

Application & Renewal

NSCSW 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: September 20, 2023

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. registration 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 19, 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: July 26, 2023

Policy

In alignment with the Canadian Free Trade Agreement (CFTA), applicants who are registered as Registered Social Workers (RSWs) from other Canadian provinces without restrictions, conditions or provisions will be registered as RSWs in Nova Scotia.

The NSCSW's primary objective is public protection. Thus, if an applicant from another province fulfills all requirements of the Act, Regulations and By-laws, their mobility will be guaranteed. As per a legitimate objective under the CFTA held by the Nova Scotia Government, 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 on a case-by-case basis. If necessary, additional requirements will be imposed and/or practice restrictions placed 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. Alongside the requirements specified in Policy #BOE05, proof of a degree can be presented through a verification form (Appendix #1) and a letter of good standing from the applicant's current regulatory body.
2. Based on the application information, the Board will determine registration status as a Registered Social Worker or Social Worker Candidate. If an applicant can demonstrate that they have practiced social work in another jurisdiction where they currently have the title of Registered Social Worker, they will be granted the same title in Nova Scotia.
3. Applicants without a CASWE accredited degree or equivalent, registered as an RSW in jurisdictions under substantial equivalency programs, are eligible for status. If an applicant can demonstrate that they have practiced social work in another jurisdiction within the last 6 months and have the title of Registered Social Worker, they will be granted the same title in Nova Scotia.

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 of 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 #4) 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

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/nschw>. 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 19, 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](#).

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 practice from outside the province is responsible 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 (January 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 February 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 January 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 February 7, that they have been refused registration,
 - b. notifies the member that they must connect with NSCSW staff by February 28, to verify their employment status, and

- c. notifies the member that if they do not connect with NSCSW staff by February 28, 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.

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.



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: May 15, 2024

Policy

Annual professional development reflects a commitment on the part of every social worker to ensure that their practice is rooted in the most up to date and current research of their profession. Professional development requirements reflect the College's mandate to protect the public and to ensure that every social worker's training is rooted in the profession's code of ethics.

The Nova Scotia College of Social Workers recognizes the broad scope of the social work profession. There are many methods of learning new skills and knowledge. Social Workers are encouraged to seek varied opportunities that reflect the NSCSW Code of Ethics and Standards of Practice so that they combine professional development with contributions to the field of social work and the quality of life for Nova Scotians

There are three categories of Professional Development activities:

1. **Required professional development** is training or activities related to competencies the College has deemed to be essential to ensure professional competency and protect the public.
2. **Discretionary formal professional development** is structured learning and education selected by members.
3. **Discretionary informal professional development** is unstructured learning and activities selected by members

Members of the NSCSW are required to record and submit professional development activities to the College yearly. For formal activities, this may include copies of documents such as a syllabus or a certificate of completion, or a link to the description of the event. For informal activities, this can be as simple as writing down the details (date, hours, title, author, facilitator, etc.) for later reference. A form to assist members in recording is provided in the member portal.

These requirements are necessary to ensure NSCSW's ability to protect the public by ensuring that all social workers have received the most up to date and current professional development to improve practice and outcomes for clients

Procedure

Requirements for Active Social Workers

1. **All active social workers** registered with the College must complete **40 hours of professional development**. Six hours are designated for required PD, and the remainder may reflect members' own interests or areas of expertise. Membership renewal is conditional upon successful completion and documentation of these requirements.
2. Required PD activities (minimum of 6 hours) for active members
 - a. 1 hour (minimum) of required training in social work ethics

- b. 1 hour (minimum) of required training in anti-racist and anti-discriminatory practice
 - c. 1 hour (minimum) of required training and/or activities related to the Truth and Reconciliation Commission recommendations
 - d. 2 hours (minimum) of required training and/or activities related to mitigating against vicarious trauma and secondary stress
 - e. 1 hour (minimum) of required training and/or activities related to social justice
3. Discretionary PD activities for active members
- a. 20 hours (minimum) of training from the activities listed in the formal professional development category
 - b. 14 hours (maximum) of activities from the informal professional development category

Requirements for Associate Social Workers

1. All **associate social workers** must complete **20 hours of professional development**, which includes 6 hours of required training and activities, and a maximum of 10 hours from the informal professional development category. Membership renewal is conditional upon successful completion and documentation of these requirements.
2. Required PD activities (minimum of 6 hours):
 - a. 1 hour (minimum) of required training in social work ethics
 - b. 1 hour (minimum) of required training in anti-oppressive practice
 - c. 1 hour (minimum) of required training and/or activities related to the Truth and Reconciliation Commission recommendations
 - d. 2 hours (minimum) of required training and/or activities related to mitigating against vicarious trauma and secondary stress
 - e. 1 hour (minimum) of required training and/or activities related to social justice
3. Discretionary PD activities
 - a. 14 hours (maximum) of activities from the formal and/or informal professional development categories

Pro-rated professional development

1. When renewing registration *for the first time only*, PD requirements will be pro-rated to reflect the portion of the year in which the RSW/SWC was registered. For example:
 - a. If first-time registration is granted on May 1, an active member will have to record 30 hours of PD when renewing at the end of the year;
 - b. If first time registration is granted on August 1, an active member will have to record 20 hours of PD when renewing at the end of that year, or

- c. If first time registration is granted on September 1, an active member will have to record 10 hours of PD when renewing at the end of that year.
2. Members who split the year between associate and active status should calculate the percentage of the year spent as each, and pro-rate their requirements accordingly. For example, if a member was an associate member for 6 months and an active member for 6 months:
 - a. The 20 hours of annual PD required for associate status is prorated to 10 hours
 - b. The 40 hours of annual PD required for an active member is prorated to 20 hours, with half of those hours having to come from the formal professional development category
 - c. The total prorated PD hours required for this hypothetical member would be 30 hours
 - i. 6 hours in the required PD topics as detailed above
 - ii. 10 hours of discretionary formal PD
 - iii. 14 remaining PD hours that may be either informal or formal

Tracking and reporting professional development

1. Activity tracking must be entered in the online member profile, and the completed inventory is submitted to the College during the annual registration renewal process.
2. Registration renewal cannot be granted until all requirements for professional development have been met.
3. If the professional development inventory does not meet the regulatory requirements, the renewal cannot be completed, and the member will not be registered as a social worker for the upcoming year.
4. It is each individual member's responsibility to ensure their own professional development is completed, recorded, and submitted to the College on time each year.

Approved by the Board of Examiners: September 20, 2023

Policy

The purpose of this policy is to guide:

1. NSCSW members in selecting their professional development training and activities;
2. the Board of Examiners in verifying the professional development submissions of members; and
3. the Professional Development Committee in creating professional development opportunities for NSCSW members.

A strategy for decolonization

Professional development integrates social work values into continued education and aligns learning with the profession's commitment to reconciliation and restorative justice.

This policy helps decolonize the profession through clear guidelines for professional development selection, evaluation, and quality assurance. It ensures accountability, promotes safer practice, enhances transparency, and builds trust. It's a collective accountability, informed by social workers' input and recommendations from the Truth and Reconciliation Commission and the Restorative Inquiry Into the Nova Scotia Home for Colored Children.

The policy addresses unconscious bias risk in social work practice through mandatory training requirements, which are grounded in the profession's Code of Ethics and Standards of Practice. This supports social workers in examining their beliefs, assumptions, and integrating new content and best practices into their practice.

As social work education focuses on diversity, cultural safety, and profession decolonization, continuing education requirements should mirror this learning process. Thus, competencies and values taught to students should also be shared with field practitioners.

Hence, NSCSW-registered social workers must meet specific annual requirements, as part of our profession's commitment to fulfill these expectations, ensuring public protection, particularly for traditionally oppressed or marginalized communities.

The guiding values for social workers' professional development selection mirror those used by NSCSW in course verification and evaluation, and the Professional Development Committee's content selection for continuing education offerings.

These values reflect our commitment to decolonize our profession and unlearn systemic bias. The extent to which members choose educational activities aligning with this policy's stated values, coupled with the College's regular verification activities, will tangibly demonstrate the steps Nova Scotia social workers are taking to fulfill our commitments. These findings will be included in our annual report, fostering trust and accountability with communities historically harmed by systemic injustice and bias.

The reporting requirement, though not fully reflecting our aspiration for decolonization, assures the public that social workers meet annual professional development requirements and engage in quality learning towards professional practice, proactively addressing risk. This policy aims to

enhance public trust by outlining the process for annual verifications based on a criterion and making this information publicly available.

This policy was developed considering input from the professional development committee, reviews of best practices, interviews with other social work regulatory bodies, member feedback, and input from advocates of historically marginalized or oppressed groups.

Criteria for Professional Development Selection & Evaluation

Social workers must select professional development activities aligning with the profession's values and commitment to unlearning systemic bias. Annually, each social worker must complete six hours of mandatory professional development in areas like ethics, Truth and Reconciliation, anti-oppressive and anti-racist practice, social justice, and vicarious trauma. The remaining hours must reflect the profession's values.

NSCSW has established guiding values for selecting and assessing professional development (PD) activities:

1. **Relevance:** PD should be practice-based, align with specific goals, and be relevant to the member's area of practice or NSCSW's mandatory PD content.
2. **Collaboration:** PD should incorporate multiple perspectives from social work practitioners, leaders, researchers, and first-voice perspectives. It should promote understanding of various influences impacting clients.
3. **Justice-Focused:** PD should promote a social work practice committed to social justice, reflecting value-based culture and NSCSW Social Policy Framework and Code of Ethics.
4. **Practice-based:** PD should focus on improving client outcomes, emphasizing application of theory into practice and its impact on diverse clients.
5. **Future-focused:** PD should equip social workers to adapt to rapid changes, encouraging innovation and equipping them to generate new responses to existing challenges.
6. **Critical Thinking & Self-Reflection:** PD should encourage self-reflection and reshaping of understanding, promoting awareness of bias and systemic racism, and integrating new learning into practice.
7. **Sustained, Sustainable & Applicable:** PD should be implemented consistently over time, providing resources to support and evaluate impact, ensuring changes in practice and client outcomes.

Members should reflect on their learning, privilege, and social location, and ensure translation of non-social work perspectives into learning that reflects social work values and principles.

Recording Requirements

NSCSW members must annually select, record, and submit professional development activities. Evidence may include documents like course syllabuses, certificates of completion, or links to event descriptions for formal activities, or detailed records for informal ones.

We advise immediate post-activity tracking for easier record-keeping, increased accuracy, and reflective practice promotion. Members must enter activity tracking in their online profile and

submit the completed inventory during annual registration renewal. Members should answer a website-prompted question about how each activity contributes to their understanding and practice. This aids quality assurance and promotes critical thinking and reflective practice, in line with the NSRHPN's recommendations.

Members are also required to retain their documents for three years for quality assurance purposes.

Registration renewal is contingent on meeting all professional development requirements. If the inventory fails to meet regulatory requirements, registration renewal will not be granted. Each member is responsible for ensuring their professional development is completed, recorded, and submitted timely.

These requirements ensure NSCSW can protect the public by guaranteeing social workers receive current professional development to enhance practice and client outcomes.

Quality Assurance Process

A Board of Examiners' subcommittee will annually review members' professional development through a random selection process. Occasionally, members may be requested to complete additional tasks for verification. If submitted activities don't align with the guiding values rubric for professional development selection, the committee will intervene. These protocols ensure social workers meet annual professional development requirements and engage in quality learning.

The aim of quality assurance is not individual scrutiny but fostering public trust in the profession. NSCSW practices "right-touch regulation," implementing a non-punitive verification process. The Registrar or their representative will assist the social worker in timely completion of professional development requirements per policy guidelines.

Should a social worker fail to meet Standards of Practice 11 (Professional Development & Competent Practice) upon verification, the Registrar may file a complaint regarding the member's professional conduct.

The Board of Examiners' subcommittee will annually verify members' professional development using criteria aligned with those of NSCSW's Professional Development Committee and those guiding members' discretionary professional development selection.

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: April 17, 2024

Policy

To practice clinical social work as a private practitioner in Nova Scotia, a Registered Social Worker must first apply to the Board of Examiners and receive their authorization.

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

- is solely responsible for the liability of their practice,
- operates independently of clinical and administrative supervision, and
- bills a client or client affiliated organization for the provision of those services.

Clinical social work is considered an area of specialization and requires specific qualifications to practice independently. In accordance with Section 11(k) of the Social Workers Act and section 32 of the NSCSW by-laws, clinical social work practice is considered advanced practice and involves individuals, families, and groups. Clinical practice situates the individual within their social context including the family, social, economic, cultural, and political structures that affect health and well-being. Through research-based modalities, culturally relevant approaches and a focus on the social determinants of mental health, clinical social work utilizes assessments, therapy, interventions, and prevention practices through bio-psycho-social-spiritual approaches to help clients achieve their goals.

Clinical social work is informed by the broader concepts intrinsic to social work practice: a theoretical grasp of individuals within the contexts of their environments; a commitment to the principles of social justice and human rights, and an orientation to client and family centred, strength-based, goal-oriented practice. Further to this, clinical social work:

- Requires complex decision making, systemic analysis and advanced critical thinking skills gained through academic education, supervised practice, continuous improvement, and focused professional development (which includes graduate education).
- Engages directly with individuals, couples, families and groups focused on complex issues that affect individual and family functioning and their relationships including, but not limited to, mental health, addiction, trauma, grief/loss/illness and crisis.

To be eligible to practice clinical social work independently as a private practitioner, a Registered Social Worker must demonstrate advanced knowledge and skills in clinical social work.

1. The applicant must be a member in good standing and not currently the subject of an outstanding disciplinary order.

2. 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 School Work Educators or complete the NSCSW's substantial equivalency process outlined in policy #BOE36.
 - a. International applicants with a MSW degree must have their degrees assessed by the CASW for equivalency to an accredited degree.
3. Applicants need to demonstrate they have completed 12 academic credit hours, or equivalent of 4 academic half credit courses that are aligned with clinical social work specialization that are aligned with the objective. 6 academic credits must be completed at the MSW level
 - a. Understanding the conceptual, historical, political, gender, and societal factors that influence values, beliefs, and practices regarding mental health and well-being, addiction, trauma, grief/loss/illness and crisis services and systems from bio-psycho-social and spiritual perspective.
 - b. Assessment with persons, families and communities with mental health and well-being, addiction, trauma, grief/loss/illness and crisis with a strong focus on human development and social behaviour.
 - c. Therapy and research-based modalities of service that involves working with persons, families, and communities with a focus on developing the abilities required to support persons, families and communities affected by mental health and well-being, addiction, trauma, grief/loss/illness and crisis .
 - d. A practicum must be completed in a clinical setting where the direct provision of the clinical scope is utilized in the provision of service for mental health and well-being, addiction, trauma, grief/loss/illness and crisis issues.

To demonstrate completion of the academic course work applicants must upload course syllabus. If a course syllabus is not available then the applicant must outline the objectives of the course and sign an undertaking indicating that they have completed the course.

4. Applicants who have not met or partially met the academic requirements may use the NSCSW registration portal to demonstrate equivalency to the academic requirement by outlining 432 hours of informal and formal training that aligns with the objectives of the academic courses required.
 - a. Formal professional development is expected to orient social workers to current research and peer reviewed materials in a structured format. This can take multiple forms.
 - Continuing education
 - i. Seminars related to clinical social work practice
 - ii. Continuing education workshops related to clinical social work practice
 - iii. In-service education sessions related to clinical social work practice

- iv. Online course work related to clinical social work practice
- v. Professional conferences related to clinical social work practice
- vi. Webinars related to clinical social work practice
- Knowledge transfer, knowledge creation & contributions to the profession
 - i. Teaching or presenting continuing education activities related to the field of clinical social work
 - ii. Engaging in research, including interdisciplinary collaboration, or writing articles for peer reviewed publication related to the field of clinical social work

Applicants must verify completion of formal professional development by providing:

- A syllabus or general outline of the course provided at the beginning
 - A continuing education certificate
 - An educational program with written educational goals and specific, measurable learning objectives
 - Website documentation of registration, payment, or certification from an online course or conference
 - Other formal documentation of the event or activity
 - Evidence of formal professional development activities, such as published research
- b. Informal professional development includes informal activities and independent learning related to furthering clinical social work competencies.
- Critical review of published materials
 - i. Reading (books, peer reviewed journals, etc.)
 - ii. Watching documentaries on social work-related content
 - Supervision/Consultation
 - i. Receiving clinical supervision (this can be paid or unpaid)

Applicants must verify completion of informal professional development by providing:

- A signed undertaking declaring that their informal professional development declaration form has been filled out honestly and accurately.
5. Applicants who have partially met the academic requirements may count the academic course work completed. The remaining hours of informal and formal training that aligns with the objectives of the academic courses will be calculated using a ratio of 3 course credits as the equivalent of 108 hours of informal and formal professional development.

6. Applicants must demonstrate 1800 hours of supervised practice experience in a clinical setting that occurred after completing an MSW.
7. Applicants must demonstrate having received 24 hours of clinical social work supervision.
8. Applicants must provide an assessment from their clinical supervisor that indicates that they have developed the abilities outlined in Policy #BOE35 regarding clinical supervision.
9. Applicants who have not met the supervision and practice hour requirements can be authorized to specialize in clinical social work in a private setting with restrictions placed on their practice and viewable in the public profile while they met the requirements of supervision and practice experience.

Application procedure

To apply for clinical social work specialization, review these steps, assemble your necessary documents and then complete an online application:

1. Visit your member profile and select “Apply for Clinical Specialization” from the menu options. (This option will only appear for RSWs.)
2. Select an option from the drop-down menu that aligns with your educational background. Your selection here will guide the next steps of your application process:
 - a. Completed Master of Social Work (proceed to Step 3)
 - b. Not Completed Master of Social Work (proceed to Step 5)

Continue to complete the online form.

3. Applicants who have selected “Completed Master of Social Work” in Step 2, are required to demonstrate your knowledge in four key areas:
 - a. **Knowledge 1:** Understanding of the conceptual, historical, political, gender, and societal influences on values, beliefs, and practices concerning mental health and well-being, addiction, trauma, grief/loss/illness, and crisis services from a bio-psycho-social and spiritual perspective.
 - b. **Knowledge 2:** Skills in assessment with individuals, families, and communities concerning mental health and well-being, addiction, trauma, grief/loss/illness, and crisis, with a significant emphasis on human development and social behavior.
 - c. **Knowledge 3:** Proficiency in therapy and research-based modalities of service that involve working with individuals, families, and communities, focusing on developing abilities to support those affected by mental health and well-being, addiction, trauma, grief/loss/illness, and crisis.
 - d. **Knowledge 4:** Completion of a practicum in a clinical setting where the clinical scope is directly utilized in providing service for issues related to mental health and well-being, addiction, trauma, grief/loss/illness, and crisis.

To accurately complete the application chart, please follow these steps:

- a. **Knowledge Areas:** Select the relevant knowledge area from the dropdown menu.
- b. **Completed Course:** Indicate whether you have completed an academic course covering the selected knowledge area by choosing ‘Yes’ or ‘No’ from the dropdown menu.
- c. **Degree Level:** Select the level of the degree under which the course was taken from the dropdown menu.
- d. **Academic Institution:** Choose your academic institution from an existing dropdown list of accredited institutions.
- e. **Course Description:** Provide a brief description of the course in the provided text box. This should include key topics covered and how it relates to the selected knowledge area.
- f. **Upload Syllabus:** While not required, uploading the course syllabus can provide additional support for your application. This option allows you to attach relevant documentation directly.

After filling in the required information for each course, click the ‘Add’ button to populate the table. You can repeat this process for each course that meets the knowledge area requirements.

4. For applicants who have not fully met the academic course requirements for clinical specialization in social work, there is an opportunity to demonstrate substantial equivalency through a combination of informal and formal professional development activities. This pathway ensures that experienced professionals with diverse educational backgrounds can still qualify for specialization based on their comprehensive training and expertise.
 - a. If any knowledge area was marked as ‘no’ for completed coursework, a new section will appear tailored to demonstrate your substantial equivalency in these specific areas.
 - b. For those who have partially met the academic requirements, any completed coursework can be included in your equivalency demonstration. The remaining hours needed to meet the equivalency will be calculated using a ratio, where 3 course credits equate to 108 hours of informal and formal professional development.
 - c. For each knowledge area needing equivalency, detail the relevant professional development activities you have undertaken and the total hours completed. Once you have inputted 108 hours of activities for each defined knowledge base, you may proceed to the next step.
5. Applicants who have selected “Not Completed Master of Social Work” in Step 2, if you are a Registered Social Worker in good standing and possess a graduate degree in a related discipline, or have substantial experience in the field of clinical social work, you may qualify for the clinical specialization through the **substantial equivalency** route. This alternative path recognizes the value of diverse educational backgrounds and

professional experiences in contributing to the competencies required for clinical practice.

Substantial equivalency applications are evaluated to ascertain whether an applicant's practical knowledge and experience align with the competencies typically gained through a graduate-level social work degree. The assessment focuses on the length, quality, and relevance of the applicant's practical experience to ensure it meets the competency standards for clinical social work practice. Applicants are required to demonstrate 5200 hours of equivalent experience.

- a. Please note, there is an **additional application fee of \$350** required to process the substantial equivalency evaluation. This fee covers the comprehensive assessment of your qualifications and experiences against the standard MSW curriculum benchmarks.
- b. The evaluation of your application will be based on the Canadian Association for Social Work Education (CASWE) curriculum learning objectives. Your formal graduate-level post-secondary educational qualifications and professional experiences will be assessed to determine their equivalence to a Master of Social Work degree.

For each of the CASWE learning objectives, you will be required to provide detailed information about your relevant activities, including:

- **Number of Activities:** List the total number of professional development activities, projects, or work experiences that align with each learning objective.
 - **Hours of Activities:** For each activity listed, provide the total hours spent. This should reflect the depth of your engagement and learning in each area.
- c. By submitting detailed information about your professional development and experiences, you enable the review committee to accurately assess your qualifications against the MSW equivalency criteria. This step is crucial in recognizing the full scope of your expertise and ensuring that those entering the clinical specialization possess the necessary competencies to provide high-quality social work services.
6. **Applicants must have at least 1800 hours of practice experience.** This experience should encompass:
- a. A comprehensive understanding and application of relevant research-based approaches.
 - b. The integration of bio-psycho-social-spiritual perspectives that are culturally attuned to the individual's social context.
 - c. Demonstrated ability to assess and address issues related to mental health and well-being, addiction, trauma, grief/loss/illness, and crisis within diverse family, political, economic, and cultural contexts.

You will be asked on the application form if you have completed 1800 hours of clinical practice experience. If you have, please upload the job description(s) for your clinical practice positions. This documentation is vital for the assessment of your relevant experience.

If you do not meet the 1800-hour requirement yet, you may still be eligible for *provisional clinical specialization*. However, you will be required to complete additional supervised training hours to achieve the necessary competency levels for this specialization.

- d. The NSCSW may conduct interviews with employers or other relevant professionals as part of the review process. Additionally, applicants may be asked to provide further information or documentation to support their application.
7. Pay the **\$50** application fee for the Board of Examiners to process and review your clinical specialization application
 - a. **For applicants pursuing the substantial equivalency route, a \$350 additional fee is required** for the assessment of qualifications and experiences against the MSW curriculum benchmarks (\$50+\$350=\$400 total).
8. After completing the online application, mail the following original documents to the College:
 - a. A Criminal Record Check completed within the last six months. Obtain this from your local police department or through backcheck.net/nscsw.
 - b. A [Child Abuse Registry Check](#) from the Department of Community Services.
 - c. *If the College does not already have your MSW, PhD, or other postgraduate transcript on file:* A sealed original transcript sent directly from your university registrar's office to the College.

Assessment of clinical abilities

Applicants are required to identify a supervising clinical social worker who will evaluate and confirm that their applicant performs at a satisfactory level across various competencies. Supervisors are asked to complete confirm whether the applicant has the good character, values, knowledge and skills to safely practice as a clinical social work specialist.

1. Applicants who have already completed their minimum hours of clinical practice experience and supervision will have the opportunity to identify their supervisor immediately after submitting the main body of their application.
2. Applicants who have not completed their minimum hours of clinical practice experience and supervision will have their application sent to the Board of Examiners for review.
 - a. If the applicant has met all other prerequisites for clinical specialization, the Board of Examiners will grant provisional status to allow the applicant to continue gaining valuable practice experience while working towards meeting the full requirements.

- b. These applicants will have the opportunity to identify their supervisor once the Board of Examiners grants them provisional status.
- c. The applicant will need to complete a learning plan, with the support of their clinical supervisor.

Processes for clinical supervision and ability assessment are set forth in policy #BOE35.

Decision processes

When your clinical ability assessment is complete, the Executive Director/Registrar will undertake a thorough review of your application. Based on this evaluation, they will recommend one of three actions to the Board of Examiners:

1. **Approval recommendation:** The applicant meets all the requirements and is recommended for approval for the clinical social work specialization.
2. **Approval with restrictions:** The applicant is recommended for approval with specific restrictions to complete additional practice experience and supervision requirements.
3. **Full Board assessment:** The application requires a more detailed assessment by the full Board of Examiners.

After considering the Executive Director/Registrar's assessment, the Board of Examiners has the following options:

1. **Approve the application:** Grant the applicant clinical social work specialization.
2. **Approve with conditions or restrictions:** Approve the application subject to certain conditions or restrictions.
3. **Request more information:** The Board of Examiners holds the authority to delve deeper into an application if necessary. This may involve:
 - a. conducting an interview with the applicant, or
 - b. requesting further information or clarification on elements of the application that are unclear, inadequate, or inconclusive in determining the applicant's suitability for clinical social work specialization.
4. **Deny the application:** Refuse the application for clinical specialization.

Applicants will receive a written notification detailing the Board's decision. This notice will include reasons for any denial or imposition of conditions/restrictions. Additionally, applicants will be informed about their right to seek a review of the decision by the Registration Appeal Committee.

Should an applicant wish to contest the Board's decision, they have 30 days from the receipt of the decision to request a review by the Registration Appeal Committee. Applicants must outline the grounds for their review request and pay any applicable fees associated with this process.

Only Registered Social Workers who have been authorized by the NSCSW Board of Examiners can independently provide clinical services as private practitioners in Nova Scotia.

Approved by the Board of Examiners: April 17, 2024

Policy

Clinical supervision focuses on the skills, abilities, knowledge, and regulation of the practitioner to build on their clinical abilities.

Qualifications for clinical supervisor

The general qualifications to provide supervision are:

1. A Registered Social Worker in a Canadian jurisdiction, authorized (where applicable) as a Clinical Social Worker.
 - a. Where an RSW is not available the Board can make decisions on a case by case basis
2. In good standing with the NSCSW or a legislated regulatory body.
3. A minimum of three years of clinical social work experience.
4. Demonstrated competencies in clinical supervision.

In addition, clinical supervisors should have knowledge and skills in the theories and various modalities aligned with the clinical scope of practice as outlined in the NSCSW By-laws. Effective clinical supervision requires knowledge of the principles of supervision and the ability to demonstrate necessary skills such as

- addressing both strengths and challenges of the supervisee,
- modeling and discussing ethical practice, and
- providing support and encouragement in the learning context.

Clinical supervisors should be familiar with the practice domain of the supervisee.

Role of clinical supervisors

Active participation in professional clinical supervision is core to the development of a clinical social work specialization skills, values and knowledge. Professional clinical supervision makes a pivotal contribution towards the development of the below abilities and is responsible for assessing that a supervisee can perform at a satisfactory level in the following areas:

Assessments

- Recognize human struggle and suffering throughout the stages of life and its impact on mental health, substance use and trauma.
- Locate various theories of human behaviour shaped by family, social, economic, cultural, spiritual, and political structures.
- Construct a person in environment assessment to apply and critique mental health assessments in solidarity with clients.

- Gather and organize appropriate information to create a multidimensional bio-psycho-social assessment in a written format.
- Formulate an understanding of the client including precipitants to the presenting problem, interpersonal dynamics, historically relevant events, and cultural influences.

Relational

- Recognize that all individuals live in a social and relational context.
- Demonstrate and clarify the client's request for support, readiness for change and presenting challenges.
- Recognize that social and relational context is always affected by, and in turn affects, the social relationships and social context in which their lives are embedded.
- Demonstrate the importance of human relationships, which are the basis of all social work practice.
- Effectively engage with clients collaboratively using empathy, observation, dialogue, listening self-reflection and other interpersonal skills.
- Develop relationships with clients that are professional, purposeful, and differential - characterized by clear boundaries.

Critical focus

- Demonstrate a distinct professional ethical commitment to human rights.
- Recognizes the profound ways in which structural and cultural inequities contribute to a broad range of human troubles rooted in social oppression and marginalization.
- Examine how poverty, sexism, racism, colonization, homophobia and ableism influence psychological and social functioning throughout the lifespan, producing anxiety, depression, substance use problems, post-traumatic stress, and use of violence.
- Use social justice principles to focus on the social context of people's lives – including experiences of oppression, marginalization and violence and the effect of power and powerlessness – to promote human rights in clinical goals and interventions
- Identify how diversity and difference shape therapeutic relationships, assessment, goals and intervention in clinical practice.
- Demonstrate anti-racism in clinical practice, integrating cultural self-awareness with knowledge of and openness to learning from clients about their own culture to guide interventions.
- Demonstrate skills to advocate for increased access to clinical and other social services to insure protection of human rights.
- Critique their personal experiences and affective reactions and mitigate risks that may influence their clinical practice with clients.

Collaborative

- Implement effective collaborative practice where both the practitioner and the client bring knowledge to therapeutic conversations and share responsibility for the intervention to address mental health, emotional, and other behavioural issues.
- Demonstrate the capacity to collaborate with the client to define goals within the context of the social work services.
- Demonstrate the ability to initiate and implement intervention plans with the client to meet goals, based on appropriate clinical and human behaviour theory, research, and/or Indigenous, Afrocentric and other cultural ways of knowing.
- Utilize clinical concepts such as transference/countertransference and differential use of self in clinical practice.
- Demonstrate the ability to collaborate with other professionals as appropriate to achieve beneficial outcomes.
- Use effective transitions and endings that promote mutually agreed-upon goals.
- Identify the importance of inter-professional collaboration and communication, recognizing that beneficial outcomes may require interdisciplinary and inter-organizational participation.
- Demonstrate the ability to document as in accordance with NSCSW guidelines and standards on documentation.

Collective responsibility

- Implement a shared responsibility with clients, colleagues, organizations, and community for creating a strong, connected, and supportive society that enhances the well-being of persons in their environment, inclusive of principles of social justice and human rights.
- Weigh how social policies influence the delivery of, and client access to, social services.
- Use critical thinking to analyze, formulate, and advocate for policy changes that advance human rights and social, economic, and environmental justice.

Reflexive

- Demonstrate 'reflexivity' through the development of self-awareness and agency to take an active role in the knowledge-making process.
- Examine how theory and practice are used to make sense of ambiguous and complex situations in practice.
- Demonstrate an understanding of human social behaviour and knowledge and skills related to mental health, substance use and trauma for effective clinical interventions with individuals, families, couples, and groups.
- Use a process based on research in and that is culturally relevant to identify and apply effective clinical interventions for populations, problems and settings.

- Implement practice experience in the development of new knowledge through participation in research.
- Use research methodology from multi-disciplinary sources to evaluate clinical practice effectiveness and/or outcomes.
- Demonstrate self-reflection and self-regulation in clinical practice.
- Actively engage in supervision, collaboratively setting an agenda and demonstrating openness to feedback regarding professional strengths and challenges.
- Use technology ethically and appropriately to facilitate practice outcomes.
- Demonstrate the ability to make ethical decisions in clinical practice using NSCSW Code of Ethics and Standards of Practice, and other relevant laws and regulations, models for ethical decision-making, and consultation.
- Demonstrate the ability to communicate clearly and professionally in a timely manner, in both writing and speech.
- Select and use appropriate methods to monitor and evaluate outcomes.
- Use evaluation findings to improve practice effectiveness.
- Demonstrate ability to document client progress in agency records as required by agency.

Procedure

Applicants are required to identify a supervising clinical social worker who will evaluate and confirm that their applicant performs at a satisfactory level across various competencies. Supervisors are asked to confirm whether their supervisee has the good character, values, knowledge and skills to safely practice as a clinical social work specialist.

Applicants with incomplete practice & supervision hours: Learning plan

1. Applicants who have not completed their minimum hours of clinical practice experience and supervision yet will have the opportunity to identify their supervisor after the Board of Examiners grants provisional status.
2. The applicant shall sign into the member portal and identify their clinical supervisor. The online list of potential supervisors is not exhaustive; applicants who cannot locate their supervisor on the list provided must contact the College for assistance at nscsw@nscsw.org.
3. College staff will confirm whether the identified supervisor is eligible. At that time:
 - a. An automated email will be dispatched to the applicant and their chosen clinical supervisor, confirming that the selection is approved by the College.
 - b. A tab titled “Clinical Specialization Learning Plan” will appear in the applicant’s member portal.
 - c. The clinical supervisor’s email notification will include instructions for how to review and contribute to their supervisee’s learning goals.

4. The applicant is responsible for creating a plan to complete the required hours of clinical practice experience and supervision, which demonstrates their skill in the required clinical abilities.
5. Once the learning plan is complete and is approved by NSCSW staff, the process transitions to the clinical assessment protocol below. The supervisor will be responsible for assessing that the applicant can perform the listed clinical abilities at a satisfactory level.

Applicants with all required practice & supervision hours: Assessment

1. Applicants who have already completed their minimum hours of clinical practice experience and supervision will have the opportunity to identify their supervisor immediately after submitting the main body of their application.
2. The applicant shall sign into the member portal and identify their clinical supervisor. The online list of potential supervisors is not exhaustive; applicants who cannot locate their supervisor on the list provided must contact the College for assistance at nscsw@nscsw.org.
3. College staff will confirm whether the identified supervisor is eligible. At that time:
 - a. An automated email will be dispatched to the applicant and their chosen clinical supervisor, confirming that the selection is approved by the College.
 - b. The online assessment form will appear in the clinical supervisor's member portal. The clinical supervisor's email notification will include instructions for how to access these assessment forms online.
4. The supervisor is responsible for assessing that the applicant can perform the listed clinical abilities at a satisfactory level.
 - a. **Method of assessment** — The supervisor will choose the most appropriate method(s) to assess the professional competence of the supervisee. Options include:
 - Direct observation of real-world performance.
 - Simulations that replicate professional scenarios.
 - Dialogue between supervisor and supervisee to discuss core abilities.
 - Other (please specify).
 - Have not assessed.
 - b. **Demonstrated ability** — The supervisor will indicate the level of ability demonstrated by the applicant:
 - Demonstrated ability.
 - Partially demonstrated ability.
 - Has not demonstrated ability.

- c. **Supervisor comments** — The supervisor will provide additional comments or observations regarding the supervisee’s strengths and weaknesses.
5. Once the assessment form is completed and the declaration confirmed, the supervisor will click “Submit Assessment” to have it reviewed by the College.

Approved by the Board of Examiners: April 17, 2024

Policy

A Registered Social Worker in good standing who holds a graduate degree from a related discipline may be eligible for registration in the clinical specialization if their education and experience are determined by the Board of Examiners to be substantially equivalent to an MSW.

Evaluation of substantial equivalency applications considers the extent to which the applicant can demonstrate that their practical knowledge and experience is equivalent to content learned in a graduate level social work degree. The length, quality and nature of the applicant's practical experience must be sufficient to determine competency to practice clinical social work.

The Board of Examiners will have regard to:

- the applicant's prior practicing in a clinical scope as outlined in the NSCSW By-laws, in Nova Scotia or elsewhere.
- the applicant's theoretical knowledge of clinical social work as a basis for their practice, including sociology, psychology and human development, social work theories and types of social work practice, and knowledge in clinical social work.
- the applicant's educational qualifications relevant to a Master of Social Work degree;
- the extent to which the applicant has participated in regular training and professional development relevant to the clinical social work specialization,
- the extent to which the applicant can demonstrate their familiarity with culturally relevant knowledge for practicing social work with respect to Indigenous peoples or other cultural groups, which may include:
 - knowledge of historical events and trends of social, economic and political change involving ethnic or cultural groups in Nova Scotia;
 - cultural and social characteristics of individuals, families and communities, including matters related to cultural identity and helping;
 - preparations that are necessary for working with individuals, families and groups of a different ethnic or cultural background; and
 - the unique work carried out by ethnic and cultural organizations within their own communities.
- Recognition that clinical social work requires approaching any and each client – individual, family or group – as unique, with cultures that have evolved across generations.

An assessment of applicants' current and past employment, formal education and theoretical knowledge of clinical social work will be completed to determine whether the registration criteria have been met.

Procedure

Evaluation of Substantial Equivalency applicants will include the following elements, as required by the policies of the Nova Scotia College of Social Workers.

Social work practice experience

A review of an applicant's current and former employment/volunteer work will assess the following:

- Must have completed graduate education in a related field of study.
- applicant has demonstrated that the 5600 hundreds hours of practice experience and that the quality, and nature of their practical experience is sufficient to determine competency to deliver services as a clinical social work specialist.
- applicant has demonstrated their familiarity with culturally relevant knowledge with regards to social work with indigenous people and other cultural groups.

Graduate-level related education

A review of applicants' formal graduate level post-secondary educational qualifications and the extent to which they are master of social work-related will be completed using the Canadian Association for Social Work Education (CASWE) curriculum learning objectives and the content categories as follows:

Requirements

1. An applicant must possess a minimum of a university-level master degree based on a norm of 30 course credits with a minimum of 9 course credits in the liberal arts, humanities and social sciences.
2. Included in the degree, or in some combination of acceptable education and training obtained outside of the degree, there must be specific clinical social work content (see Policy #BOE34) assessed to be minimally equivalent to 12 credit hours in graduate university-level courses, with remaining hours related to education required in MSW programs. Courses are assessed using CASWE's *2021 Educational Policies and Accreditation Standards*.

Each course submitted for evaluation is eligible to fulfil the requirements of only one sub-area.

3. If courses are submitted from a program for which a degree was not conferred, each course must meet the minimum pass grade established by the program in which it was completed for the course to be considered.

CASWE Core Learning Objectives

1. **Professional identity**

Social work students have opportunities to...

- a. identify as a professional social worker and adopt a value perspective of the social work profession;
- b. critically reflect on the practice and regulation of social work in Canada;

- c. develop professional identities as practitioners whose goal is to advance social justice and facilitate the collective welfare and wellbeing of all people;
- d. acquire abilities of critical self-reflection as it relates to engaging in professional practice through a comprehensive understanding and consciousness of the complex nature of their own social locations, identities, and assumptions;
- e. foster effective professional attributes such as caring, humility, honesty, integrity, passion, and empathy.

2. Engagement with individuals, families, groups, and communities through professional practice.

Social work students have opportunities to...

- a. develop the knowledge and skills to perform various interactive practices (e.g. intake, assessment, planning, action, evaluation) and relational practices (e.g. engagement, relationship-building, power-sharing, collaboration, accompanying, negotiation, mediation, advocacy and activism);
- b. analyze complex social situations and make professional judgements;
- c. acquire skills to practice at individual, family, group, organization, community and population levels;
- d. attain skills for interprofessional practice, community collaboration and team work;
- e. develop knowledge related to human development and human behavior in the social environment;
- f. gain knowledge and skills in advanced and/or specialized practice with individuals, families, groups, and/or communities; and
- g. reflect on their own social location and implications for their roles and responsibilities in engaging in anti-racism and anti-colonialism practice within their professional practice.

3. Development of a professional practice

Social work students have opportunities to...

- a. apply social work knowledge, as well as knowledge from other disciplines, to advance professional practice, policy development, research, and service provision;
- b. recognize the importance and legitimacy of multiple approaches to values (axiology), being (ontology), knowing (epistemology), and doing (praxeology) that are consistent with the paradigms of anti-racism and anti-colonialism, and principles of social justice and equity;
- c. know a variety of social work theories, perspectives, and methodologies and use this knowledge to critically analyze professional and institutional practices;
- d. articulate a practice framework to guide their professional work; and

- e. use their professional role to advance equitable and just policies, services, and practices.

4. Colonialism and social work

Social work students have opportunities to...

- a. recognize the multiple expressions and experiences of colonialism that exist within Canada and globally;
- b. understand that colonizing narratives, have been, and continue to be embedded in social work practice, policy, research, and education;
- c. recognize and challenge how social work practitioners and the profession have been complicit in historical and current expressions of colonial violence and injustice; and
- d. explore a plurality of worldviews and the implication of the dominance of a Euro-Western worldview.

5. Indigenous peoples and communities

Social work students have opportunities to...

- a. incorporate *The Royal Commission on Aboriginal Peoples*, the *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)*, the *Calls to Action of the Truth and Reconciliation Commission*, *Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls*, and the *Viens Report from the Commission of inquiry into Aboriginal Relations and certain public services in Quebec: listening, reconciliation and progress* in the development of their professional practice;
- b. demonstrate relational solidarity with the self-determination of Indigenous peoples;
- c. affirm the distinct nature of Indigenous social work and Indigenous healing practices;
- d. understand the role and importance of Indigenous languages in decolonizing; and
- e. affirm the resilience, resistance, and resurgence of Indigenous peoples, communities, and languages.

6. Francophone peoples and communities

Social work students have opportunities to...

- a. Identify and rectify the various forms of disrespect, marginalization and stereotyping towards Francophones, their communities and their cultures;
- b. recognize and advance the constitutional guarantees of status, rights, and privileges of Francophone peoples and communities;
- c. appreciate that the issues, challenges, and realities facing Francophone peoples and communities vary across geographical contexts;

- d. affirm the importance of language and cultural retention and expansion and the importance of *active offer* in the delivery of social services; and
 - e. reflect on the implications for anti-racist and anti-colonialist social work practice in the context of diversity in francophone communities.
- 7. Equity and social justice**
Social work students have opportunities to...
- a. identify and address structural sources of injustice and inequities;
 - b. understand the role of social structures in limiting and/or advancing human and civil rights;
 - c. embrace their professional role in advancing human rights, anti-racism and social justice in the context of the Canadian society and globally; and
 - d. recognize that the experience of human beings is shaped by the complex intersection of their social locations and identities.
- 8. Anti-racism**
Social work students have opportunities to...
- a. learn about the historical context of racism and social work's involvement
 - b. learn about different forms and sources of racism (i.e. systemic, structural, interpersonal, epistemic);
 - c. understand the intersection of anti-racism, anti-colonialism, equity and social justice;
 - d. understand that white privilege narratives have been, and continue to be, embedded in social work practice, policy, research, and education;
 - e. recognize how social work practitioners and the profession have been complicit in historical and current expressions of racial violence and injustice and challenge this involvement; and
 - f. develop the knowledge and skills required to recognize and resist all forms or racism, particularly anti-Indigenous, anti-Black and anti-Asian racism, with attention to issues of power and positionality.
- 9. Environmental sustainability and ecological practice**
Social work students shall have opportunities to...
- a. understand the need to create ecologically sustainable communities, economies and natural and built environments, in which all life forms and eco-systems can survive and thrive;
 - b. identify and challenge environmental injustice and racism, i.e. the inequitable burdens borne by those who are socially and economically marginalised in relation to environmental degradation and hazards;
 - c. advance environmental sustainability across individual, organizational and professional contexts; and

- d. embrace the role of social workers in advocacy for public policies and social practices that will ensure ecological health and environmental sustainability at local, regional, national and global levels

10. Values and ethics in professional practice

Social work students have opportunities to...

- a. learn about the CASW and other *social work codes of ethics* and processes of ethical decision-making;
- b. understand the complexities of ethical practice across various professional roles and activities and within spiritual, cultural and institutional contexts;
- c. use a critically reflexive ethical stance to navigate potential contradictions between social work ethics, employment responsibilities, and institutional Codes of Conduct;
- d. understand the ethical responsibility to rectify the historical and current social injustice experienced by Indigenous peoples and members of equity-seeking groups; and
- e. understand the ethical responsibility to respond to and address racism and colonialism.

11. Research

Social work students have opportunities to...

- a. acquire knowledge and skills to apply, participate in, and critique social work research;
- b. use research to advance professional practice, policy development and service provision;
- c. acquire advanced knowledge and skills in conducting social work research and competence in evaluating professional practices;
- d. develop critical awareness of how research has differentially impacted racialized and other equity seeking groups and the responses that address this inequity; and
- e. demonstrate an understanding of the importance of an anti-racist approach to research methodology, data analysis and the use of evidence, including race-based data to inform practice and address racial inequalities.

12. Policy analysis and development

Social work students have opportunities to...

- a. know how social policies and laws relate to the wellbeing of individuals, families, groups and communities in Canadian and global contexts;
- b. develop the knowledge and skills to identify positive/negative or equitable/inequitable policies and their implications and outcomes, especially for Indigenous peoples and members of equity seeking groups, and to participate in efforts to change these; and

- c. gain the knowledge and skills to contribute to the development and implementation of new and more equitable social policies.

13. Organizational and societal systems' change

Social work students have opportunities to...

- a. acquire knowledge of organizational and societal systems and acquire skills to identify social inequities, injustices, and barriers and work towards changing oppressive social conditions.
- b. recognize the role of the state in the structure of service planning and delivery and implications for community.
- c. foster the ability to critically assess the social, historical, economic, legal, political, institutional and cultural contexts of social work practice at local, regional, provincial, national, and global levels; and
- d. become prepared to take leadership ally roles in influencing organizational and societal systems.

Approved by the Board of Examiners: April 17, 2024

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.

A *Registered Social Worker (Clinical Specialist)* is an RSW who the Board of Examiners has authorized to independently practice the clinical social work specialization as described in Policy #BOE35.

An RSW or SWC can practice clinical social work under the supervision of an authorized clinical specialist or another regulated professional authorized to by the appropriate regulatory body to provide private practice services. It is the responsibility of the clinical specialist 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 clinical specialist to connect with their insurance provider to ensure they have adequate coverage.

Procedure

1. The clinical specialist 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 clinical specialist’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 clinical specialist 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 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: _____

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

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		



Scope of Practice	Delivery Model	Job Description	Relationship to scope
	Client-Centred Advocacy		
	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.		



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.