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CHAPTER S-5
SOCIAL WORK ACT
CERTIFICATION REGULATIONS

Pursuant to section 8 of the *Social Work Act* R.S.P.E.I. 1988, Cap. S-5, after consultation with the Prince Edward Island Association of Social Workers, the Prince Edward Island Social Work Registration Board made, and the Lieutenant Governor in Council approved, the following regulations:

1. In these regulations

Definitions

(a) “refresher program” means a training program to review and update basic education in professional social work, that is sanctioned by the Board;

refresher program

(b) “Registrar” means the officer appointed under subsection 6(6) of the Act. (EC359/89)

Registrar

INITIAL CERTIFICATE

2. A person seeking an initial certificate shall, in such manner as may be requested, submit to the Registrar a written application including

Application for certificate

(a) a description of his basic professional educational program, including name and location of the school, years attended, the nature of the curriculum, and the duration and character of the practical experience component;

(b) proof of successful completion of the educational program, with evidence of examination results if requested;

(c) evidence of any related or subsequent educational qualifications;

(d) a description of any further practical training;

(e) an outline of the type, duration and dates of active professional practice, if applicable;

(f) evidence of current registration in another jurisdiction, if applicable;

(g) a statement of evaluation, by the Canadian Association of Social Workers, of equivalency to Canadian education standards, if applicable;

(h) evidence of successful completion of a refresher program, if applicable;

(i) such other information or evidence as the Registrar may request for the purpose of amplifying or substantiating any of the preceding requirements; and

(j) the fee required for processing an application. (EC359/89)

- Further information **3.** For the purpose of assessing an application, the Board or the Registrar may seek and take into account detailed information from the applicant and from other persons or bodies concerning the applicant's professional education credentials and experience, including verification of course-work, examination results, standing with another regulatory body or professional organization, and circumstances of previous practice. (EC359/89)
- Keeping of application information **4.** The written information or copy thereof submitted in connection with an application and any written report on the applicant's eligibility shall
- (a) be the property of the Board and shall be retained by the Registrar for at least one year following the decision on granting a certificate;
 - (b) during that time be available for inspection by the applicant and his authorized representative; and
 - (c) not be accessible to any person other than the applicant or his representative, the Registrar, the Board or its designate without the express consent of both the applicant and the Board. (EC359/89)
- Education qualification **5.** (1) For the purpose of meeting the professional education requirements of clause 9(1)(a) of the Act, an applicant shall successfully have completed
- (a) the degree program of a school of social work that is accredited or comparably recognized, for the time of the applicant's graduation, by the Canadian Association of Schools of Social Work; or
 - (b) a course of study that is recognized by the Canadian Association of Social Workers as the equivalent of such degree program.
- Idem* (2) In unusual cases where the applicant's graduation from a program that has otherwise been regularly recognized under subsection (1) occurred at a time
- (a) before the period of time covered by the Association's recognition of that program; or
 - (b) when the Association's recognition was withdrawn in an apparently temporary way,
- the Board may choose to accept the applicant's academic qualification on condition that the applicant fulfil such special requirements, including continuing professional education, refresher program, supervised experience and examination, as the Board may determine necessary in that particular case. (EC359/89)
- Practical training **6.** For the purpose of meeting the practical training requirement of clause 9(1)(b) of the Act, an applicant shall successfully have completed the equivalent of at least three months of practical field activity in social

work, whether as a component of or subsequent to the professional education program, under the direct supervision of a person considered by the Board as a suitably qualified professional. (EC359/89)

7. (1) For the purpose of determining professional competency under clause 9(1)(c) of the Act, the Board accepts the examinations by which the applicant qualified to graduate from the prescribed educational program. Examination

(2) In situations where the examinations of a recognized professional education program do not pertain, the Board may itself administer or have administered an examination to assess the professional competency of the particular applicant; the Board shall ensure that the applicant is informed in advance as to the general form, content and assessment criteria to be used for the examination. (EC359/89) *Idem*

8. For the purpose of determining currency of professional knowledge and skills under clause 9(1)(d) of the Act, where an application is made five calendar years or more since the year in which the applicant graduated from the prescribed professional education program, a certificate shall not be issued unless the applicant has Currency

(a) actively practised as a social worker for at least 900 hours within the five years, or 450 hours within the three years, preceding the application; or

(b) successfully completed a refresher program within the three years preceding the application. (EC359/89)

9. (1) For the purpose of determining good standing under clause 9(1)(e) of the Act, the Board may refuse to issue a certificate to an applicant who has been or is being investigated or disciplined for professional misconduct, negligence or incompetence by a regulatory authority or professional organization, until such time as the said authority or organization declares the applicant to be in good standing. Good standing

(2) The Board may refuse to issue a certificate to an applicant who has been convicted of a criminal offence of such a nature that, in the unanimous judgment of the Board, the applicant would pose a danger to clients in the context of social work practice. (EC359/89) Criminal offence

SPECIAL QUALIFICATIONS

10. To qualify for an initial certificate under subclause 9(2)(b)(i) of the Act, an applicant shall Qualification by Association membership

(a) have been a member in good standing of the Prince Edward Island Association of Social Workers as of December 31, 1988; and

(b) have successfully, in the general opinion of his professional supervisors or colleagues, performed social work functions, in a structured setting with a formal position description and professional direction, for a minimum of five years, at least 450 hours of which work has occurred within the three years, or 900 hours of which within the five years, preceding the application. (EC359/89)

Alternative
qualification

11. (1) To qualify for an initial certificate under subclause 9(2)(b)(ii) of the Act, an applicant shall have a combination of general foundation education, training focused toward social work, and direct experience in social work practice; more specifically, such applicant shall

(a) have general knowledge and thinking capacities of such nature as indicated by successful completion of a baccalaureate or other basic education program considered equivalent by the Board;

(b) have knowledge, aptitude and skills related specifically to social work, acquired through supervised practice, university courses, in-service and other continuing professional education activities, in any combination judged suitable by the Board using such written guidelines as it may develop in policy; and

(c) have successfully, in the general opinion of his professional supervisors or colleagues, performed social work functions, in a structured setting with a formal position description and professional direction, for a minimum of five years, at least 450 hours of which work has occurred within the three years, or 900 hours of which within the five years, preceding the application.

Idem, evidence

(2) In assessing an applicant's qualification under this section, the Board may require proof in the form of

(a) records;

(b) confirmation or appraisal by instructors, supervisors or colleagues; and

(c) such examination as the Board may administer or have administered, suited to the individual applicant's background qualifications, to determine competency with respect to social work principles and practice skills.

Idem, expiry

(3) This section expires on December 31, 1992. (EC359/89)

ISSUANCE OF CERTIFICATE

Decision on
eligibility

12. (1) The Board, or the Registrar on its behalf and subject to its direction, shall assess any application and decide whether the requirements have been met.

(2) The Registrar may decide and act accordingly in the case of an applicant who has clearly met or failed to meet the requirements and shall subsequently so inform the Board. *Idem, by Registrar*

(3) The Registrar shall, where an applicant's eligibility is questionable, present the matter to the Board for decision. (EC359/89) *Idem, by Board*

13. The Registrar shall in writing notify the applicant of the decision and shall *Inform applicant*

- (a) in the case of an applicant who has been determined eligible, upon receipt of the required fee, issue the certificate; or
- (b) in the case of an applicant who has been determined ineligible, furnish the applicant with an outline of the reasons therefor and also any directions regarding subsequent re-application. (EC359/89)

RENEWAL

14. The Board may by resolution establish the dates of effect and expiry for the certificate year. (EC359/89) *Certificate year*

15. (1) A person seeking annual renewal of a certificate shall apply to the Registrar at least six weeks before the date of expiry, providing payment of the required renewal fee and such evidence of professional currency as may be required. *Application for renewal*

(2) If there is any reason to believe that the applicant for renewal is in violation of the Act or regulations or lacking the requirements for professional currency prescribed in sections 16 and 17, the Board may withhold or impose a condition on the certificate, but otherwise it shall be renewed. *Renewal*

(3) The prescribed penalty fee for late payment may be levied where a person fails to make application with the renewal fee before the application deadline cited in subsection (1). (EC359/89) *Late payment*

16. To be eligible for renewal of a certificate where application therefor is made five calendar years or more since the year in which the applicant graduated from the prescribed professional education program, the applicant shall have *Currency*

- (a) actively practised as a social worker for at least 900 hours within the five years, or 450 hours within the three years, preceding the application; or
- (b) successfully completed a refresher program within the three years preceding the application. (EC359/89)

17. (1) A person who applies for renewal of a certificate shall demonstrate to the satisfaction of the Board that he has maintained *Continuing professional education*

familiarity with current practice and endeavoured to further his professional competency through

- (a) regular reading of a professional journal or comparable reference material; and
- (b) completing at least nine hours during the preceding three-year period, or fifteen hours during the preceding five-year period, of relevant continuing professional education that is recognized by the Board.

Idem

- (2) The Board may require an applicant who fails to comply with subsection (1), within such period as may be specified by the Board, to
- (a) successfully complete a continuing professional education program approved by the Board;
 - (b) pass an examination administered or approved by the Board; or
 - (c) fulfil both (a) and (b). (EC359/89)

Lapsed certificate

18. (1) Where a person's certificate has lapsed under section 12 of the Act, the Registrar shall so notify the person by registered mail to the last known address.

Idem

(2) A person seeking re-issuance of a certificate which has so lapsed shall apply to the Registrar and provide such information as may be requested.

Idem

(3) If such application for a certificate is made within two years of the date of expiry, the Board shall re-issue the certificate upon payment of the required fee.

Idem, more than two years

(4) If such application for a certificate is made beyond two years of the date of expiry, the Board may further require the applicant to

- (a) demonstrate his maintenance of knowledge and skills by taking an examination or by evidence of continuing education or active practice elsewhere;
- (b) acquire some further education or experience qualification as directed or approved by the Board,

and when the Board has determined to its satisfaction that the applicant's competence is at an acceptable level according to current standards, it shall re-issue the certificate upon payment of the required fee.

Idem, 15(2) applies

(5) Subsection 15(2) applies to an application made pursuant to this section. (EC359/89)

Registrar to be informed

19. The holder of a certificate shall without delay notify the Registrar of any change of status or change in the information provided in his most recent application that may affect the person's eligibility to practise or the Registrar's ability to contact the person. (EC359/89)

FEES

20. (1) The following fees are prescribed: Fees
- (a) processing application for initial certificate
 - (clause 2(j))\$50
 - (b) initial certificate (clause 13(a)).....\$50
 - (c) annual renewal of certificate (subsection 15(1))\$100
 - (d) penalty for late renewal, in addition to regular fee
 - (subsection 15(3))\$25
 - (e) re-issuance of lapsed certificate (section 18).....\$125
 - (f) part-time certificate, for less than four months
 - (under 13(a) or 15(1))half of full fee
 - (g) examination (under 5(2), 7(2), 11(2), 17(2),
 - 18(4))the actual cost
 - of conducting
 - the examination,
 - plus 10 per cent

(2) The Board may, with the approval of the Association and having informed the Minister, prescribe fees in substitution for those established by subsection (1). (EC359/89) *Idem*, amendment