track Canadian social work employment trends or maintain a list of social work job openings in Canada. There are a number of web-based resources that are helpful in exploring social work employment trends and opportunities in Canada.

Useful Websites

<http://www.jobbank.gc.ca/> - Job Bank is Canada's one-stop job listing web site. Each year we help hundreds of thousands of Canadian workers, job seekers and employers connect online, and free of any service charges.

www.casw-acts.ca - CASW website has a job opportunity section. Refer to the list of provincial/territorial member organizations and check out their websites, as well, for job opportunities.

www.medhunters.com - hospital social work positions available in Canada and USA.

www.monster.ca - general employment site that includes social work positions.

www.careerclick.com and www.workopolis.com - employment listings from two large Canadian newspaper chains.

www.charityvillage.com - positions available in Canada's non-profit sector.

www.gc.ca - website of the Canadian government which also links to provincial and territorial governments



INFORMATION SHEET
APPLICATION FOR EQUIVALENCY OF FOREIGN SOCIAL WORK CREDENTIALS

Who Should Use This Application Kit

Those who are already located in, or plan to immigrate to the provinces of Alberta, Saskatchewan, Manitoba, Ontario, New Brunswick, Nova Scotia, Newfoundland or Prince Edward Island may have their qualifications assessed by the Canadian Association of Social Workers (CASW).

Those who are already located in, or plan to immigrate to the provinces of British Columbia or Québec must have their credentials assessed by the social work association in those provinces. Please contact:

British Columbia College of Social Workers
302-1765 West Eight Avenue
Vancouver, BC V6J 5C6
Phone: (604) 737-4916 Fax: (604) 737-6809
e-mail: info@bccsw.ca
Website: www.bccollegeofsocialworkers.ca

Ordre professionnel des travailleurs sociaux
du Québec
255 Crémazie East, 5th floor, office 520
Montréal, Québec, Canada H2M 1M2
Phone: (514) 731-3925 or 1-888-731-9420
Fax: (514) 731-6785
E-mail: info.general@optsq.org
Website: www.optsq.org

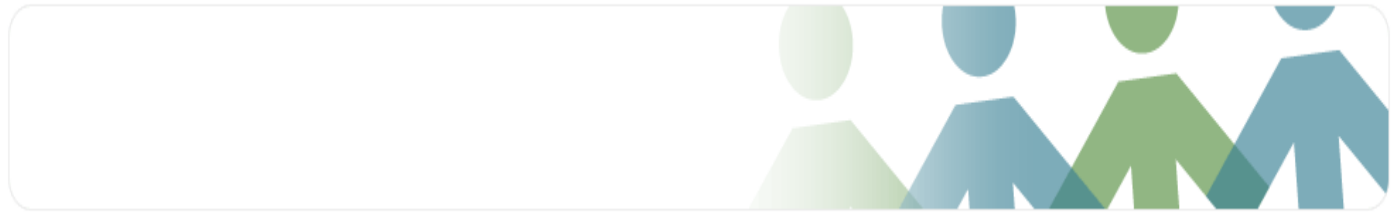
For Evaluation of Your Credentials by CASW

Please complete the attached application form and mail it with the required documents and fee to: Canadian Association of Social Workers, 383 Parkdale Avenue, Suite 402, Ottawa, Ontario, Canada, K1Y 4R4.

Generally, within four to five weeks after receiving **all required documents** in English or French and the required fee, your academic degree(s) will be evaluated and an official letter will be provided to you, stating, in the opinion of CASW, the Canadian equivalency of your credentials. This letter may be used in seeking employment and in applying for membership in the provincial social work associations and the regulatory bodies of Alberta, Saskatchewan, Manitoba, Ontario, New Brunswick, Nova Scotia, Newfoundland, and Prince Edward Island.

However, this rating is not intended to be used for an equivalency of academic qualifications for admission to a Canadian university, nor can it be taken as automatically meeting membership requirements of provincial associations and regulatory bodies as these may vary in each organization.

Note: Translations should be certified and the original documents should be attached.



To: Applicant
From: Canadian Association of Social Workers (CASW)
Re: Assessment of Foreign Social Work Degree(s)

This will acknowledge receipt of your request for the evaluation of your social work credentials for their Canadian equivalency.

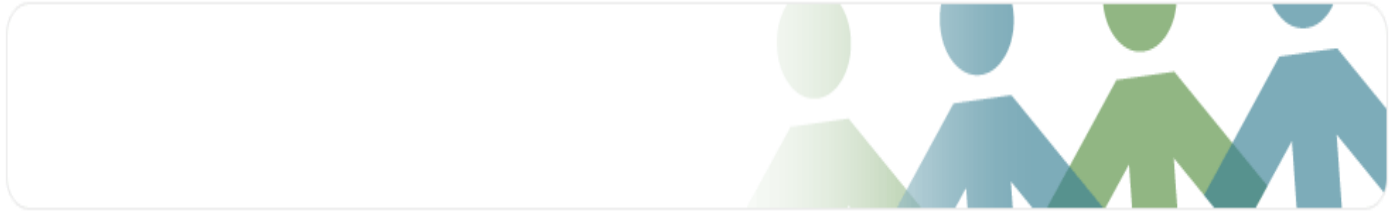
For evaluation of your credentials by the CASW, follow the instructions for application that are included. The information and forms are also available on our website at www.casw-acts.ca. **Note that CASW evaluates social work credentials only and does not assess degrees obtained through distance education or self-study/correspondence course work.**

Mail your application with the required documents and fee to:
Canadian Association of Social Workers, 383 Parkdale Avenue, Suite 402, Ottawa,
Ontario, Canada, K1Y 4R4.

Please read the instructions carefully. Due to limited staff resources, be advised that we will not be able to acknowledge subsequent correspondence from applicants. Once all required documentation and the fee have been received, the process of assessment of your credentials will begin. We will contact you during the assessment process if required.

For the same reason, CASW cannot respond to individual inquiries concerning matters related to social work education in Canada, social work practice in Canada, employment, immigration to Canada, and other miscellaneous inquiries. **Please refer to our website (www.casw-acts.ca) for such information or to the attached "Common Questions and Answers" sheet.**

Thank you for your interest in social work in Canada.



PROCEDURES FOR EVALUATION OF FOREIGN SOCIAL WORK CREDENTIALS

Note: CASW's assessment is accepted in all provinces/territories with the exception of British Columbia and Quebec. Please confirm this by contacting the appropriate social work associations.

I. APPLICATION FOR EVALUATION OF SOCIAL WORK CREDENTIALS


For an evaluation of social work credentials, the applicant can download the application kit from the CASW website or request that the application kit be sent to him/her.

The application form requires details of academic background supported by documents in English or French, as specified below. A certified translation is required as well as the original documents.

(Evidence of written and spoken facility in the English or French language may be required in order to practice in Canada.)

Documents Required (All documents listed are required to proceed with an evaluation. Photocopies of the original documents are acceptable with the exception of the Transcript and the Verification form). It is the responsibility of the applicant to provide the required documentations.

- a. Official university transcripts, including a record of courses and grades obtained. (Applicants are responsible for arranging for official transcript to be forwarded directly to CASW by the educational institutions attended. Translation needs to be certified and the original documents should be attached.)
- b. Social work certificate(s) or diploma(s) obtained.
- c. Social work course descriptions (from university syllabus or other official document), as well as descriptions of courses or experience necessary to meet admission requirements.
- d. Social work field practice description (from university syllabus or other official document). Please 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.
- e. Proof of membership in professional social work associations(s) from another country (if applicable).
- f. Verification form (**original form signed and sealed by Dean or Director of School/Faculty of Social Work at the applicable academic institution**). Applicants



are responsible for arranging for the verification form to be forwarded directly to CASW by the educational institutions attended in a seal envelope.

- g. Applicants applying to have a Masters degree assessed for equivalency to a Canadian Master of Social Work degree are required to provide official university transcripts of Bachelor degree(s), including a record of courses and grades obtained are required. (Translation needs to be certified and the original documents should be attached.) Further, if a thesis is to be assessed, please provide the title and other details that support is completion.
- h. Applicants who have changed names after completing education and would like to have results of their evaluation under their new name are requested to provide proof of change of name. (Example: marriage certificate)

Application fee

The application fee of \$339 (\$300 plus 13% HST) must be submitted with the complete application form and required documentation.

The \$339 application fee covers the professional assessment and administrative costs.


CASW accepts payment in Canadian funds only and the preferred payment option is by credit card through Paypal. (Include your email receipt with your completed application form). Money order and certified cheque made payable to the Canadian Association of Social Workers (CASW) are also accepted. (Receipt of personal cheques may delay the application process as CASW requires bank clearance of all deposits prior to proceeding with an evaluation).

Applications will be processed only after receipt and deposit of full payment.

II. PERUSAL OF DOCUMENTATION WITH THE AID OF RESOURCES

NOTE: Upon receipt of the completed application form, documentation (as listed above) and fee, the evaluation process will begin. The applicant is responsible for ensuring that all documentation is provided.

- a. Documentation is checked to ensure that it is authentic and complete.
- b. University website is reviewed for course and field placement information and for verification of University staff. Documents and the relevant section of the *World Guide to Social Work Education*, published by the International Association of Schools of Social Work, are reviewed. The Guide describes the pattern of education in each country where social work is identified as a professional practice. It provides factual information on a sample of school of social work in sixty-one countries. The guide also facilitates the comparative study of social work education.
- c. *The IASSW Directory* (International Association of Schools of Social Work) is checked to see if the educational institution attended by the applicant is listed as a member.



Membership gives an indication of whether the institution is recognized as a professional social work training centre and whether it views itself as a part of the international social work community.

- d. Consultation with social workers familiar with social work education and practice in the country of origin, when possible.

III. EQUATING APPLICANT'S EDUCATION TO THE CANADIAN STANDARD

The CASW assessment compares academic credentials only and it is based on the [Standards of Accreditation](#) as established by the Canadian Association for Social Work Education (CASWE). The first level professional degree (B.S.W.) is generally a four-year undergraduate program which includes liberal arts courses (in the humanities, the natural and social sciences), social work professional courses and field practice. The general requirement is a minimum of sixty credits (Canadian Equivalency) in the following areas: social work intervention methods, social policy, field of practice and social problems, research methods, social policy, field of practice and social problems, research methods, field work (a minimum of 700 hours).

Generally stated, the objectives are “the achievement by the graduate of a level of competence adequate for undertaking initial responsibility in general practice”. Please be aware, CASW has experienced that individuals whom have completed the 3 year BSW program in the United Kingdom, without additional post-secondary education, are often deficient in Liberal Art and Social Work courses to meet the Canadian four year BSW degree academic standards.

The M.S.W. is either a one-year graduate program following the B.S.W. or a two-year graduate program that admits candidates who hold general arts or other non-social work bachelor degrees. Field practice is an essential component of both models. In a one year graduate program after a B.S.W. the program must include 450 hours of field practice or the completion of a Thesis/Dissertation deemed worth 3 credits (Canadian Equivalency) or more by the University. In a two year graduate program after a Bachelors degree (non B.S.W.), 900 hours of field practice are required. Although a thesis or research report is not an essential component except as described in the one year M.S.W program, it may be necessary for the total number of academic credits.

The general objective of programs at the Master's level is stated as follows: to contribute to the preparation of graduates who possess an advanced level of competence with respect to a particular social problem area, professional service sector, social work methodology, professional role or function or in a combination of these.

IV. WRITTEN NOTIFICATION OF THE EVALUATION AND THE EQUIVALENCY RATING OF CANDIDATE'S CREDENTIALS

The applicant is provided with a personal letter and a "To Whom It May Concern" letter, stating the equivalency of his/her credentials to the Canadian standard. The letter is for use with prospective employers for practice in provinces concerned and/or membership requirements of provincial/territorial professional social work associations.



V. POST EVALUATION –ADDITIONAL INFORMATION PROVIDED

- a) If CASW receives, within 3 months of the initial evaluation, substantial new information about courses, theses, other degrees, and other field placements that was not provided in the original file for assessment, the applicant will be charged an additional \$40 (plus 13% HST = \$45.20) for the CASW to re-evaluate the file.
- b) If CASW receives, after 3 months of the initial evaluation, substantial new information about courses, theses, other degrees, and other field placements that was not provided in the original file for assessment, the applicant will be charged an additional \$ \$60 (plus 13% HST = \$67.80) for the CASW to re-evaluate the file.

There are no additional charges for applicants that apply for a formal review or appeal as per the existing CASW policy.

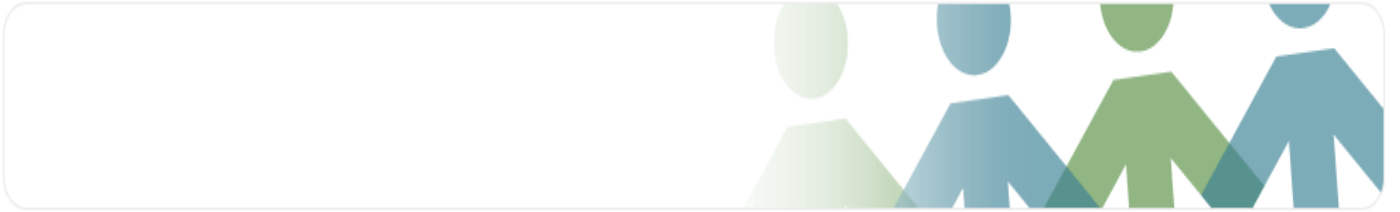
VI. REVIEW AND APPEAL

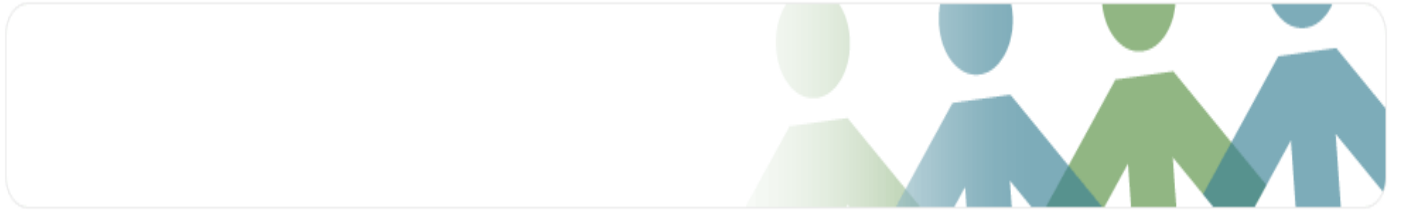
Review

- Applicants who received equivalence to a Canadian BSW and who feel they have equivalency to a Canadian MSW may ask for a review of this decision within 6 months of being informed.
- Applicants who question the rating should be informed of the reasons justifying the decision and of the process for requesting the review.
- The request for this review should be submitted in writing to the Executive Director of CASW providing additional information depending on the basis of the initial decision.
- The Executive Director may ask the evaluator to review the rating taking into consideration the additional information, or request a review by a third party.
- A request for review more than six months following the decision should be considered a new assessment.

Appeals

- Applicants who are not granted equivalence to a Canadian Social Work degree may appeal this decision in writing to the CASW President.
- The letter informing the applicant of the decision should state the reasons for non-equivalency.
- The applicant should be notified of the right of appeal as well as the process to appeal.
- An appeal should be submitted within 3 months of the decision communicated to the applicant.
- The applicant should state the basis for the appeal. (For example some of the information was ignored or misunderstood.)
- The CASW President (or designate) will review the file, the reason for not granting equivalence and determine if an assessment by a third party is warranted.
- The applicant should receive feedback on the process followed by the third party assessing the complaint.





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:

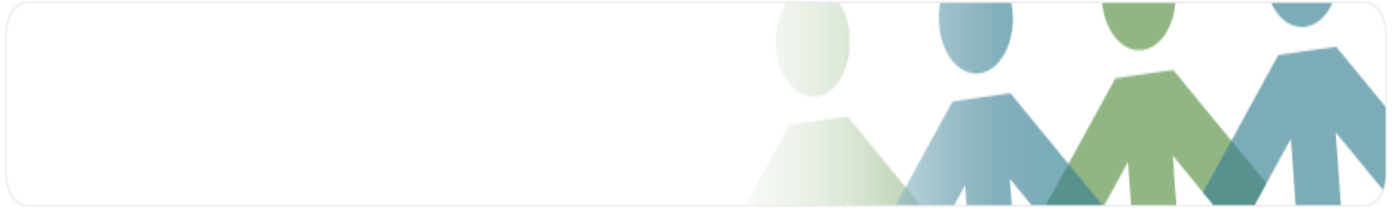
This is to certify that the above named applicant has successfully completed the degree(s) indicated below, and was granted:

- (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 383 Parkdale Ave. Suite 402, Ottawa, Ontario, Canada K1Y 4R4.



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 of you are planning on residing _____.

(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