

## **PROCEDURES FOR EVALUATION OF FOREIGN SOCIAL WORK CREDENTIALS**

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

### **I. APPLICATION FOR EVALUATION OF SOCIAL WORK CREDENTIALS**


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

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

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

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

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



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

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

### **Application fee**

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

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


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

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

## **II. PERUSAL OF DOCUMENTATION WITH THE AID OF RESOURCES**

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

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



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

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

### **III. EQUATING APPLICANT'S EDUCATION TO THE CANADIAN STANDARD**

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

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

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

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

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

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



## **V. POST EVALUATION –ADDITIONAL INFORMATION PROVIDED**

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

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

## **VI. REVIEW AND APPEAL**

### **Review**

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

### **Appeals**

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

