

Application & Renewal

Policy Manual



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Policy Statement

The Nova Scotia College of Social Workers exists to serve and protect Nova Scotians by effectively regulating the profession of social work. We work in solidarity with Nova Scotians to advocate for policies that improve social conditions, challenge injustice and value diversity.

Self-regulation is a statutory privilege granted to Nova Scotia College of Social Workers by the Government of Nova Scotia enabling the profession of social work to regulate itself in the public interest.

The Nova Scotia College of Social Workers believes that regulation is paramount to social work as the profession holds a specialized body of knowledge and values which positions the NSCSW as the most appropriate organization to develop standards for education and practice and to ensure those standards are met.

The Supreme Court of Canada has concluded that it is difficult to overstate the importance in our society of the proper regulation of our learned professions. The primary purpose of the establishment of self-governing professions is the protection of the public. This is achieved by ensuring that only the qualified and the competent professionals are permitted to practice and that members of the profession conform to appropriate standards of professional conduct.

This Policy Manual will more clearly outline the policies and procedures of the NSCSW's Board of Examiners and their role in the implementation and enforcement of the Social Workers Act (1993). This manual will address the policies of the Board of Examiners around the following:

- **Who** can practice by defining entry to practice requirements and procedure; and the requirements for renewal of license.
- **What** members call themselves and the use of protected titles.
- **What** members can do within their scope of practice, and what non-members cannot do.

The Board of Examiners priority is protection of the public. In order to ensure the regulatory, complaints and discipline decisions of the College are at arm's length from the overall governance of the organization the Board of Examiners has autonomy over regulatory, complaints and discipline decisions, except for when the Act or Regulations grant an appeal process.

Approved by the Board of Examiners: December 18, 2019

Policy

The Board of Examiners priority is the protection of the public. In order to ensure the regulatory, complaints and discipline decisions of the College are at arm's length from the overall governance of the organization, the Board of Examiners has autonomy over regulatory and complaints and discipline decisions, except for when the Act or Regulations grant an appeal process.

Procedure

1. The Board of Examiners is ensured by Council, that they have the resources and supports to conduct and oversee all regulatory, complaint and discipline functions.
2. The Board of Examiners is responsible for all regulatory, complaints and discipline decisions and ensures that on all regulatory matters, protection of the public remains the priority.
3. The Council will monitor the performance of the Board of Examiners, Complaints and Discipline Committees at Council meetings through a summary written report and/or a verbal report by the committee chair related to specific recommendations by the Board of Examiners.
4. The Executive Director/Registrar will act as the staff liaison to the Board of Examiners to ensure communication between Council and the Board of Examiners.

Approved by the Board of Examiners: December 18, 2019

Policy

1. Members of the Board of Examiners will act in the best interest of the public and manage its regulatory affairs with diligence and prudence.
2. Decisions of the Board of Examiners will promote the College's purposes and well-being rather than any private interest.
3. Board of Examiners members will faithfully attend scheduled Board of Examiners meetings. Necessary absences will be reported with as much advance notice as possible.
4. Board of Examiners members will be respectful of each other and NSCSW staff during Board meetings and in their Board related functions. This will be demonstrated by respecting individual and professional diversity, respecting an individual's right to unique beliefs, and respecting the value of following the Code of Conduct for meetings.
5. Board of Examiners members will follow College legislation, regulation By-laws and policy in their decision-making.
6. Board of Examiners members will avoid conflicts of interest. Any conflict, perceived or real, will result in the member recusing themselves from any participation in the matter.
7. Participation in a Board of Examiner's vote will not occur if there is a real or perceived conflict of interest.
8. Board of Examiners members will promote the good name and interests of the College outside the College and seek to have others hold it in high esteem.
9. Board of Examiners members will maintain the College's confidential and privileged information as private matters. Confidential information discussed at the Board of Examiners meeting shall not be shared beyond the Board, except in situations where they are required to report information to the appropriate authorities (i.e., child abuse and neglect).
10. The Board of Examiners may adopt revisions or additions to the Code as deemed necessary to promote the best interest of the NSCSW and proper functioning of the Board. Failure to uphold the Code of Conduct may result in a vote by the Board of Examiners to remove a Board member.
 - a. The Board member alleged to have violated the Code may not participate in the vote but may speak to the issues raised.
 - b. The Board may adopt additional procedures governing removal of a Council member.

Approved by the Board of Examiners: December 18, 2019

Policy

NSCSW maintains a Registry in which the names of those persons who qualify for registration under the Social Workers Act (1993) are displayed.

Procedure:

1. An applicant's name is entered in the NSCSW Registry once the criteria for registration has been met. The following information is entered in the Registry:
 - (a) Last name;
 - (b) Used name
 - (c) Registration number;
 - (d) Registration category;
 - (e) Registration status;
 - (f) Initial registration date;
 - (g) Registration restrictions, limits, and/or conditions, if any;
 - (h) Registrations sanctions;
 - (i) Private practice specializations, if any; and
 - (j) With consent, practice location and contact information.
2. After the initial registration process has been completed, more detailed information is entered and maintained on the registration database.
3. Changes in a member's name are entered in the Registration database following receipt of appropriate documentation (e.g. birth, marriage, change of name certificates).
4. Notification from the Executive Director/Registrar, Complaints Committee or Discipline Committee of a resignation or revocation of a member's registration, the date and year of such resignation or revocation is entered into the Registration database.
5. Upon receiving notification of a member's death their registration information is removed from Registry but will remain in the Registration database.
6. The Registry is open for inspection to members or the public. All information entered in the Registry and the Registration database is done under the direction of the Executive Director/Registrar.

Approved by the Board of Examiners: December 18, 2019

Policy

NSCSW maintains an electronic Registration database in which the history of all registrants who qualified for registration under the Social Workers Act (1993) are entered, maintained, and stored. The Registration database may also contain information resulting from the Professional Conduct process as directed by the Executive Director/Registrar, Discipline Committee, Complaints Committee, Registration Appeals Committee, or the Board of Examiners.

Procedure

1. The member's name and unique registration number, degree(s) obtained, current address, current email address, phone number, place of employment, criminal record check information, registration history, professional conduct decisions are entered in and maintained in the electronic database with the information from their application, educational institution and year of graduation, location, date of entry and fees paid.
2. Changes in a member's name are entered in the electronic database following receipt of appropriate documentation (e.g. birth, marriage, change of name certificates). Notification from the Executive Director/Registrar, Discipline Committee, Complaints Committee, Registration Appeals Committee or the Board of Examiners of restrictions and/or conditions, the date and year of such decision are entered in the "Notes" section of the electronic database.
3. All registrants with restrictions and/or conditions attached to their Registration are noted in the NSCSW registration database.
4. Notification from the Executive Director/Registrar, Discipline Committee, Complaints Committee, Registration Appeals Committee or the Board of Examiners of the revocation of a member's registration, the date and year of such revocation are entered in the "Notes" section of the database and the member's registration status is changed to "Refused Registration."
5. Upon notification of the death of a member, the member's status on the registration database is changed to "other" with the reason "deceased" and date of death is entered into the member's individual file which is filed separately within the NSCSW office.
6. All information entered in the database is done so by the Regulatory and Applications Administrator or the Executive Assistant, under the direction of the Executive Director/Registrar.
7. Changes to registration status are completed by the Regulatory and Applications Administrator or the Executive Assistant in consultation with the Executive Director/Registrar.
8. Access to the registration database is restricted to NSCSW staff only.
9. The registration database is not open for inspection to members or the public.

Approved by the Board of Examiners: April, 2023

Policy

The practice of social work means the provision of professional services to clients with the use of social work knowledge, theory, skills, judgement, and values acquired through a program from an approved faculty of social work. The professional services to clients referred to may include:

- a) intervention through direct contact with clients, including assessment, case management, client-centered advocacy, education, consultation, counselling, crisis intervention and referral.
- b) community development founded on the principles of social justice that focus on mobilizing individuals to employ their skills to effect community change by community capacity building and community- based participation research.
- c) direct or indirect provision of administrative, educational, policy or research services including:
 - i. the development and promotion of social policies focused on improving social conditions and promoting social justice,
 - ii. the development, the provision, and the administration of social-work services programs,
 - iii. the supervision of individuals providing social work services, and
- d) any such other activities as may be prescribed by the Regulations.

In order to engage in social work practice as defined by the Social Workers Act Section 5(A), an applicant must hold a BSW or MSW from a Canadian Association of Social Work Education accredited program or meet the requirements of Policy #BOE09 on competence assessments.

Procedure

1. In accordance with Regulation 4(1) application for registration with the College with a degree in social work from an accredited school shall include the following information:
 - a. the applicant's full name,
 - b. post-secondary education and the institutions at which that education was received,
 - c. the social work education which the applicant has attained,
 - d. the professional experience of the applicant,
 - e. the names and completed forms from two persons that give reference as to character and competence of the applicant,
 - f. job description and/or an employer's letter describing the applicant's employment where applicable,
 - g. a criminal records check (must be from the last 6 months); and
 - h. a child abuse registry check (must be from the last 6 months), or

- i. a vulnerable person check, when a child abuse registry check is unavailable (must be from the last 6 months).
2. An application for registration with the College shall be accompanied by the application fee, and:
 - a. any proofs outlined in section 1(1) of the Regulations,
 - b. a statement in which the applicant agrees to adhere to the Code of Ethics,
 - c. any document that otherwise satisfies the Board that they are competent to perform the role of a social worker.
3. Applicants have 6 months to complete the application process once they have submitted their application. If the application is not completed within the 6 months, the application will be cancelled.
4. As documents are uploaded or received at the office they are inputted into the “Status Bar” in the Database.
5. When all documents have been received, the application will be forwarded to the Board of Examiners for approval.
6. Applications must be completed 5 days before the Board of Examiners meet to be forwarded to the Board of Examiners.
7. The Board will determine registration status as a Registered Social Worker or Social Worker Candidate.
8. Applicants will be notified within 10 days of being approved and will be issued an invoice for membership dues. Membership fees for first time applicants are prorated based on Schedule A of the NSCSW By-laws.
9. Applicants have 30 days to complete payment. If payment is not received within 30 days, the applicants must pay the application fee again.
10. Once payment is received the member will receive notice that their application is complete.
11. The new member will be displayed in the Registry of the College.
12. The new member will be able to download a certificate of registration, the NSCSW will not print and mail certificates.

Approved by the Board of Examiners: February 18, 2020

Policy

Registered Social Workers from other Canadian jurisdictions are entitled to an equivalent title in Nova Scotia. The NSCSW primary mandate is protection of the public, if an applicant from another province meets all requirements of the Act, Regulations and By-laws then mobility will be assured. Under a legitimate objective held by the Nova Scotia Government under the CFTA, applicants who are currently registered as social workers by the Alberta or Saskatchewan social work regulatory authorities, who do not hold a degree from a CASWE accredited program, will be evaluated individually and when required, additional requirements will be imposed and/or practice restrictions until the registrants successfully demonstrate the competence to practice the full scope of social work practice as described in the Social Work Act.

Procedure

1. In addition to requirements laid out in Policy #BOE05 proof of a degree can be provided by a verification form (Appendix #1) and letter of good standing from the applicant's current regulatory body.
2. Applicants from a CASWE accredited program will have their credentials assessed and reviewed by the Board of Examiners:
 - a. If the applicant has been in practice for more than two years, they will be registered as a Registered Social Worker,
 - b. if the applicant has been registered for less two years, they will be required to complete 1250 hours of Candidacy,
 - c. if the applicant has been registered for less than one year, they will be required to complete 2500 hours of Candidacy.
3. Based on the information provided in the application, the Board will determine registration status as a Registered Social Worker or Social Worker Candidate.
4. Applicants who do not have a CASWE accredited degree or equivalent, who were registered as an RSW in jurisdictions under substantial equivalency programs are eligible for provisional status.
 - a. Provisional status will be granted upon evidence that an applicant has been accepted to a CASWE accredited social work program.
 - b. Applicants must present a letter to the Board of Examiners with their plans for completing the requirements of a CASWE accredited program.

BSW or MSW from United States of America Policy #BOE07

Approved by the Board of Examiners: December 18, 2019

Policy

The NSCSW Board of Examiners recognizes the Mutual Recognition of Accredited Degrees signed by the Canadian Association of Social Work Educators and the Council of Social Work Education. Under this agreement:

Any Masters or Baccalaureate degree from an education program accredited by the CSWE will be accepted as substantially equivalent to a masters or baccalaureate degree from an education program accredited by CASWE.

Procedure

1. In addition to requirements laid out in Policy #BOE05 applicants must submit a letter of good standing from their regulatory authority.

Approved by the Board of Examiners: December 18, 2019

Policy

Applicants with social work credentials from a school outside of Canada may be eligible for registration as a Registered Social Worker or Social Worker Candidate in Nova Scotia.

Applicants will need to have their social work academic credentials evaluated by the Canadian Association of Social Workers (CASW) as equivalent to a minimum of a Bachelor of Social Work obtained from a social work program accredited by the Canadian Association for Social Work Education.

Procedure

1. In addition to requirements laid out in Policy #BOE05, applicants must ensure that the CASW forwards a signed and dated letter confirming the outcome of the social work credential evaluation directly to the College.
2. Applicants are responsible for any fees that apply to have their credentials assessed.
3. If the CASW evaluation concludes that the academic credentials are not equivalent to at least a Canadian Bachelor of Social Work degree, the applicant is not eligible for Registration.

Approved by the Board of Examiners: December 18, 2019

Policy

Nova Scotia applicants must demonstrate that they have the skills, competence, and good character to practice social work in Nova Scotia. Applicants must provide proof for purposes of evaluating the education, character, and experience of an applicant for registration with the College.

Procedure

1. The applicant must have obtained a degree in social work from a social work program accredited by the Canadian Association for Social Work Education.
2. The applicant must have obtained a degree from a social work program or an equivalent program offered outside Canada and approved by Council as equivalent to a social work program accredited by the Canadian Association for Social Work Education.
3. The applicant has completed two years of experience that, in the opinion of the Board, demonstrates competence in the field of social work (Social Workers Act (22)(2)(a)).
4. The applicant must provide references of persons who have had professional supervision over the applicant to the effect that the applicant is a person suitable for registration and stating the number of years of experience the applicant has had in the field of social work under direct supervision.

Approved by the Board of Examiners: December 18, 2019

Policy

An applicant for registration pursuant to Section 24 of the Social Workers Act shall include evidence that they have met the following requirements:

Procedure

1. The applicant must arrange for original transcripts from a Doctoral, Masters, or Bachelor degree in social work, or a Graduate level diploma in social work to be sent directly to the NSCSW office. The letter must be stamped and sealed by the university; or,
2. The applicant must arrange to have an original assessment report from the Canadian Association of Social Workers verifying that academic credentials are the equivalent to a CASWE accredited social work program to be sent directly to the NSCSW office,
3. The applicant can send a written confirmation from the Registrar's office an accredited school of social work that states the applicant has fulfilled all the requirements for a Doctoral, Masters, or Bachelor degree in social work, or a graduate level diploma in social work and that the degree will be issued to the applicant at the next convocation.
 - a. Applicants must arrange to send original transcripts within 2 months of their convocation.
4. An original copy of a criminal record check created within the last 6 months of the initial application, which must be verified at the office. Once it has been verified, the original can be returned to the applicant at the applicant's expense,
or
5. A digital copy sent directly to the NSCSW's My Back-Check account, and
6. An original stamped letter from an authorized child abuse registry office stating that the applicant is in good standing. Once it has been verified, the original can be returned to the applicant at the applicant's expense.

Approved by the Board of Examiners: December 18, 2019

Policy

Applicants are required to submit a job description when they apply for Registration or when they are applying to resign their registration to assess if a job description aligns with the social work scope of practice as outlined in Section 5(A) of the Act, jobs will be assessed by either the Executive Director/ Registrar or Regulatory and Practice Consultant.

Procedure

1. Applicants are to submit a job description for assessment during the application process, or
2. When a member wishes to resign, because they have changed positions and believe their new position is not within the scope of the practice, they must submit a job description for their new position.
3. Job descriptions will be placed in a matrix (See Appendix #7) and assessed against the scope of practice.
4. If 50% of the job description falls within the scope of practice then the applicant is eligible for Registration, as long as they comply with all other requirements of the Legislation, Regulations and By-laws.

Approved by the Board of Examiners: December 18, 2019

Policy

The NSCSW is committed to providing responsive, accountable leadership to ensure the highest standards of social work for Nova Scotians. To ensure this we are committed to timely responses to applicants throughout the process.

Procedure

1. Upon completion of the online application form and receipt of the application fee, applicants have 6 months to submit all necessary supplemental documentation. If an applicant does not complete the process within 6 months, they are required to begin the application process again (including paying the application fee).
2. In order to have the application reviewed, applications must be completed 5 days before the Board of Examiners meeting.
3. After the Board meeting, the applicant will be notified of their application status within 5 business days of the decision.
4. Applicants have 30 days after notice of status has been sent out to pay their remaining fees.
5. Should a Member wish to appeal the decision of the Board of Examiners, they must send a letter to the Executive Director/Registrar within 30 days of receiving notice.

Approved by the Board of Examiners: December 18, 2019

Policy

The NSCSW work is grounded in integrity and professionalism which calls on us to be respectful of the inherent dignity of every individual and strive for cultural humility and social change. The NSCSW follows the established national Code of Ethics and adheres to the values of the social work profession. To ensure our responsibilities to both professional and organization values the NSCSW provides accommodations for the application process.

Applicants who believe the process discriminates against them on the ground(s) prohibited by the Nova Scotia Human Rights Act (2012), may request in writing that they be provided accommodation to eliminate or reduce the effects of the prohibited discrimination during the application process. For the purpose of this policy, "Grounds" is defined as age; race; colour; religion; creed; sex; sexual orientation; gender identity; gender expression; physical disability; mental disability; an irrational fear of contracting an illness or disease; ethnic; national or aboriginal origin; family status; marital status; source of income; political belief/affiliation or activity; individual's association with another individual or class of individuals having characteristics referred to above.

Procedure

1. Applicants are responsible to submit a written request for accommodation to the Executive Director/Registrar no later than 30 days after the initial application is made.
2. The written request must include the following information:
 - a. completed and signed "Applicant Accommodation" - form by the applicants; and
 - b. completed and signed "Applicant Accommodation - Documentation of Disability Related Needs" form by the applicant's health care professional if the accommodation requested is based on a physical or mental disability.
3. The decision to approve or deny the accommodation will be made by NSCSW Executive Director/Registrar.
4. Applicants are responsible for associated costs related to participating in the accommodation process, which may include providing additional information to NSCSW upon request and considering alternative accommodations proposed by NSCSW.
5. Documentation received from the applicant related to the accommodation application will not be released to any third party or used in any other NSCSW proceeding without the applicant's consent.
6. The Executive Director/Registrar will communicate the decision in writing to the applicant if the request is denied. A reason for the decision will be included in the letter.
7. The Executive Director/Registrar will maintain a secure and separate file for each applicant that contains the confidential medical information provided with the application form to substantiate the request for an accommodation. Once the decision has been rendered the applicant's documentation will be returned to the candidate via regular mail. The decision letter will be kept on the applicant's file.

8. If the applicant's request for accommodation is based on a physical or mental disability, the applicant must complete the appropriate section of the Applicant Accommodation – Documentation of Disability Related Needs form and forward the form to a qualified health professional to complete. The health care professional must describe the accommodation required to overcome the application process. After the form has been completed and signed, the health care professional is responsible to return the documents to NSCSW.
9. NSCSW defines a qualified health professional as someone who has known the applicant for a length of time and has been actively involved in the treatment of their disability.

Approved by the Board of Examiners: December 18, 2019

Policy

Documents that are not in English or French must be translated before they are submitted to the College.

Procedure

1. Applicants must provide original documents plus a precise word-for-word translation to English or French. This must be a certified translation, accompanied by a cover letter from an accredited translator including:
 - a. the exact name of the documents which have been translated,
 - b. the method by which the accredited translator received the documents,
 - c. any comments about the accuracy of the documents,
 - d. the date of the translation, and
 - e. the accredited translator's identification number and/or seal.

Approved by the Board of Examiners: December 18, 2019

Policy

The NSCSW must verify an original criminal record check. This is done through either the local police department or visit <http://www.backcheck.net/nscsw>. The collection of criminal records is directly related to the NSCSW's capacity to protect the public, to determine the character of the applicant, and to assess potential risks to the public. The NSCSW recognizes that social workers who have experienced issues with the justice system can bring valuable first voice experience to their practice. If upon application for registration, an individual cannot obtain a clear record of conduct then further assessment is required. The NSCSW is committed to ensuring that the protection of the public remains a priority and will work with applicants to assess risk to the public.

Procedure

1. The Executive Director/Registrar presents the application for registration to the Board of Examiners and will indicate if the applicant cannot obtain a clear record. The Board will then assign two reviewers.
2. Applicants will be asked to expand on the following:
 - a. the nature of the offense(s),
 - b. the time frame in which the offense(s) occurred,
 - c. the circumstances surrounding the offense(s),
 - d. the potential impact on practice,
 - e. the potential or actual impact on the public interest; and
 - f. any other factor which the Registrar or Registration Committee considers relevant.
3. The reviewers will present their assessment back to the Board of Examiners for consideration. The Board may take one of the following steps:
 - a. The applicant can be approved for Social Work Candidacy,
 - b. The applicant can be approved for Social Work Candidacy and be asked to inform their Candidacy Mentor of potential risks,
 - c. The applicant can be registered with a provisional status with conditions to meet with the Board of Examiners for additional assessments; or
 - d. The Board may deny the application.
4. The applicant may require additional documentation and information to complete the assessment process.
5. Following review, the applicant is provided with a written response outlining the reasons for the decision.
6. Applicants affected by a decision of the Board of Examiners may appeal in accordance with regulation 13(1).

7. Criminal record checks will be kept in a secure file, for as long as the member is registered. Should an issue emerge with the members professional conduct, criminal records will be used as an assessment tool to determine risk of reoffending.

Approved by the Board of Examiners: December 18, 2019

Policy

The Child Abuse Registry contains the names of persons who have been found by the court to have abused children. It is used to screen prospective foster and adoptive parents, and prospective employees or volunteers who are or would be working with children. The collection of child abuse registry is directly related to the NSCSW's capacity to protect the public to determine the character of applicant.

Procedure

1. If an applicant resides outside Nova Scotia, forms may be made available through the province's child welfare agency or government department.
2. If the province does not conduct a Child Abuse Registry check, applicants should communicate this in writing to the Regulatory and Application Administrator and ensure that they include a vulnerable persons' check.
3. All Child Abuse Registry checks must come from the Department of Community Services' head office.
4. Child Abuse Registry checks will be kept in a secure file. Should an issue emerge with the members professional conduct, criminal records will be used as an assessment tool to determine risk of re-offending.
5. If an applicant is registered on the Child Abuse Register, they will not be registered as a social worker.

Approved by the Board of Examiners: March 17, 2020

Policy

The NSCSW recognizes that there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant's control. In these circumstances, the NSCSW may work with the applicant to determine alternative information to the required documentation that may be acceptable, in a way that will not compromise the integrity of the registration process.

Procedure

1. An applicant who cannot provide some or all of the required documentation should contact the Executive Director/Registrar in writing to request that the NSCSW accept alternative information. The applicant's request should include:
 - a list of the required documents that cannot be provided,
 - the reason the applicant cannot obtain the required documentation,
 - a description of what attempts the applicant has previously made to obtain the required documentation,
 - a description of the documents the applicant could provide to demonstrate their qualifications for registration, and
 - whether or not the applicant consents to the NSCSW contacting third parties to assist in obtaining information and documentation of the applicant's qualifications.
2. The Executive Director/Registrar may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide required documentation.
3. Where the required documentation is required by a third-party assessor, the Registrar may direct the applicant to contact the third-party directly.

Acceptable Alternate Information – Educational Credentials

Where the Board of Examiners accepts that required documentation cannot be provided for reasons beyond the applicant's control, the NSCSW may consider the following alternative information for assessing an applicant's educational credentials:

- certified copies of original academic documentation;
- photocopies of academic documentation together with an affidavit attesting to the authenticity of the document;
- an affidavit from the applicant describing the applicant's academic qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available;
- affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance;

- information obtained by the NSCSW from third parties, with the applicant's advance consent, verifying the applicant's educational credentials;
- any other information offered by the applicant evidencing their academic qualifications.

Acceptable Alternate Information – Professional Registration

Where the Executive Director/Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, the NSCSW may consider the following alternative documents for assessing an applicant's prior experience:

- statements of professional standing from other regulatory bodies;
- certified copies of professional licenses or certificates;
- any other information offered by the applicant evidencing their professional qualifications.

The NSCSW may arrange the following mechanisms for assessing an applicant's competence in the field of social work:

- an interview with registered members of the NSCSW;
- a written examination;
- an oral examination;
- a competence assessment;
- a period of supervised practice for up to 24 months.

Declaration and Undertaking of Criminal Records and Child Abuse Registry

If a criminal record check or child abuse registry is not available or delayed before a social worker applicant is scheduled to start work or due to another unforeseen circumstance, the Executive Director/Registrar may arrange for applicant sign a declaration of undertaking for criminal record and child abuse registry (Appendix #3)

The applicant is responsible for the costs of alternative assessments.

Approved by the Board of Examiners: December 18, 2019

Policy

To ensure the protection of the public, only members entered in the NSCSW Registry (the roster of active members) are eligible to use the designation “RSW” or “SWC” and to practice social work in Nova Scotia in accordance with Section 53, 54, and 55 of the Act.

Approved by the Board of Examiners: December 18, 2019

Policy

Notwithstanding any other provision of the Legislation, Regulations or By-laws, where the Executive Director/Registrar or the Board of Examiners, Complaints or Discipline committees determine that it is in the interest of the public to issue registration with conditions or restrictions, such conditions or restrictions shall be noted in the registration database and where necessary the Registry.

Procedure

1. If notice of a disciplinary action from another jurisdiction is received for a member holding current registration, a summary outlining the nature of the complaint shall be obtained from the other jurisdiction. On receipt, the summary will be reviewed by the Executive Director/Registrar to determine if the complaint impedes the registration process.
2. Conditions or restrictions can be placed on the registration by any one of the following:
 - a. another licensing jurisdiction,
 - b. the Executive Director/Registrar,
 - c. the Complaints Committee,
 - d. the Discipline Committee,
 - e. the Registration Appeal Committee, or
 - f. any Committee authorized by the College to impose conditions or restrictions.
3. A person who holds registration with conditions or restrictions is permitted to engage in the same activities as a member with Registration not subject to conditions or restrictions, subject only to the conditions or restrictions that have been imposed.
4. Where a person disagrees with restrictions or conditions imposed by the Executive Director/Registrar or the Board of Examiners, the person may appeal the imposition of the conditions or restrictions to the Registration Appeal Committee.

Approved by the Board of Examiners: December 18, 2019

Policy

The Executive Director/Registrar, the Board of Examiners or the Registration Appeal Committee may waive any of the criteria for registration that aligns with the objects with the Section (5) of the Social Workers Act.

Procedure

Waived Criteria for Registration applies under the following conditions:

1. It is required under the Canadian Free Trade Agreement,
2. It is otherwise required by law, or
3. It is consistent with the objects and purpose of the College Section (5) of the Social Workers Act and the Executive Director/Registrar, the Board of Examiners or the Registration Appeal Committee consider it appropriate.

Approved by the Board of Examiners: December 18, 2019

Policy

Temporary Registration to practice social work may be issued to applicants for the purpose of allowing applicants to practice social work while awaiting approval by the Board of Examiners.

Procedure

1. The Executive Director/Registrar can issue a temporary registration to an applicant: who is not currently registered to practice social work in another jurisdiction; who is seeking to be a Registered Social Worker, Social Worker Candidate, Registered Social Worker (Provisional) or Private Practice for a period of 30 days.
2. Temporary registration can be issued by the Executive Director/Registrar, after processing the appropriate documentation which must include:
 - a. original transcripts,
 - b. criminal record check, and
 - c. child abuse registry check.
3. All documents as outlined in Regulation 4(1) must be processed by the office at the end of the 30 days.

Approved by the Board of Examiners: December 18, 2019

Policy

An individual currently registered and in good standing to practice social work in another jurisdiction may, upon prior written application to and approval by the Executive Director/Registrar, practice social work in Nova Scotia within the scope of practice designated by such Registration no more than 30 days per year without applying for Registration.

Procedure

1. Registration in such other jurisdiction is substantially similar to the requirements for Registration in Nova Scotia.
2. Applicants must submit a letter of good standing to the Nova Scotia College of Social Workers for processing.
3. The Executive Director/Registrar shall respond in writing within 5 days of application.
4. The 30-day period shall commence on the date of approval by the Executive Director/Registrar of the written application.
5. The applicant is not required to pay fees for inter-jurisdictional practice.
6. The social worker who provides services under this Section 10(1) of the Regulations shall be deemed to have submitted to the Nova Scotia College of Social Workers and be bound by the requirements of the Social Workers Act.

Approved by the Board of Examiners: December 18, 2019

Policy

In response to a disaster or emergency declared by the Province of Nova Scotia or the Government of Canada, an individual currently registered and in good standing to practice social work in another jurisdiction who is providing social work services within the scope of practice designated by Social Workers Act Chapter 12 subsection 5(A)1 and 5(A)2 and whose professional registration in all other disciplines are current and in good standing may, upon prior written notice to the Executive Director/Registrar and without otherwise applying for registration, provide such services in this jurisdiction for the time said emergency or disaster declaration is in effect.

Procedure

1. Individuals exercising rights under section 11(1) of the NSCSW Regulations shall be deemed to have submitted themselves to the jurisdiction of Nova Scotia College of Social Workers and to be bound by the Social Workers Act.
2. Individuals who have at any time surrendered any professional registration under threat of administrative disciplinary sanction or in response to administrative investigation, or have any professional registration currently under suspension, revocation, or agency order restricting or limiting practice privilege, with the exception of expired or lapsed registration due to voluntary non-renewal of such registration, are ineligible to practice under this section 11(1) of these Regulations.
3. In addition, temporary practice in the case of a declared disaster is not limited to prior written application; but upon written notice to the Executive Director/Registrar.
4. Furthermore, the time-period for temporary practice under a declared disaster is limited to the time that the emergency or disaster declaration is in effect.
5. This temporary practice approach provides the Board of Examiners with valuable information as to who is practicing within the jurisdiction in the event of a reported complaint or wrongdoing.

Approved by the Board of Examiners: April, 2023

Policy

Electronic social work practice with clients in Nova Scotia, regardless of the jurisdiction where the social worker is registered and/or located, constitutes the practice of social work in Nova Scotia. Accordingly, electronic social work practice is regulated by the Social Workers Act and Regulations.

Electronic social work practice means the delivery of social work services by the use of any electronic device (such as a computer, tablet, smartphone) or landline or any electronic format (such as Internet, social media, online chat text, video, and email) and other electronic means.

In order to engage in electronic social work practice with clients in Nova Scotia, a social worker registered, licenced, and/or permitted by another Canadian social work regulatory authority must apply for restricted registration with the NSCSW under section 22(2)(c) of the Social Workers Act.

Social workers registered in good standing with another Canadian social work regulatory authority are eligible to apply for special registration with NSCSW, which authorizes social work practice in Nova Scotia exclusively by electronic means.

Eligibility

In order to be entitled to register with NSCSW to engage in electronic social work practice with clients located in Nova Scotia, a social worker must:

- be a registered, licensed, and/or permitted social worker in good standing with a Canadian social work regulatory authority;
- hold an active practising registration, license, and/or permit issued by a Canadian social worker regulatory authority;
- hold a bachelors, masters or doctoral degree in social work accredited by the Canadian Association for Social Work Education, the Council on Social Work Education or international equivalent;
- have completed at least two years of experience as a social worker that, in the opinion of the Board, demonstrates competence in the field of social work;
- undertake to restrict their practice in Nova Scotia exclusively to electronic social work practice;
- be familiar with the Social Workers Act, Regulations, and practice standards;
- adhere to the scope of practice for social work in Nova Scotia; and
- adhere to any additional requirements as appropriate.

Applicants must specifically review and be familiar with:

- Standard 9: Technology & Storage of Files from the NSCSW Standards of Practice; and
- Standards for Technology and Social Work Practice published by the National College of Social Workers and College of Social Work Boards.

Procedure

To apply for registration to engage in electronic social work practice with clients in Nova Scotia:

1. Complete the online application form and pay the applicable application and registration fees.
2. Arrange for the Canadian social work regulatory authority in your home jurisdiction to verify your status directly with NSCSW by submitting a verification form with the applicant section completed. This form provides consent for the regulatory authority to confirm whether you are in good standing, and to release any relevant information to NSCSW. If you are registered in multiple Canadian jurisdictions, you will need to complete a separate form for each jurisdiction.
3. Complete and sign an undertaking restricting your registration to electronic social work practice in Nova Scotia.
4. Obtain professional liability insurance policy with adequate coverage for electronic social work service practice in Nova Scotia.

Ongoing reporting requirements

Once registered, a social worker registered to engage in electronic social work is responsible for immediately reporting to NSCSW:

- any changes to their registration, licence, and/or permit status in their home jurisdiction (including, but not limited to, a change to non-practising status; the imposition of or consent to restrictions and/or conditions);
- any changes to their contact information.

Annual renewal

Registration to engage in electronic social work practice expires annually. In order to renew electronic social work registration, a social worker must:

1. complete an annual renewal application, including confirmation of good standing from their home jurisdiction; and
2. pay annual renewal fees.

Approved by the Board of Examiners: November 26, 2021

Policy

Where the Act authorizes an appeal under section 25(3) of the Social Workers Act from a decision of the Board of Examiners, the appeal shall be conducted by the Registration Appeal Committee.

The Registration Appeal Committee shall be appointed by the Chair of the Board of Examiners.

It shall be made up of at least one public member and no less than two Registered Social Workers who are in good standing and who were not part of the registration review process.

Procedure

1. Where an application for registration is denied, or where an applicant disagrees with terms and conditions of registration, or where an application for the renewal of a registration is denied, the applicant may submit a written request for review by a Registration Appeal Committee.
 - a. The applicant may apply to the Board of Examiners within thirty days from the date of written receipt of the refusal, for a review of its decision, by providing to the Registrar a notice in writing indicating the grounds for the review.
 - b. The applicant will pay a \$100 fee.
 - i. If the applicant is unable to afford a \$100 fee, then the Executive Director/Registrar will determine an amount that is agreeable to both parties
 - ii. If the applicant is successful or partially successful with their appeal, then the Executive Director/Registrar will return the fee.
 - c. The Registrar will directly forward the applicant's request for review to the Registration Appeal Committee.
2. Following receipt of the written notice of appeal, within 60 days the Registration Appeal Committee shall determine, based on the complexity and the nature of the issues for decision, the manner in which the review shall be conducted, which may include:
 - a. hearing of the matter, where both parties will have the opportunity to present evidence and to make oral submission,
 - b. review of the written record together with written or oral submissions from the parties, as determined by the Registration Appeal Committee,
 - c. such other procedure as the Registration Appeal Committee may determine.
3. In a review before the Registration Appeal Committee, the parties are the applicant and the College (through a representative appointed by the Executive Director/Registrar).
4. The Registration Appeal Committee may determine its own procedure and may:
 - a. adjourn or postpone a proceeding from time to time,
 - b. amend or permit the amendment of any document filed in connection with the proceedings, or

- c. where a hearing is held:
 - i. order pre-hearing procedures, including pre-hearing conferences that are held in private, and direct the times, dates, and places of the hearing for those procedures,
 - ii. order that a hearing, parts of a hearing or pre-hearing conference be conducted using a means of telecommunication that permits the parties and the committee to communicate simultaneously,
 - iii. administer oaths and affirmations,
 - iv. receive and accept such evidence and information on oath, affidavit, or otherwise as the Registration Appeal Committee in its discretion sees fit, whether admissible in a court of law or not.

Evidence

1. The following evidence is not admissible at a Registration Appeal Committee review process unless the opposing party has been given at least 10 days' notice before the review:
 - a. in the case of written or documentary evidence, an opportunity to examine the evidence,
 - b. in the case of evidence of an expert, a copy of the expert's written report or if there is no written report, a written summary of the evidence and the qualifications of the expert, or
 - c. where the Registration Appeal Committee authorizes the attendance of witnesses, the identity of the witnesses.
2. Notwithstanding the above, the Registration Appeal Committee may, in its discretion, allow the introduction of evidence that would be otherwise inadmissible and may make directions it considers necessary to ensure that the party is not prejudiced.
3. Where the Registration Appeal Committee has determined to hold a hearing, and the applicant fails to attend the hearing, the Registration Appeal Committee may proceed with the review in any event.
4. At the conclusion of the review process, the Registration Appeal Committee shall make its decision within a reasonable time and shall render a written decision with its reasons within 2 two weeks of when the decision was made.
5. The decision of the Registration Appeal Committee is final.

Approved by the Board of Examiners: December 18, 2019

Policy

Unless refused or revoked registration, a Registration remains in effect until the end of the registration year in which it is issued. The Executive Director/Registrar must renew a registration where the registration holder completes the required steps.

Procedure

1. The College makes available the “Annual Registration Renewal” to all members three calendar months prior to the end of the current registration year (December 31).
2. Members receive an email reminder to complete and enter in all Professional Development hours based on Policy #BOE30 for the year and to complete the online application form and pay the registration fee.
3. Members who do not remit the registration fee and the Annual Renewal application prior to the start of the next registration year, are removed from the registry effective January 1 of that year, and shall forfeit all rights and privileges of their membership until the renewal is complete. A member who has been refused registration can apply for reinstatement and will pay an additional, \$25 after one week, \$50 after two weeks, \$75 after three weeks, and after three weeks \$100 reinstatement fee.
4. The College’s website www.NSCSW.org provides the annual renewal information, a step by step guide to complete the renewal. As well, a member may contact the NSCSW staff for assistance and additional information on completing the renewal.
5. Members eligible for annual registration renewal are required to provide an active and current email address. If the member does not receive the email notification, they are responsible to update their email on their NSCSW member profile.
6. NSCSW reserves the right to verify any information provided by the member.
7. The annual registration fee is non-refundable once the registration year for which it was paid has commenced. If a refund is requested prior to the start of the current registration year (prior to December 31), the member will be moved to inactive registration status and their name will be removed from the Registry on the NSCSW Website.
8. Data personally entered by the member through the online member portal will be reviewed and verified by NSCSW staff.
9. If the criteria for reinstatement has not been met, the NSCSW Executive Director/Registrar:
 - a. notifies the member, via email no later than January 7, that they have been refused registration,
 - b. notifies the member that they must connect with NSCSW staff by January 3, to verify their employment status, and

- c. notifies the member that if they do not connect with NSCSW staff by January 31, notice will be sent to their listed employer(s) informing the member has been refused registration.
- 10. Any member charged with, pleaded guilty to, been convicted or found to be guilty in or out of Canada of any offense that is inconsistent with the proper professional behavior of a member including conviction under the Criminal Code of Canada or other legislation is required to advise the Executive Director/Registrar through their annual renewal.

Approved by the Board of Examiners: December 18, 2019

Policy

Associate registrants may resume active practice after they have informed the Executive Director/Registrar of their proposed change of status, have fulfilled the Professional Development requirements, and have paid any outstanding fees owed to the College.

Procedure

1. Applicant has fulfilled their professional development requirements.
2. Fees must be paid in full before Associate members may resume Active status.
3. Except for those members who have been on Parental leave, their fee to switch to an Active member is waived and they can continue to practice as an Active member.
4. If Associate members engage in the practice of social work, the Associate member is deemed to have resumed Active practice and shall pay to the College any outstanding fees or penalties, including the annual registration fee or balance thereof, and a further fee, as referred to in "Schedule A" of the By-laws.

Reinstatement of Registration Within a Year Policy #BOE28

Approved by the Board of Examiners: December 18, 2019

Policy

A person who has been refused registration for non-payment of fees or failure to submit the required renewal forms may, up to the end of the calendar year in which the fees were due, apply for reinstatement. The person shall pay a reinstatement fee as referred to in Schedule A of the By-laws, and the fee for the full registration year.

Procedure

1. The person shall submit the completed registration renewal forms, including proof of having completed the professional development requirements.
2. When the person who has been refused registration has paid the required fees and submitted the completed registration renewal forms, the Executive Director/Registrar may reinstate the person.

Approved by the Board of Examiners: December 18, 2019

Policy

A person who has been refused registration for non-payment of fees or failure to submit the required renewal forms or has resigned from the College before the end of two calendar years may apply for reinstatement. The person shall pay a reinstatement fee as referred to in Schedule A of the By-laws, and the fee for the full registration year.

Procedure

1. The person shall submit:
 - a. the completed registration renewal forms,
 - b. demonstrate that their skills have been maintained; evidenced by professional development activities,
 - c. an updated Criminal Record Check, and
 - d. an updated Child Abuse Registry Check.
2. Except if that person has continually practiced social work in another province under registration issued by the authority of such province, the person shall submit:
 - a. complete registration renewal forms,
 - b. a letter of good standing from that province, and
 - c. pay the application fee as referred to in Schedule A of the By-laws, and the full or pro-rated registration fee.
3. When the person who has been refused registration or has resigned from the College; has paid the required fees, has completed the online registration renewal forms, and has submitted all other requirements, the Executive Director/Registrar may reinstate the person.

Reinstatement After Two Years

Policy #BOE30

Approved by the Board of Examiners: December 18, 2019

Policy

A person who has been refused registration for non-payment of fees or failure to submit the required renewal forms, or who has resigned from the College after two calendar years, must re-apply as an initial applicant for registration, and complete 1250 hours of Candidacy. Except if that person has continually practiced social work in another province issued by the authority of such province.

Procedure

1. If a person has continually practiced social work in another province, this person shall submit:
 - a. a complete registration renewal form,
 - b. a letter of good standing from that province, and
 - c. pay the application fee as referred to in Schedule A of the By-laws, and the fee for the full or pro-rated registration fee.
2. When the member who has been refused registration or has resigned from the College has paid the required fees and submitted the completed registration renewal forms, the Executive Director/Registrar may reinstate the person.
3. The member will be registered using the title Social Worker Candidate.

Approved by the Board of Examiners: December 18, 2019

Policy

All Registered Social Workers, Social Worker Candidates and Registered Social Workers (Provisional) shall ensure their skills are in keeping with current knowledge and practices in the field of social work. All Registered Social Workers, Social Worker Candidates and Registered Social Workers (Provisional) are required to report professional development activities annually. Reporting may include formal and informal activities outlined in the NSCSW professional development activities found on the NSCSW website. Registration approval/renewal cannot be granted until the requirements for professional development have been met and supplied. If the professional development inventory does not meet the requirements, the renewal cannot be completed and the member will not be a Registered Social Worker, Social Worker Candidate or Registered Social Worker (Provisional) for the upcoming year.

Procedure

1. Active Registered Social Workers, Social Worker Candidates and Registered Social Workers (Provisional) must complete 40 hours of professional development, annually.
 - a. 20 of the 40 professional development hours completed must be formal professional development hours.
2. When renewing registration for the first time only, professional development requirements will be pro-rated, to reflect the portion of the year in which the RSW/SWC was registered. For example:
 - a. Registration granted on April 1 of that year will have to record 30 hours of Professional Development when renewing in December of that year,
 - b. Registration granted on July 1 of that year will have to record 20 hours of Professional Development when renewing in December of that year, or
 - c. Registration granted on October 1 of that year, will have to record 10 hours of Professional Development in December of that year.
3. Members must also complete 5 hours of social work Ethics professional development over a 5-year period in addition to their annual 40 hours.

Associate Member Professional Development Requirements

1. All Associate members including those on parental leave, unemployment, or sick leave (pro-rated up to one year) shall report a minimum of 20 hours of professional development which may be accumulated solely through volunteer activities and/or self-directed study.
2. Associate members must also complete 5 hours of social work Ethics professional development over a 5-year period in addition to their annual 20 hours.
3. Pro-rated professional development shall be based on the percentage of the year, the member was an associate member.

- a. For example, if a member was an Associate member for 6 months and an Active member for 6 months:
 - i. The 20 hours of informal Professional Development required for Associate status is prorated to 10 hours,
 - ii. The 40 hours of combined formal and informal training is prorated to 20 hours with half of those hours having to come from the formal professional development category,
 - iii. The total prorated professional development hours required would 30 hours with 10 hours having to be from the formal category.

Approved by the Board of Examiners: December 18, 2019

Policy

Members must keep a record of the professional development hours and verification of Formal Activities (Most formal activities will have credentials listed on their promotional material and certificates will be provided upon completion).

Procedure

1. Records should be kept for the previous 3 years.
2. The College may, at any time, conduct an audit of records kept under in accordance with Section 20(1) of the Regulations to ensure the validity of data that is recorded on applications to the College respecting the professional development hours completed.

Approved by the Board of Examiners: December 18, 2019

Policy

A member may apply to resign from the College by giving written notice of their resignation to the Executive Director/Registrar.

Procedure

1. The Executive Director/Registrar shall determine whether it is consistent with the objectives of the College to accept the resignation of a member.
2. Requests for resignations will assess whether the member is retiring, moving jurisdictions, or changing positions.
3. If the member is changing positions, new job descriptions must be assessed based on Policy #BOE11.
4. Where the Executive Director/Registrar denies the application for resignation, the member may apply to the Board of Examiners within 30 days of date of notification of the denial, for a review of the decision, by providing to the Executive Director/Registrar a notice in writing indicating the grounds for the review.
5. The Board of Examiners shall consider the application for resignation and may:
 - a. approve the application where it is in the public interest to do so, or
 - b. deny the application.

Where the Board of Examiners denies an application for resignation, that decision is final.

6. Where the Executive Director/Registrar or the Board of Examiners approves an application for resignation, the resignation is effective on the date determined by the Executive Director/Registrar or the Board of Examiners.

Approved by the Board of Examiners: March 17, 2020

Policy

The NSCSW will provide an applicant with access to records held by the NSCSW that are related to the applicant's application for registration.

Procedure

1. Requests

- Requests for access to an applicant's records must be made to the Executive Director/ Registrar in writing.
- Written requests may be made to the Executive Director/ Registrar by email.
- Requests for access to an applicant's records may be made by the applicant themselves or by any person authorized by the applicant, in writing, to communicate with the NSCSW on the applicant's behalf.

2. Timing

- The NSCSW will respond to an applicant's request for access to their records within 30 days of receiving the applicant's request.
- Where an applicant's request for access to their records cannot be accommodated within 30 days, the NSCSW shall inform the applicant of the timeframe when their records will be accessible, such timeframe may not to exceed 90 days from the date of the applicant's request.
- The NSCSW will retain copies of records relating to an applicant's application for 7 years from the date the registrant no longer holds registration or if the applicant is not successful in their application.

3. Exclusions

- The NSCSW will not provide access to the following documents that may form part of an applicant's record where:
 - a document or any information in the document is subject to a legal privilege that restricts disclosure of the record or the information, as the case may be;
 - federal or provincial legislation or a regulation made pursuant to such legislation, or a court order or order of a quasi-judicial tribunal prohibits disclosure of the document or any information in the document in the circumstances;
 - granting the access could reasonably be expected to lead to the identification of a person who provided information in the document to the NSCSW explicitly or implicitly in confidence, and the NSCSW considers it appropriate in the circumstances, that the identity of the person be kept confidential;
 - granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person; or

- granting the access could negatively affect public safety or could undermine the integrity of the registration process or the social work profession.

4. Access

- The NSCSW will provide copies of an applicant's records by mail, electronically, or facsimile, as requested by the applicant.

5. Fees

- The NSCSW will charge a fee for making an application file available to an applicant, which will not exceed the amount of reasonable cost recovery.

6. Corrections

- If an applicant believes the information held by the NSCSW is inaccurate, the applicant may request that the NSCSW correct its records by making a written request to the Executive Director/Registrar with documentation supporting the applicant's request.

Approved by the Board of Examiners: October 20, 2020

Policy

Private practice requires an additional level of registration with the NSCSW. To engage in the private practice of social work in Nova Scotia, an applicant must first be registered with the NSCSW as a Registered Social Worker. Social Worker Candidates are not eligible for private practice registration.

Section 2(j) of the Social Workers Act defines “private practice” as follows:

“private practice” means the provision of social work services by a person who is self-employed as determined by the Board.

The Board of Examiners defines self-employment as the provision of the social work services set out at section 5A of the Act in which the social worker:

- is solely responsible for the liability of their practice;
- bills a client or client affiliated organization for the provision of those services.

To be eligible for private practice registration a Registered Social Worker must apply to the Board of Examiners. The Registered Social Worker must demonstrate advanced skills in one or more specialized areas of social work, and be able to apply them independently of an organization.

The requirements for private practice registration are set out at Article 32 of the Social Workers By-Laws:

1. be a member in good standing with the NSCSW and not currently the subject of an outstanding disciplinary order (see section 31 of the Social Workers By-laws for further information on being a member in good standing);
2. have successfully completed a master's or doctoral degree in social work from an accredited School of Social Work as listed with the Canadian Association of Schools of Social Work or an equivalent graduate social work degree as recognized by the Board;
3. a minimum of five years or equivalent hours of professional social work experience including:
 - two years (or equivalent hours) of professional social work experience, following completion of a masters or doctoral degree in social work and within the previous ten years, which is relevant to the area or areas of specialization in which the applicant proposes to conduct a private practice.OR
 - four years (or equivalent hours) of professional social work experience within the past ten years which is relevant to the area or areas of specialization in which the applicant proposes to conduct a private practice and which may have been obtained, in whole or in part, prior to completing a masters or doctoral degree in social work.
4. The experience referred to in paragraph 3 must have been supervised by, or conducted in consultation with, another professional with appropriate expertise in the proposed specialization.

5. In all cases, social work experience refers to a position in which the primary professional designation is social work, or for which a social work qualification was required or preferred.

International applicants must have their degrees assessed by the CASW.

Procedure

To apply for private practice registration, review these steps, assemble your necessary documents and then complete the online application:

1. Visit your member profile.
2. Select Member Class from the menu options.
3. Select the checkbox option to change your member class.
4. Select Private Practitioner as your requested member class.
5. Fill out the online form and upload the following documents:
 - Current resume
 - Completed Specialty Checklist (Appendix #5) and Specialty Areas (Appendix #6) forms
 - Any supporting documents you wish to include regarding your area(s) of specialization
 - Proof of liability insurance
6. Pay the \$50.00 application fee.

After completing the online application, mail the following original documents to the College:

1. Criminal Record Check completed within last six months (contact local police or visit: backcheck.net/nscsw)
2. Child Abuse Registry Check.
3. *If the College does not already have your MSW or PhD transcript on file:* An original transcript sent directly from your university registrar's office to the College.
4. Applicants must also obtain **two references** attesting to the applicant's competency in their proposed area(s) of specialization. Each of these references must come from a qualified Registered Social Worker in good standing with the College (or with the equivalent social work regulatory body in their jurisdiction if outside Nova Scotia) who can speak to the applicant's ability to competently practice in the requested area(s) of specialization. Each referee should submit a completed Private Practice Referral form (Appendix #4) directly to the College by mail.
5. Verification or registration or similar confirmation together with a disciplinary record from any other social work regulator of which the applicant has been a member.

Assessment of Experience

The Board of Examiners will consider practice experience related to four years (or equivalent hours) of professional social work experience within the past ten years which is relevant to the area or areas of specialization in which the applicant proposes to conduct a private practice and

which may have been obtained, in whole or in part, prior to completing a masters or doctoral degree in social work.

1. Experience obtained before completion of the MSW relevant to the area of specialization will be considered in the areas of general practice. These include:
 - (a) Adoption
 - (b) Caregiver support
 - (c) Consulting (i.e. program development, policy development)
 - (d) Community development
 - (e) Parenting support
 - (f) Research
 - (g) Workshop facilitation
 - (h) Trauma Informed care
2. Experience claimed before the completion of an MSW in areas of clinical practice will generally not meet the entry to practice requirements for private practice.
3. Clinical social work practice is considered advanced practice and involves an individual and their relationship to the social, economic and political structures that impact mental health, emotional, and other behavioral issues. Through the use of post-modern modalities clinical social work applies mental health assessments, interventions, and prevention practices to achieve optimum psychological and social functioning.
4. Experience gained in clinical practice relate to the integration of the knowledge and skills gained through the completion of an MSW.

The Board of Examiners may require an interview for clarification where other information is inadequate or inconclusive in assisting the Board to determine the suitability of the member to be approved for private practice.

Decision

Upon review of the application in full, the Board of Examiners may:

- approve the application for private practice registration;
- approve the application for private practice registration with conditions and/or restrictions; or
- deny the application for private practice registration.

Where the Board of Examiners denies the application or imposes conditions or restrictions on the private practice registration, the Board shall notify the applicant by:

- providing the applicant with a written decision with reasons; and
- informing the applicant of the applicant's right to have the decision reviewed by the Registration Appeal Committee.

Within 30 days of the date of the receipt of the decision, the applicant may seek a review of the decision by the Registration Appeal Committee. An applicant requesting a review shall stipulate the grounds for review and pay the applicable fee.

Registered Social Workers registered to engage in private practice may conduct the private practice of social work only in their approved area or areas of specialization.

Trauma Specialization for Private Practitioners POLICY #BOE36

Approved by the Board of Examiners: September 22, 2020

Policy

Trauma and traumatic experiences are inherently complex. Trauma occurs in a broad context that includes individuals' personal characteristics, life experiences, and current circumstances. Intrinsic and extrinsic factors influence individuals' experience and appraisal of traumatic events; expectations regarding danger, protection, and safety; and the course of post trauma growth. Trauma can be defined as anything that results from experiences that overwhelm an individual's capacity to cope such as abuse and neglect, sexualized violence, family conflict, poverty, having a life-threatening illness, undergoing single/repeated and/or painful medical interventions, accidents, natural disasters, grief/loss, witnessing acts of violence, experiencing war, intergenerational and historical acts.

Trauma recovery is possible but presents specific challenges. In the context of exposure to significant adversity, resilience is both the capacity of individuals to navigate their way to the psychological, social, cultural, and physical resources that sustain their well-being, and their capacity individually and collectively to negotiate for these resources to be provided in culturally meaningful ways. Traumatic experiences often constitute a major violation of the expectations of the Individual, family, community, and society regarding the primary social roles and responsibilities of influential figures in the client's life.

Social work practitioners need to be aware of the need to contend with issues involving justice, legal redress, and protection against further harm. In addition, working with trauma-exposed clients can evoke distress in providers that makes it more difficult for them to provide good care. Proper professional development and self-care are important parts of providing high-quality care and of sustaining personal and professional resources and capacities over time.

Given the complexity of trauma care and recovery this policy identifies the minimum standards of education, training and supervision that is required when a social worker is applying for private practitioner status and are listing a trauma approach as an area of specialization.

Procedure

There are two trauma related areas of specialization that an applicant can apply for:

1. **Trauma Informed** – Trauma informed and responsive care understands and considers the pervasive nature of trauma and promotes environments of healing and recovery rather than practices and services that may inadvertently re-traumatize.
2. **Trauma Specific Therapy** – Trauma specific therapy involves therapeutic approaches that recognize and emphasize an understanding of how the traumatic experience impacts an individual's mental, behavioural, emotional, physical, and spiritual well-being. This type of therapy is rooted in understanding the connection between the trauma experience and the individual's emotional and behavioural responses. The purpose of trauma specific therapy is to offer skills and strategies to assisting better understanding, coping with, processing emotions and memories tied to traumatic experiences, with the end goal of empowering clients to create a healthier and more adaptive meaning of the experience that took place in their life.

Minimum Standards for Trauma Informed Care and Response Specialization

1. Private Practitioner applicants must demonstrate that they have met a minimum standard to provide trauma informed care and responses in private practice. Minimum standards include:
 - a. Multiple professional development activities on trauma informed care and response;
 - b. A minimum of two years of practice experience that demonstrates an integration of Trauma Informed Care and Responses into practice;
 - c. Supervision of Trauma Informed Care and Response.
2. Applicants must demonstrate that they have achieved these standards through the applicant's;
 - a. [Specialty Areas](#) form (Appendix #6);
 - b. [Private Practice Referral form](#) (Appendix #5)
3. Evidence in these above listed forms must demonstrate the applicant has integrated most of the following knowledge into their practice:
 - a. Understanding of trauma
 - Demonstrate knowledge of the three “E’s” of trauma (events, experience, and common effects.)
 - Impacts of micro, mezzo and macro traumatic experiences
 - Systemic and intergenerational trauma
 - Different types of stress
 - Prevalence and research on trauma
 - b. Understanding of trauma informed responses and care.
 - The four “R’s” of trauma (realization, recognize, respond, resist re-traumatization), or;
 - 5 principles of trauma informed care: safety, choice, collaboration, trustworthiness and empowerment, or;
 - An Afrocentric understanding of trauma informed care and responsiveness, or;
 - An Indigenous perspective of trauma informed care and responsiveness
 - Difference between trauma specific and trauma informed
 - c. The science of trauma
 - N.E.A.R. (neurobiology, epigenetics, adverse childhood experiences, and resilience)
 - Toxic stress and the functions of the brain
 - d. An introduction to the application of TIC

- Principles of TIC, operationalized
- Organizational change
- Creation safer physical and psychological, emotional and cultural environment as part of the therapeutic process
- Emphasis on inclusivity
- Introduction to Workforce Wellness
- e. Parallel process and why it's important
 - Vicarious trauma, secondary stress, burnout, vicarious resilience, and compassion satisfaction
 - Self-care versus workforce wellness

Minimum Standards for Trauma Specific Therapy Specialization

1. Private Practice applicants must demonstrate that they have met a minimum standard to provide trauma specific therapy. Minimum standards include either:
2. Applicants must demonstrate that they have achieved these standards through the applicant's
 - a. Formal certification in one of the following modalities:
 - narrative exposure therapy (NET)
 - trauma-focused cognitive behavioral therapy (TF-CBT)
 - eye movement desensitization and reprocessing (EMDR)
 - feminist-informed trauma treatment

Certification is the formal confirmation of completion of education, training and supervision by an accredited organization.

Or;
 - b. Private Practice applicants must demonstrate that they have met a minimum standard to provide trauma specific therapy in private practice. Minimum standards include:
 - multiple professional development activities on a trauma specific therapy;
 - a minimum of two years of practice experience that demonstrates an integration of trauma specific therapy into practice; and
 - clinical supervision of a trauma specific therapy.
3. Applicants must demonstrate that they have achieved these standards through the applicant's:
 - current resume;
 - [Specialty Areas](#) form (Appendix #4); and
 - [Private Practice Referral form](#) (Appendix #5)

4. Evidence in these above listed forms must demonstrate the applicant has developed the following competencies (Adapted from APA “Guidelines on Trauma Competencies for Education and Training”)
 - a. Demonstrate the ability to appreciate and understand the impact of trauma on health outcomes, the contribution of trauma to increasing health disparities, and the impact of integrated and trauma-informed care as a critical component of care for people who are survivors of trauma.
 - b. Understanding about trauma reactions and tailor trauma interventions and assessments in ways that honour and account for individual, cultural, community, and organizational diversity.
 - i. This competency includes demonstrating the ability to identify and understand the professionals’ and clients’ intersecting identities as related to trauma and articulate the professionals’ own biases, assumptions, and problematic reactions emerging from trauma work and cultural differences.
 - c. Demonstrate understanding of how trauma impacts a survivor, the family system (including parents and caregivers), community, and organizations’ sense of safety and trust, and apply the professional demeanor, attitude, and behaviour to enhance the survivors’ and organizations’ sense of physical, psychological emotional safety.
 - i. This competency includes respecting autonomy of those exposed to trauma and also protecting survivors as appropriate.
 - d. Demonstrate understanding and ability to tailor assessment and interventions to account for developmental lifespan factors at the time(s) and duration of trauma and at the point of current bio-psycho-social therapeutic contact.
 - e. Demonstrate the ability to understand, assess, and tailor interventions and assessments that address the complexities of trauma-related exposure including any resultant long- and short-term effects (e.g., comorbidities, housing related issues), and person-environment interactions (e.g., running away from home and being assaulted).
 - f. Demonstrate the ability to appropriately appreciate, assess, and incorporate trauma survivors’ strengths, resilience, and potential for growth. Facilitate shared decision-making between the trauma survivor and social worker.
 - g. Demonstrate the ability to recognize practitioners’:
 - i. capacity for self-reflection and tolerance for intense affect and content;
 - ii. ethical responsibility for self-care; and
 - iii. self-awareness of how one’s own history, values, and vulnerabilities impact trauma treatment delivery.
 - h. Demonstrate the ability to critically evaluate and apply up-to-date available research-supported therapies and assessment strategies for trauma related difficulties.

- i. Demonstrate the ability to understand the value and purpose of the various professional, paraprofessional and lay responders in trauma work and work collaboratively and across systems to enhance positive outcomes.

For further details on these competencies see Application for Private Practice Areas of Speciality form (Appendix #6).

Approved by the Board of Examiners: October 20, 2020

Policy

Section 2(j) of the Social Workers Act defines “private practice” as follows:

“private practice” means the provision of social work services by a person who is self-employed as determined by the Board.

The Board of Examiners defines self-employment as the provision of social work services as defined by section 5(a) of the Act in which,

1. The social worker is solely responsible for the liability of their practice;
2. bills a client or client affiliated organization for the provision of those services.

An RSW or SWC can practice under the supervision of an authorized Private Practitioner. It is the responsibility of the Private Practitioner to supervise and assess the competencies of the RSW or SWC and to accept the liability of the RSW or SWC’s practice. The Board of Examiners would advise that Private Practitioner to connect with their insurance provider to ensure they have adequate coverage.

Procedure

1. The Private Practitioner will inform the Executive Director/Registrar of any RSW or SWC social workers who will be working in their practice.
2. The Executive Director/Registrar will place a note on both the Private Practitioner’s and RSW or SWC social worker’s files in the database.
3. If the RSW or SWC social worker leaves the private practice, the Private Practitioner must inform the Registrar. A note of this change will be placed in the database.

Approved by the Board of Examiners: December 18, 2019

Policy

The Board of Examiners requires that private practitioners have their scope of practice approved in accordance with section 55(1)(e) of the Act.

Procedure

1. Should a private practitioner wish to change their scope of practice, they must submit the following for assessment by the Board:
 - a. an updated Curriculum Vitae demonstrating their relevant practice experience in the desired scope of practice,
 - b. a reference letter from a registered social worker who can verify the competency to practice within the desired scope, and
 - c. any other certificates of evidence requested by the Board of Examiners, for verification of the competency within the desired scope of practice
2. The Executive Director/Registrar will provide a written response to the private practitioner within 5 days of the decision of the Board of Examiners on the change to their scope of practice.
3. Should the private practitioner disagree with the Board of Examiners decision, they are entitled to appeal that decision under section 13(1) of the Regulations.

New Candidacy Program Transition

Policy #BOE39

Approved by the Board of Examiners: December 18, 2019

Policy

The new Candidacy/Mentorship program is designed to provide graduates of accredited schools of social work with a strategic, supportive, and educational professional development experience rooted in principles of adult learning. By linking new graduates, those re-entering practice, and those registering for the first time, with experienced practitioners the Candidacy/Mentorship program provides educational and supportive mentorship in effort to assist the candidate as they integrate knowledge, apply skill, and action ethics.

Candidates gain valuable support as new graduates throughout their 2500 hours of practice through regular, structured, and documented meetings with their mentor. They are supported as they develop a professional identity, grapple with ethical issues, explore professional concerns related to their practice experience, integrate theory and practice, develop self-awareness, and refine a unique practice framework.

This policy is in place to provide options to transition Candidates who were approved under the old Candidacy Regulations into the new regulations.

Procedure

1. All Social Worker Candidates who began Candidacy before September 1, 2018, may complete the Candidacy program under the old program requirements.
2. Social Worker Candidates approved for Candidacy between March 1 and August 31 of 2018, may upon application to the Executive Director/Registrar change their requirements to meet the new regulations.
 - a. Social Worker Candidates seeking approval for transition must submit a learning agreement for approval under the new framework.
 - b. If approved, all practice and mentoring hours accumulated under the old framework will be counted towards the new requirements.
3. Social Worker Candidates approved for Candidacy before March 1, 2018 may upon a written application to the Executive Director/Registrar, change their requirements to meet the new regulations.
 - a. Social Worker Candidates seeking approval for transition must submit a report to the Executive Director/Registrar demonstrating how their previous Candidacy and Mentorship experience aligns with the new regulations.
 - b. If approved, all practice and mentoring hours accumulated under the old framework will be counted towards completion under the new regulations.
4. Where the Executive Director/Registrar denies approval for transition into the new program, the Social Worker Candidate may apply to the Board of Examiners within thirty days of date of notification of the denial for a review of the decision, by providing to the Board of Examiners a notice in writing indicating the grounds for the review.

Approved by the Board of Examiners: September 21, 2021

Practising while incapacitated constitutes professional misconduct. However, the NSCSW believes that social workers suffering from an incapacity that impairs their practice should, where appropriate, be supported in a remedial manner, rather than subject to discipline.

NSCSW's Fitness to Practise process is a non-disciplinary process for a social worker experiencing an incapacity that impairs their practice. The process may require the social worker to:

- temporarily cease practising; or
- restrict their practice,

while receiving support for incapacity.

All social workers must meet specific eligibility criteria (listed below) to enter the process. If the social worker meets the eligibility criteria, the Fitness to Practise process initiates when:

- a social worker self-reports a suspected or actual incapacity;
- an individual reports a social worker's suspected or actual incapacity;
- NSCSW receives a complaint regarding a social worker's capacity; or
- concerns are raised regarding a social worker's incapacity during the complaint process.

Upon completion of a support plan the College reviews the social worker's status to ensure they are fit to return to practice. The College considers conditions and restrictions that may be placed on the social worker's registration through a remedial process to return the social worker to practice once there is evidence to indicate the social worker is fit to practise.

Eligibility Criteria

A social worker must meet the following criteria to be eligible to participate in the Fitness to Practise process:

1. Where the potential referral to the Fitness to Practise process arises from a complaint against the social worker, the social worker must undergo an independent assessment as directed by the College to establish whether the social worker suffers from an incapacity. The assessment will also determine whether that incapacity is causally connected to, or has a nexus with, the issues that are the subject of the complaint.
2. An independent assessment may not be required where a social worker self-report a suspected or actual incapacity or an individual reports a social worker's suspected or actual incapacity in the absence of a complaint.
3. The College must reasonably believe:
 - a. the incapacity can be successfully supported or remedied such that the social worker can practice safely, competently, and ethically; and
 - b. the social worker is likely to pursue appropriate remediation or support.

4. The College must be satisfied that the objects of NSCSW will be better served by having the matter addressed through the Fitness to Practise process rather than the complaints process. In considering this the College should consider:
 - a) the nature and number of incidents involved;
 - b) the impact of the incidents on clients, colleagues, the workplace, the public or the reputation of the profession;
 - c) the public nature of the incidents;
 - d) the social worker's prior conduct history and/or fitness to practice history; and
 - e) such other factors relevant to the matter under consideration.
5. The social worker must agree to cease practicing while receiving support if the College determines it is in the public interest to require the social worker to cease practicing.
6. If the College determines the social worker may continue practising while receiving support the social worker must agree to terms and conditions placed on the social worker's registration if the College determines such conditions are in the public interest.

Process

1. Once the College determines a social worker is eligible, and the social worker agrees to participate in the Fitness to Practise process, the social worker must agree via an Undertaking to Address Incapacity to:
 - a. cease practising to pursue remediation of their incapacity under terms and conditions as agreed between the social worker and the College; or
 - b. practise under terms and conditions as agreed between the social worker and the College while pursuing remediation of their incapacity.
2. The social worker may request that the College convene a meeting with the Complaints Committee at any time to review the terms and conditions or to seek a return to practice.
3. A social worker appearing before the Complaints Committee has the right to:
 - a. be represented by legal counsel, a union representative or another representative, at the social worker's own cost;
 - b. notice of any matters under investigation;
 - c. a reasonable opportunity to present a response and make submissions in such form as determined by the Committee;
 - d. such other information as natural justice requires; and
 - e. such other information as determined by the College.
4. Upon a social worker's request, the Complaints Committee shall convene a meeting with the social worker in which it may:
 - a. approve the social worker's return to practice, subject to such terms and conditions as the Committee deems appropriate, and with which the social worker agrees, as set out in a Remedial Agreement;

- b. vary the terms and conditions under which the social worker is practising pursuant to the Undertaking to Address Incapacity if the social worker agrees to such variation; or
 - c. deny the social worker's request to return to practice.
5. The College may remove a social worker from the Fitness to Practise process if:
 - a. the social worker withdraws consent to participate in the Fitness to Practise process;
 - b. the social worker fails to submit to an assessment as directed by the College;
 - c. the social worker does not agree to the terms and conditions for practice, or for a return to practice, sought by the College and agreed to by the Committee;
 - d. the Complaints Committee determines that the social worker:
 - e. fails to meet the agreed terms and conditions of practice; or
 - f. poses an immediate threat to the health or safety of others;
 - g. the Committee is not satisfied that the social worker is incapacitated; or
 - h. at any time, if the College is satisfied that it is no longer in the public interest or consistent with the objects of NSCSW for the social worker to participate in the Fitness to Practise process.
6. Where a social worker is removed from the Fitness to Practise process, the matter may be processed through the College's complaints process.
7. Where it is agreed via an Undertaking to Address Incapacity that the social worker will cease practising, or it is agreed that the social worker will practise under certain terms and conditions via an Undertaking to Address Incapacity or a Remedial Agreement, the College shall:
 - a. annotate NSCSW's records to reflect the social worker's registration status;
 - b. notify the social worker's employers, as identified in NSCSW's records or otherwise known to NSCSW, of the social worker's registration status; and
 - c. notify the regulatory authority in any other jurisdiction in which the social worker is registered, of the social worker's registration status, without disclosing the nature of the social worker's incapacity.
8. As the social worker prepares to return to work, the employer and the social worker should establish a return-to-work ("RTW") plan, developed in collaboration with the appropriate health care professional(s) managing the underlying issue(s). A well-developed plan may increase the success of the transition back to practice by supporting the health of the social worker, while ensuring client safety. The RTW plan may contain many temporary strategies, interventions, accountability check-points, or practice modifications.

Approved by the Board of Examiners: September 21, 2021

Policy:

Introduction

Social workers, similar to many other professionals who work with the public, can make mistakes. When those mistakes happen, complaints and lawsuits may follow.

First and foremost, it is in the public interest for social workers to carry professional liability insurance. Professional liability insurance offers a source of financial protection for members of the public who may suffer injury or loss due to the conduct of a social worker in the performance of professional services.

It is also in a social worker's interest to carry professional liability insurance. Legal costs in the context of a civil lawsuit, as well as the cost of settlement and/or damages, can be devastating to a social worker without professional liability insurance.

The College is responsible for ensuring that there is a financial resource, independent of the social worker, to satisfy the costs of any damages that may be awarded against the social worker in court.

Social workers employed by an agency or employer

All social workers practicing in Nova Scotia, including those employed by an agency or employer, must have some form of professional liability coverage.

Many agencies and employers carry professional liability insurance or have policies regarding liability on behalf of their employees. It is important for social workers to understand any limitations of their employer's or agency's policies. Social workers should question the limitations of their employer's or agency's coverage to ensure it is adequate.

Professional liability policies obtained by some agencies and employers may only protect the agency's or employer's interests. Further, when a claim or complaint arises, the agency or employer may be in a position to decide whether its coverage will extend to the individual social worker involved.

Accordingly, the College recommends that social workers covered by their agency's or employer's professional liability insurance consider carrying independent professional liability insurance in addition to any employer or agency policy.

If the agency or employer does not provide coverage, the social worker **must** obtain a minimum of \$2,000,000 in professional liability insurance.

Social workers in private practice

Registered Social Workers who engage in private practice of social work **must** maintain a minimum of \$2,000,000 in professional liability insurance.

Private practice is jointly defined by section 5A of the [Social Workers Act](#) and the NSCSW Board of Examiners, and refers to provision of social work services by a person who is self-employed, i.e.:

- is solely responsible for the liability of their practice; and
- bills a client or client-affiliated organization for the provision of those services.

Procedure

1. Social Worker Candidates and Registered Social Workers are required to read the above Professional Liability Insurance policy.
2. Social Worker Candidates and Registered Social Workers engaged in the private practice of social work shall maintain a minimum of \$2,000,000 of professional liability insurance.
3. Social Worker Candidates and Registered Social Workers employed by an agency or employer shall confirm that their agency or employer maintains adequate professional liability insurance.
4. Social Worker Candidates and Registered Social Workers employed by an agency or employer that does not provide professional liability insurance must maintain a minimum of \$2,000,000 of independent professional liability insurance.
5. Upon application for and renewal of registration with NSCSW, Social Worker Candidates and Registered Social Workers shall:
 - a. declare one of the following:
 - i. I have read the College's policy regarding professional liability insurance and maintain independent professional liability insurance;
 - ii. I have read the College's policy regarding professional liability insurance and I am satisfied that my employer's or agency's policy provides adequate coverage; or
 - iii. I have read the College's policy regarding professional liability insurance and I maintain independent professional liability insurance in addition to my agency's or employer's policy; and
 - b. provide proof of their professional liability insurance coverage if they are solely responsible for the liability of their practice.

Verification of Registration and Good Standing

Appendix #1

Directions for applicant: Complete top portion of this form and send both pages to the appropriate office. Complete one form for each jurisdiction where you are currently registered.

To: _____ (regulatory authority for province or territory)

I am applying for registration in Nova Scotia to practice social work.

I was granted registration/licence/certificate # _____ on _____ by _____.

The NSCSW requests that I submit verification that my registration/license/certification in _____ is/was in good standing.

You are hereby authorized to release any information in your files, favourable or otherwise, directly to the NSCSW. Your early attention is appreciated.

Signature: _____ Print name: _____

Date: _____

Directions for social work board: Please complete and return form directly to the Nova Scotia College of Social Workers at 1888 Brunswick Street, Suite 700, Halifax, NS B3J 3J8

Name in your records: _____

Type of Registration/License/Certificate: _____ Number: _____

Date Issued: _____ Date Expired: _____

Is License Current? ☐ Yes ☐ No If yes, Expiration Date: _____

Please verify requirements met

_____ BSW from an accredited school

_____ MSW from an accredited school

_____ Other: (Please specify) _____

Do you have copies of original transcripts issued by the degree granting institution on file?

☐ Yes ☐ No

Are there any restrictions or conditions on this individual's registration/license/certificate?

☐ Yes ☐ No (If yes please explain on next page or separate sheet)

Are there or have there been any complaints and /or disciplinary actions against this individual?

☐ Yes ☐ No (If yes please explain on next page or separate sheet)

Is there any other information the Nova Scotia College of Social Workers should be aware of with regard to this individual? ☐ Yes ☐ No (If yes please explain on separate sheet)

Signature: _____

Title: _____

Date: _____

This page can be used to provide further detail regarding the answers on Page 1, if needed. Or if such information is being provided separately, this page can be used to list supporting documents.

Once complete, all pages should be sent directly from the regulatory authority to the Nova Scotia College of Social Workers at 1888 Brunswick Street, Suite 700, Halifax, NS B3J 3J8

Name of Applicant/Registrant: _____

Additional information regarding this person's registration status or standing in your jurisdiction:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature: _____ Title: _____ Date: _____

Electronic Practice Declaration Form

Appendix #2

Directions for Applicant: Complete top portion of this form and send it to the appropriate office. Complete one form (page one and two) for each jurisdiction where you are registered.

To: _____ (regulatory authority for province or territory)

I am applying for registration in Nova Scotia to practice social work electronically.

I was granted registration/license/certificate # _____ on _____ by _____.

The NSCSW requests that I submit verification that my registration/license/certification in _____ is/was in good standing.

You are hereby authorized to release any information in your files, favourable or otherwise, directly to the NSCSW. Your early attention is appreciated.

Signature: _____ Print Name: _____ Date: _____

Directions for social work board: Please complete and return form directly to the Nova Scotia College of Social Workers at 1888 Brunswick Street, Suite 700, Halifax, NS B3J 3J8

Name in your records: _____

Type of Registration/License/Certificate: _____ Number: _____

Date Issued: _____ Date Expired: _____

Is License Current? ☐ Yes ☐ No If yes, Expiration Date: _____

Please verify requirements met

_____ BSW from an accredited school

_____ MSW from an accredited school

_____ Other: (Please specify) _____

Do you have copies of original transcripts issued by the degree granting institution on file?

☐ Yes ☐ No

Are there any restrictions or conditions on this individual's registration/license/certificate?

☐ Yes ☐ No (If yes please explain on a separate page)

Are there or have there been any complaints and /or disciplinary actions against this individual?

☐ Yes ☐ No (If yes please explain on a separate page)

Is there any other information the Nova Scotia College of Social Workers should be aware of with regard to this individual? ☐ Yes ☐ No (If yes please explain on a separate page)

Signature: _____ Title: _____ Date: _____

Declaration for the Provision of Electronic Social Work Services by Registered Social Workers in other Canadian Jurisdictions to clients in Nova Scotia

Name: _____ Mailing Address: _____

Email: _____ Phone Number: _____

I acknowledge and understand that as a provider of social work services to clients in the province of Nova Scotia that:

- a) I am a Registered Social Worker in good standing in the province/territory of _____; Registration/Licensure # _____ and understand that this declaration is only valid while I am a registered social worker in good standing with this regulatory body.
- b) My registration has been granted on the basis of educational qualifications which are equal to the criteria for registration as set by the Nova Scotia College of Social Workers (NSCSW).
- c) My educational qualification is a bachelors, masters or doctoral degree in social work from a university accredited by the Canadian Association for Social Work Education, the Council for Social Work Education or international equivalent.
- d) I attest that I have never been convicted of a criminal offence under the Criminal Code of Canada, the Controlled Drugs and Substances Act or a similar penal statute of another country.
- e) I will inform clients of the jurisdiction in which I hold a registration to practice.
- f) I have read and will adhere to:
 - [Canadian Association of Social Workers \(CASW\) Code of Ethics](#)
 - [NSCSW Standards of Practice \(2017\)](#)
 - [NSCSW Standards of Practice for Technology and File Storage](#)
- g) I am aware of available resources in NS to assist clients.
- h) I hold a professional liability insurance policy which covers the provision of electronic social work services in NS.
- i) I plan to offer social work services electronically to clients in NS during the following time period: _____.

I hereby attest that all the information provided on this form is accurate and correct. I hereby attest that I requested verification of my status in the province of _____ on _____ (date).

Signed: _____ Date: _____

Declaration of Undertaking for Criminal Record & Child Abuse Registry

Appendix #3

I, _____, of _____, Nova Scotia, solemnly declare to the Nova Scotia College of Social Workers ("NSCSW") that as of today's date I have never:

- been charged with, pleaded guilty to, been convicted of or found to be guilty of an offence in or out of Canada, for which I have not received a pardon;
- pleaded no contest or made any similar plea to any criminal charge; and
- entered into a diversion program or other resolution process as an alternative to conviction or prosecution for an offence; and
- been found by a court in any jurisdiction to have abused a child or children.

I further solemnly declare that as of today's date:

- I do not have a criminal record in any jurisdiction in or out of Canada;
- I am not a pardoned sex offender;
- I have not been pardoned for any crimes of a sexual nature; and
- I am not and never have been a suspect in a case involving crimes of a sexual nature.

To the best of my knowledge and belief, criminal record and vulnerable sector checks under my current or former name will not disclose any results.

I undertake that I will make application for a criminal record and child abuse register checks as soon as reasonably possible. I further undertake that I will arrange for the results of these checks to be forwarded to NSCSW without delay.

I acknowledge that should the results of these checks disclose any charges, pleas of guilt, convictions or adverse information, this may constitute grounds for the immediate cancellation of my registration to practice social work in Nova Scotia.

DECLARED on the _____ day of _____, _____ in _____, Nova Scotia.

APPLICANT

WITNESS: PRINT NAME

WITNESS: SIGNATURE

Private Practice Referral Form

Appendix #4

This form is to provide a reference for a social worker with an MSW or PhD in social work who is applying for private practice. This form must be completed and submitted by the referee directly to the Nova Scotia College of Social Workers.

The form should be completed by a qualified Registered Social Worker in good standing with the College (or with the equivalent social work regulatory body in their jurisdiction if outside Nova Scotia) who can speak to the applicant's ability to competently practice in the requested area(s) of specialization.

Name of Person Giving the Reference	
Degree, Credentials	
Current Employer of Reference Person	
Mailing Address	
Phone Number(s)	
Email address	
Name of applicant for private practice designation	

1. How long have you known the applicant and in what capacity? Describe your professional relationship with the applicant and the basis of your knowledge of his/her clinical practice. Please include whether you have observed this person in practice and if you supervised them.*

2. How long did you supervise the applicant? From: _____ to _____
What was the frequency of the supervision? _____

3.. Please fill out the chart below

	Yes	No	No opportunity to observe
**Provides adequate assessments			
Provides adequate consultation			
Provides adequate teaching of education materials			

	Yes	No	No opportunity to observe
Provides adequate individual therapy			
Provides adequate family therapy			
Provides adequate group therapy			
**Performs short- and/or long-term interventions			
**Establishes treatment plans with measurable goals			
**Adapts interventions to maximize services to clients			
**Demonstrates competence in suicide risk assessment and intervention			
**Recognizes when personal issues affect clinical objectivity			
**Recognizes and operates within own practice limitations			
**Seeks consultation when needed			
**Refers to sources of help when appropriate			
**Practices within established ethics and legal parameters			
**Demonstrates integrity with professional values/beliefs			
**Demonstrates self-confidence in practice			
**Identifies needs and plan(s) for professional development			
** Works well with diverse groups/populations			
**Demonstrates appropriate record-keeping and file management skills			
**Uses literature and other resource materials to enhance practice			
**Works collaboratively with other professionals to meet the client's best interest			
**Integrates clinical theory into practice meaningfully			

	Yes	No	No opportunity to observe
**Manages professional boundaries appropriately			
Demonstrates cultural awareness and knows how to access culturally appropriate services and resources.			
Follows the guidelines of the Nova Scotia College of Social Work Code of Ethics (nscsw.org/practice/code-of-ethics)			
Follows the Nova Scotia College of Social Work Standards of Practice (nscsw.org/practice/standards-of-practice)			

4. Describe how the applicant establishes and maintains effective working relationships.*

5. Identify any concerns you have regarding the clinical social work practice of the applicant.*

6. Would you refer clients to the applicant? ☐ YES ☐ NO *

If no, explain:

Signature _____ Date _____

Please submit the completed referral form directly to the Nova Scotia College of Social Workers by mail: 1888 Brunswick St., Suite 700, Halifax, NS B3J 3J8

References

*British Columbia College of Social Workers. Note: Questions taken from the BCSW Clinical Reference Letter

**Alberta College of Social Workers. Note: Questions taken from and/or adapted from ACSW Practice Indicators reference form

Nova Scotia College of Social Workers Code of Ethics

Nova Scotia College of Social Workers Standards of Practice

Private Practice Specialty Check List

Appendix #5

Name: _____

Please check off all areas of practice specialty. Specialties approved by the Board of Examiners will be noted in your NSCSW file and included in the online member registry.

☐ **Addictions Therapy**

- ☐ Child & Adolescent
- ☐ Adult
- ☐ Senior

☐ **Adoption**

☐ **Assessments** (check all that apply)

- ☐ Addictions
- ☐ Capacity to make decisions
- ☐ Custody access & maintenance
- ☐ Mental health
- ☐ Parental capacity
- ☐ Psychosocial
- ☐ Home/family study
- ☐ Other _____

☐ **Attachment**

☐ **Bereavement**

☐ **Caregiver Support**

☐ **Consulting (i.e. program development, policy development)**

☐ **Community Development**

☐ **Cultural Health and Wellness**

☐ **Emergency Mental Health and Crisis**

☐ **Emotional Regulation (i.e anger management, stress management)**

☐ **Grief and Loss**

☐ **Health Social Work** (check all that apply)

- ☐ Acute health issues
- ☐ Adjustment
- ☐ Chronic health issues
- ☐ (Dis)Ability
- ☐ Health & wellness

- ☐ Rehabilitation
- ☐ Return to work
- ☐ Palliative care
- ☐ End of life care
- ☐ Other _____
- ☐ **LGBTQQ2SIA Health**
- ☐ **Life Transitions**
 - ☐ Coping with life stressors (i.e divorce, separation, new child, moving, marriage, death, illness, career related stress, school transitions, relationship issues, etc.)
 - ☐ Skill development (i.e problem solving, conflict resolution, communication skills, social skills, study skills, strength building etc.)
 - ☐ Other _____
- ☐ **Mediation**
- ☐ **Mental Health** (check all that apply)
 - ☐ Infant mental health
 - ☐ Child mental health
 - ☐ Adolescent mental health
 - ☐ Adult mental health
 - ☐ Senior mental health
- ☐ **Parenting Support**
- ☐ **Research**
- ☐ **Supervision**
- ☐ **Therapy** (check all that apply)
 - ☐ Couples therapy
 - ☐ Family therapy
 - ☐ Group therapy
 - ☐ Individual therapy
- ☐ **Trauma Informed Care**
- ☐ **Trauma Therapy**
 - ☐ Identify specialized area: _____
- ☐ **Workshop Facilitation**
- ☐ **Other (please specify):**

Models of Practice

Please list below all the models of practice that you have competency in and would like to have listed on the website (e.g. Afrocentric, Solution Focused Therapy, Motivational Interviewing, Cognitive Behavioral Therapy, EMDR, Acceptance and Commitment Therapy, Narrative Therapy, Systems Therapy, etc.).

Application for Private Practice Areas of Specialty Appendix #6

Name: _____

Date: _____

Please fill out a separate row for every specialty area you have chosen; add more rows if needed.

It is okay to repeat information if applicable to multiple specialties.

Area(s) of Specialty <i>Please refer to areas of specialty checklist.</i>	Please list models of practice, approaches or theories that you are trained in.	Please list workshops, seminars and training related to this practice specialty area. <i>Please add year(s) you received the education and the length of the education. You may choose to attach your up-to-date professional development record from the NSCSW record.</i>	Please describe your work experiences in this specialty area.	Please tell us about your supervision in this specialty area. Please specify type of supervision. <i>e.g. clinical supervision, case consultation, peer supervision, team meetings, group supervision, candidacy supervision, student placement supervision, other</i>	Please list any certifications in this practice area.



Area(s) of Specialty	Please list models of practice, approaches or theories that you are trained in.	Please list workshops, seminars and training related to this practice specialty area.	Please describe your work experiences in this specialty area.	Please tell us about your supervision in this specialty area. Please specify type of supervision.	Please list any certifications in this practice area.

Please add as many rows/pages as you need to complete the form.

Job Description Scope Assessment

Appendix #7

Registration Requirement

Registration with the College is mandatory if you hold a social work credential and are practicing within the Scope of Practice. The Scope of Practice for social workers in Nova Scotia is connected to society's most vulnerable people. Children, youth, seniors, people with mental or physical disabilities, individuals in the correctional system, and families on social welfare, are some of the populations with whom social workers interact with every day. Social workers practice in settings such as family services agencies, children's protection agencies, hospitals, school boards, correctional institutions, and welfare administration agencies.

Social workers are not only involved at the individual or group level, but at the community and organizational level. They are expected to promote social change, and critically assess the status quo of their environment based on specific knowledge of theories, histories and vulnerabilities of the various people, social groups, and individuals in their society (Social Workers Act, 1993, c. 12, s. 5(2)).

Social Workers Act

5A (1) For the purpose of this Act, the practice of social work means the provision of professional services to clients through the use of social work knowledge, theory, skills, judgment and values acquired through a program from an approved faculty of social work.

Job Scope Matrix

The goal of this matrix is to evaluate applicants job descriptions and their relationship with the scope to determine if registration is required.

Scope of Practice	Delivery Model	Job Description	Relationship to scope
Intervention through direct contact with clients	Assessment		
	Case Management		
	Client-Centred Advocacy		

Scope of Practice	Delivery Model	Job Description	Relationship to scope
	Education		
	Consultation		
	Counselling		
	Crisis Intervention		
	Referral		
Community development founded on the principles of social justice	Mobilizing individuals to employ their skills to effect community change		
	Community capacity building a community-based participation research.		
Direct or indirect provision of administrative, educational, policy or research services including:	Development and promotion of social policies focused on improving social conditions and promoting social justice.		



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Scope of Practice	Delivery Model	Job Description	Relationship to scope
	Development, the provision, and the administration of social work services programs.		
	Supervision of individuals providing social work services.		

Summary of Assessment:

Definitions:

Assessment: Assessment involves gathering and assessing multidimensional information about the client's situation using appropriate social work knowledge and theory with a focus on strengths-based assessment to develop a plan that involves all the relevant parties and levels.

Case Management: Case management is a continuous and collaborative process where clients, and their community supports, identify needs and goals.

Client-Centered Advocacy: Representing an individual or community to protect or advance their cause.

Education: The process of facilitating learning, or the acquisition of knowledge, skills, values, beliefs, and habits.

Consultation: A deliberation between a social worker and/or a team or community members on a case or issue within scope of practice.

Counseling: The range of supportive approaches and techniques used with individuals, families and groups that supports clients understand themselves and others better, improve social functioning, gain skills in fulfilling social roles, and making necessary or desired changes in their lives.

Crisis Intervention: The practice which focuses on supporting clients deal with overwhelming crisis situations by drawing upon their strengths and resources to get them through the crisis and return to a normal level of functioning, and in which a professional may take a more directive role because of the client's inability to proceed.

Referral: A referral can be an official document, such as a letter signed by the social worker making the referral. Often, though, a referral is simply information about another agency: the social worker writes down the phone number / address of another agency, passes it on to the client, and explains what service(s) the other agency provides.

Mobilizing Community: An area of social work which focuses on social change within a community based on an identified need.

Community Capacity Building: Community capacity building is defined as the "process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations and communities need to survive, adapt, and thrive in the fast-changing world."

Community-Based Participation Research: A collaborative approach to research that involves all partners and stakeholders in all phases of the process (problem identification, research design and implementation, interpretation, and goals for action) and equally includes professionals and community members based on the value of their perspectives and skills.

Social Policy Analysis and Development: The activity of evaluating a social policy regarding its intent, underlying values, procedures, legality, cost-effectiveness, political aspects, and outcomes in addressing the social problem which is addressed by the social policy.

Administrative Social Work: Social Work administrators are concerned with large units of people administering social service programs or manage institutions.

Supervision of Social Work Services:

1. **Administrative supervision** is synonymous with management. It is the implementation of administrative methods that enable social workers to provide effective services to clients. Administrative supervision is oriented toward agency policy or organizational demands and focuses on a supervisee's level of functioning on the job and work assignment.
2. **Clinical supervision** focuses on the skills, abilities, knowledge, and regulation of the practitioner to build on their competencies.
3. **Educational supervision** focuses on professional concerns and relates to specific cases. It helps supervisees better understand social work philosophy, become more self-aware, and refine their knowledge and skills. Educational supervision focuses on staff development and the training needs of a social worker based on individual caseload. It includes activities in which the supervisee is guided to learn about assessment, treatment and intervention, identification and resolution of ethical issues and evaluation and termination of services.
4. **Supportive supervision** decreases job stress that interferes with work performance and provides the supervisee with nurturing conditions that complement their success and encourage self-efficacy.