



PRINCE EDWARD ISLAND  
ÎLE-DU-PRINCE-ÉDOUARD

# **SOCIAL WORK ACT CERTIFICATION REGULATIONS**

## PLEASE NOTE

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For more information concerning the history of these regulations, please see the *Table of Regulations* on the Prince Edward Island Government web site ([www.princeedwardisland.ca](http://www.princeedwardisland.ca)).

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**SOCIAL WORK ACT**  
**Chapter S-5**

**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. Definitions**

In these regulations,

- (a) “Act” means the *Social Work Act* R.S.P.E.I. 1988, Cap. S-5;
- (b) “**refresher program**” means a training program to review and update basic education in professional social work, that is approved by the Board. (EC17/13)

**2. Application for certificate**

A person seeking a certificate shall submit to the Registrar a written application in the form set out in Schedule 1 to these regulations that includes

- (a) a description of the person’s 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 Council of Social Work Regulators, of equivalency to Canadian education standards, if applicable;
- (h) evidence of successful completion of a refresher program, if applicable; and
- (i) such other information or evidence as the Registrar may request for the purpose of amplifying or substantiating any of the preceding requirements. (EC17/13; 183/17)

**3. Application for a subsequent certificate**

To ensure there is no lapse in time between the expiry of the certificate of a social worker and the issuance of a subsequent certificate to the social worker, the social worker shall apply for a subsequent certificate at least six weeks before the expiry of his or her current certificate. (EC17/13)

**4. Further information**

For the purpose of assessing an application, the Board or the Registrar may request 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. (EC17/13)

**5. Keeping of application information**

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 or her authorized representative; and
- (c) not be accessible to any person other than the applicant or his or her representative, the Registrar, the Board or its designate without the express consent of both the applicant and the Board. (EC17/13)

**6. Equivalency**

Where an applicant does not meet the professional education requirement in clause 9(1)(a) of the Act, the Board may accept as equivalent the successful completion of a course of study that is recognized by the Canadian Council of Social Work Regulators as equivalent to the requirement in clause 9(1)(a) of the Act. (EC17/13)

**7. Practical training**

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 completing the degree program required under clause 9(1)(b) of the Act or an equivalent accepted by the Board under section 5, under the direct supervision of a social worker considered by the Board to be suitably qualified professional. (EC17/13)

**8. Examination**

- (1) For the purpose of determining professional competency under clause 9(1)(c) of the Act, the Board may accept the results of the examinations by which the applicant qualified to graduate from the applicant's educational program.

***Idem***

- (2) If the examinations of a recognized professional education program are not acceptable to the Board, the Board may administer or have administered to an applicant an examination to assess the professional competency of the applicant and 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. (EC17/13)

## **9. Currency**

- (1) Subject to subsections (2) and (3), for the purposes of meeting the requirement of currency of professional knowledge and skills under clause 9(1)(d) of the Act, an applicant shall have either
  - (a) successfully completed the degree program required under clause 9(1)(b) of the Act or an equivalent accepted by the Board under section 5 less than five calendar years before making the application; or
  - (b) where the applicant's successful completion of the degree program or equivalent referred to in clause (a) occurred five or more years before making the application,
    - (i) actively practised as a social worker for at least 900 hours within the five years, or 450 hours within the three years immediately preceding the making of the application, or
    - (ii) successfully completed a refresher program within the three years immediately preceding the making of the application.

### **Additional requirements**

- (2) A social worker or former social worker who applies for a certificate shall further demonstrate to the satisfaction of the Board that he or she has maintained currency of professional knowledge and skills by
  - (a) reading, on a regular basis, professional journals or comparable reference material; and
  - (b) successfully completing the requirements for continuing professional education set out in section 10 of and Schedule 2 to these regulations.

### **Alternative requirements**

- (3) Where a social worker or former social worker fails to meet the requirements in subsection (2), the Board may require the social worker or former social worker to, within such period of time as may be specified by the Board, do either or both of the following:
  - (a) successfully complete a continuing professional education program set out in Schedule 2 to these regulations;
  - (b) pass an examination administered or approved by the Board. (EC17/13)

## **10. Continuing education requirements**

- (1) A social worker must complete 25 hours of continuing professional education in each year as set out in Schedule 2 to these regulations.

### **Statement of compliance**

- (2) Each social worker must submit with his or her annual application for a certificate a signed statement of compliance with the requirements of this section respecting continuing professional education.

### **Records**

- (3) Each social worker must keep a record of his or her continuing professional education activities and must provide the record to the Registrar on request.

**Consequences of failure to comply**

- (4) Failure to comply with the requirements set out in subsection (1) is deemed to be a complaint for the purposes of section 13 of the Act. *(EC17/13)*

**Private Practice of Social Work****11. Endorsement as private practitioner**

- (1) A social worker may apply for an endorsement authorizing the social worker to engage in the practice of social work as a private practitioner in accordance with this section.

**Qualifications**

- (2) A social worker who wishes to apply for an endorsement referred to in subsection (1) shall
- (a) be a registered social worker in good standing and authorized to engage in the practice of social work in Prince Edward Island;
  - (b) hold the degree of Master or Doctor of Social Work;
  - (c) have a minimum of four years, or the equivalent hours, within the most recent ten years, of paid experience relevant to the area of specialization in which the social worker proposes to practise
    - (i) in a position for which the primary professional designation is social work or for which a social work qualification is required or preferred, and
    - (ii) that was clinically supervised or supervised by a practising social worker with experience in that area of specialization;
  - (d) provide two letters of reference from qualified professionals who have experience in that area of specialization;
  - (e) meet the requirements of the Act and these regulations respecting continuing professional education.

**Application for certificate, private practitioner**

- (3) In addition to the requirements of sections 2 to 9 of these regulations, an applicant for a certificate as a private practitioner of social work shall also provide proof satisfactory to the Registrar that the applicant has
- (a) current liability insurance; and
  - (b) access to professionals in the area of the applicant's specialization for the purposes of peer consultation when necessary. *(EC17/13)*

**12. Private practice registry**

The Registrar shall maintain a register of registered social workers who are authorized to engage in the private practice of social work. *(EC17/13)*

**13. Registrar to be informed**

A social worker shall without delay notify the Registrar of any change of status or change in the information provided in his or her most recent application that may affect the person's eligibility to practise or the Registrar's ability to contact the social worker. *(EC17/13)*

**14. Fees**

Revoked by EC183/17. *(EC17/13;697/15; 183/17)*



**15. Revocation**

The Certification Regulations (*EC359/89*) are revoked. (*EC17/13*)





**SCHEDULE 1**

**APPLICATION FOR REGISTRATION**

**- Part A Identification -**

.....

1. Surname                      First                      Middle                      (Birth Name)

Home Address .....

Postal Code ..... Telephone (home) .....

Contact                      Address                      Telephone (other) .....

.....

(If                      different                      from                      E-mail

above i.e. student) ..... D.O.B. Y ... M ... D ... (Optional)

2. If currently engaged in social work practice indicate:

Current position/title .....

Department/Agency/Institution/Other .....

Date employed ..... Full time ..... Part time ..... Hours per week .....

Telephone (work)                      E-mail

.....

Person to whom applicant reports .....

Position/Title .....

3. Private Practice    Yes .....    No .....

Company Name .....    Contact Person .....

Telephone (work)                      E-mail (work)

.....

Are you prepared to have your contact information available to the Public? Yes..... No .....

4. Brief description of social work practice (fields, primary clientele, methods, skills most used, other primary characteristics of work performed) .....

.....

5. Please send correspondence to    Home .....    Office .....

**- Part B Education -**

1. First degree, if other than a social work degree .....

Majors ..... Year Graduated .....

University ..... Location .....

2. Other non-social work degrees

| Degree | Year graduated | University |
|--------|----------------|------------|
| .....  | .....          | .....      |
| .....  | .....          | .....      |

3. First social work degree (attach copy) .....

School of Social Work .....

Number of years attended ..... Year graduated .....

Short general description of the program’s curricular structure (e.g. duration, mix of course work, thesis or major project, areas of concentration, full-time, extension, etc.)

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Short general description of program’s practicum (e.g. duration, dates, organization(s), professional supervisors’ names, nature of work)

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4. Additional post-baccalaureate social work education e.g. advanced social work degrees, further university level courses, diploma courses, practicums, research, publications, other structured learning opportunities. Where relevant, please name degree, diplomas, etc, university or educational context, dates involved, academic and practice contents, thesis, etc.

a) .....

b) .....

c) .....

d) .....

5. Social work specializations arising from the above: .....

.....

6. Copy of CCSWR evaluation of equivalency to Canadian Education Standards for first social work degree provided where relevant. Yes ..... No .....

**- Part C Currency and History of Practice -**

In addition to current social work practice reported on page 1, indicate below all full-time and part-time practice including private practice for the last five years or since receipt of your most recent social work degree, whichever is the lesser time.

1. Present position reported on page 1 Yes ..... No .....

2. Full-time employment prior to present position including private practice:

| Organization | Position | From  | To    | Hours Per Week | Name of Supervisor |
|--------------|----------|-------|-------|----------------|--------------------|
| .....        | .....    | ..... | ..... | .....          | .....              |
| .....        | .....    | ..... | ..... | .....          | .....              |

3. Part-time employment prior to present position including private practice:

| Organization | Position | From  | To    | Hours Per Week | Name of Supervisor |
|--------------|----------|-------|-------|----------------|--------------------|
| .....        | .....    | ..... | ..... | .....          | .....              |
| .....        | .....    | ..... | ..... | .....          | .....              |

4. Enhancement of Social Work Competence

Describe briefly your current plan to enhance your current practice skills and to keep up-to-date with advancement in social work knowledge and practice.

.....  
.....



**- Part D Good Standing -**

1. I am a member of good standing with the Prince Edward Island Association of Social Workers.  Yes  No

2. Registered elsewhere (now or previously)?

If yes, Regulatory/Professional body .....

Address .....

3. Have you ever been subject to disciplinary action?  Yes  No

4. Have you ever been convicted of a criminal offence?  Yes  No

If yes to 3 or 4, attach explanation(s).  Yes  No

5. The SWRB is authorized to verify my standing with the previous Board I was registered with.  Yes  No



**- Part E Code of Ethics -**

I have read, understand and agree to adhere to the Canadian Association of Social Workers Code of Ethics.  Yes  No

**CAUTION:** Failure to provide full and reliable information may be cause for the board's withholding of a certificate.

.....  
Date Signature of Applicant

**Please note:** Before registration with the PEI Social Work Registration Board can be completed, a copy of your transcripts must be sent directly to the Registrar from your graduating University. Please have them sent to:

81 Prince Street, Charlottetown, PE C1A 4R3

(EC17/13)



## SCHEDULE 2

### CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS

#### 1. Program of continuing professional education

- (1) For the purposes of section 10 of these regulations, a program of continuing professional education must contain at least one of the following content areas related to social work practice:
- (a) theories and concepts of human behaviour in the social environment;
  - (b) social work practice, knowledge and skills;
  - (c) social work research, programs or practice evaluations;
  - (d) social work management, administration or social policy;
  - (e) social work ethics;
  - (f) other areas approved by the Board as being important and relevant to current social work practice.

#### Activities

- (2) Social workers may meet the requirements of section 10 of these regulations by means of two or more of the following activities in the content areas referred to in subsection (1):
- (a) academic course work, including credit or non-credit courses designed to increase knowledge or skill in relation to social work practice;
  - (b) articles, presentations or research, including preparatory research and writing and related activities;
  - (c) board meetings, committee work and community service, including contributing volunteer time to social service, community development, advocacy or educational agencies whose activities are related to social work;
  - (d) certificate programs, which include a planned sequence of courses, workshops or both leading to a certificate of completion or competency;
  - (e) conferences and workshops of from one to five days' duration whose theme or topic is related to the field of social work;
  - (f) discussion groups and seminars organized by social workers and based on individual reading and research on an issue or subject relevant to the field of social work;
  - (g) mentoring, where the mentoring relationship is formalized through a learning contract;
  - (h) participation in the activities of professional social work organizations, including committee work, attendance at meetings and planning events on behalf of the organization;
  - (i) peer consultation;
  - (j) public education about the profession of social work, including activities such as giving presentations and staffing information booths;
  - (k) self-directed learning, including reading social work publications, using formalized instructional reading, audio and video packages, Internet research and interactive learning;
  - (l) supervision of social work students, including training and the preparation and supervision of students' field placements for degree programs in the field of social work;



- (m) training in the workplace related to the practice of social work provided by the employer of a social worker.

**Limitation**

- (3) For the purposes of section 10 of these regulations, no more than one-half of the total hours of continuing professional education required may be provided by means of self-directed learning as set out in clause (2)(k).

**Approval by the Board**

- (4) A certificate program referred to in clause (2)(d) must be approved by the Board prior to commencement.

*(EC17/13)*