
NOVA SCOTIA ASSOCIATION OF
Social Workers

1891 Brunswick St., Suite 106, Halifax, NS B3J 2G8
Tel: (902) 429-7799 Fax: 429-7650
www.nsasw.org

REGULATIONS

Approved by Council June 13, 1994
Amended by Council January 26, 1996
Amended by Council April 1, 1996
Amended by Council June 10, 1996
Amended by Council September 9, 1996
Amended by Council November 10, 1997
Amended by Council January 10, 2000
Amended by Council February 12, 2001
Amended by Council June 17, 2002
Amended by Council September 9, 2002
Amended by Council September 8, 2003
Amended by Council March 14, 2005
Amended by Council March 19, 2007
Amended by Council March 3, 2008
Amended by Council March 29, 2009
Amended by Council October 19, 2009

**The Social Workers Regulations
under
Social Workers Act**

Under and by virtue of the powers conferred upon it by Section 20 of the Social Workers Act, the Council of the Nova Scotia Association of Social Workers has made the following regulations.

1. (1) The following shall be deemed to be proof for purposes of evaluating the education, character, and experience of an applicant for registration with the Association:
 - (a) a certificate of an officer of an approved school of social work to the effect that the applicant has received a degree;
 - (a) certificates 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 service under direct supervision;
 - (a) a certificate of an officer of an approved Association to the effect that the applicant is a member in good standing thereof;
 - (a) a letter from an employer of an applicant attesting to the nature of the work undertaken by the applicant;
 - (a) such other things as may be deemed acceptable by the Board of Examiners.
 - (2) Where a difference of opinion exists between any person providing information under subsection (1) and the Board of Examiners, the opinion of the Board of Examiners shall prevail.
 - (2) All Registered Social Workers, Social Worker Candidates and Registered Social Workers (Provisional) are required to provide the Board of Examiners with a current address, telephone number and place of employment. If a member should move or change employment during the year after paying the registration fee, the member shall notify the Board of Examiners as soon as possible.
2. (1) Where it is necessary to conduct examinations in order to establish an applicant's eligibility for registration, the Board shall conduct such examinations.
 - (2) Examinations for applicants seeking registration as social workers shall be held at such places and times which the Board of Examiners directs, but examinations shall only be held after applicants have been given at least one month's notice.
 - (3) The subjects for examination shall be similar to those of a Bachelor program in social work, and may include:
 - (a) social work principles and values;

(b) knowledge of social work theory and practice with individuals, small groups, families, organizations and communities;

(b) the Code of Ethics;

(d) knowledge of social policy and research; and

(e) demonstration of social work skills.

3. (1) An application for registration with the Association shall include the following information:
- (a) the applicant's full name;
 - (b) the applicant's address and telephone number;
 - (b) post secondary education received and the institutions at which that education was received;
 - (b) the social work education which the applicant has attained and/or the social work instruction which the applicant has received;
 - (b) the professional experience attained by the applicant;
 - (f) job description and/or an employer's letter describing an applicant's employment, where applicable;
 - (g) the names of persons able and willing to give reference as to character and competency;
 - (h) a criminal records check; and
 - (i) a child abuse registry check.
- (2) An application for registration with the Association shall be accompanied by:
- (a) any proofs outlined in section one (1);
 - (b) a statement in which the applicant agrees to adhere to the Code of Ethics; and
 - (c) the application fee and the annual membership fee.
4. (1) An application for registration pursuant to Section 24 of the Social Workers Act shall include either:
- (a) a copy of the applicant's doctoral, master's or bachelor's degree in social work or a graduate level diploma in social work;
 - (b) written confirmation from an approved faculty of social work that the applicant has fulfilled all the requirements for a doctoral, master's or bachelor's 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 of the approved faculty of social work; or
 - (c) applicant has fulfilled all the requirements for a doctoral, master's or bachelor's 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 of the approved faculty of social work.
5. (a) The Board of Examiners, upon application from a member who has been suspended from the Register of Registered Social Workers, Social Worker

Candidate Candidates and Registered Social Workers(provisional) by the Registrar due to failure to pay the required membership fee by March 31, may reinstate the member provided all required fees and interest are received;

suspended (b) The Board of Examiners, upon application from a member who has been from the Register of Registered Social Workers, Social Worker Candidates and Registered Social Workers (Provisional) by the Registrar due to failure to pay the required membership fee by March 31 of the year the fee is due, may consider any application for reinstatement after March 31 of the same year as if it were a new application;

registration of a member (c) The Board of Examiners may, upon application, reinstate the whose Certificate of Registration has been suspended or revoked by the Complaints Committee or the Discipline Committee, according to such terms and conditions as the Board of Examiners considers appropriate for the protection of the public interest. (September 8/03)

6. (1) A person who does not intend to apply for registration as a Registered Social Worker or Social Worker Candidate or Registered Social Worker (Provisional) in Nova Scotia, but who

emergency; (a) wishes to engage in the practice of social work during the time of a public

(b) pays the prescribed fee, which in this case is waived as a courtesy for an explicit number of days determined by the Registrar or the Board of Examiners or both;

may apply (c) is entitled to engage in the practice of social work outside of Nova Scotia to the Registrar for a temporary registration.

Registrar for temporary registration. (d) has retired in good standing from the practice of social work in Nova Scotia or from an approved jurisdiction outside of Nova Scotia, may apply to the

or Social who (2) A person who does not intend to apply for registration as a Registered Social Worker Worker Candidate or Registered Social Worker (Provisional) in Nova Scotia, but

time (a) wishes to engage in the practice of social work for a specific purpose for a period of not exceeding six months:

(b) pays the application fee;

(c) is entitled to engage in the practice of social work outside Nova Scotia, may apply to the Registrar for a temporary registration.

and who (2.1) A person who is registered as a social worker in good standing in a Canadian province

(a) is directly or indirectly employed or contracted by a government, quasi-governmental, or not-for-profit organization approved by the Registrar, to provide social work services either in person or through distance technology, to clients residing in Nova Scotia;

(b) agrees to restrict the practice of social work to those areas approved by the

Registrar;

- (c) has no outstanding complaints against him or her;
- (d) has no limitations placed on his or her social work practice;
- (e) has professional liability insurance acceptable to the Registrar; and
- (f) pays the prescribed fee, which may be waived as a courtesy, shall apply to the Registrar for temporary registration.

(2.2) Registration on the Temporary (Courtesy) Register is issued for a maximum of one year.

(2.3) This temporary (courtesy registration automatically expires upon the social worker's termination of employment with the approved organization; termination of registration in the other jurisdiction; or if the social worker no longer meets the conditions for courtesy registration.

(2.4) The Complaints Committee shall consider and investigate complaints regarding the conduct of a temporary social worker.

(2.5) The Registrar in his or her discretion may terminate a temporary registration and notify the registrant accordingly.

(3) The Registrar shall process all applications under subsections 1 and 2.

(4) The Registrar in his or her discretion may approve, with or without limitations, conditions, or restrictions, or refuse an application for temporary registration; and shall notify the applicant accordingly.

(5) The Registrar may present the application to the Board of Examiners for approval should an applicant wish to extend the period of temporary registration beyond six months

(a) Where an applicant intends to become registered as a Registered Social Worker, Social Worker Candidate or Registered Social Worker (Provisional) and has submitted all the necessary documentation and has fulfilled other requirements of the Board of Examiners, the Registrar, or a designate approved by the Board, may issue a temporary registration for a period not longer than two months;

(b) The applicant intending to register as (6)(a) above shall pay the application fee and the registration fee;

7. (1) A Registered Social Worker, Social Worker Candidate or a Registered Social Worker (Provisional) may apply to resign from the Nova Scotia Association of Social Workers by giving written notice of his or her resignation to the Registrar.

(2) The Registrar is not required to accept the resignation of a Registered Social Worker, a Social Worker Candidate or a Registered Social Worker (Provisional), who is practising social work, as determined by the Registrar.

(3) The Registrar is not required to accept the resignation of a Registered Social Worker, Social Worker or a Registered Social Worker (Provisional), against whom there is a registered complaint or against whom discipline proceedings are or may be pending.

(4) The Registered Social Worker, Social Worker Candidate or a Registered Social Worker (Provisional), or whose application to resign has been denied may apply to the Board of Examiners,

within thirty days from the date of receipt of the refusal, for a review of the decision, by providing to the Registrar a notice in writing indicating the grounds for the review.

(5) The resignation of a Registered Social Worker, Social Worker Candidate or a Registered Social Worker (Provisional), if approved, is effective on the date stated on the notice as the effective date of the resignation, or if no date is indicated on the notice, on the date the notice is received by the Registrar.

8. (1) All complaints to the Association concerning a member of the Association, under either Section 28(1) or Section 28(2) of the Act, shall be in written form and addressed to the Registrar of the Board of Examiners of the Nova Scotia Association of Social Workers.

(2) The Registrar shall forward all such complaints to the Complaints Committee for their consideration, investigation and action.

(3) The Registrar may make a complaint under section 28(2) of the Social Workers Act if the Registrar has reasonable grounds to believe that a member of the Association is guilty of professional misconduct, conduct unbecoming, incompetence, or a breach of the code of ethics.

9. (1) The Board of Examiners determines when an applicant is a Social Worker Candidate. A candidate is a person who has fulfilled the formal education requirements as set out in Section 24 of the Social Workers Act, but has not fulfilled some or all of the other requirements set out in the Social Workers Act, the By-laws or these Regulations.

(2) In addition to providing the information and proofs specified in Sections 1 and 3 of these Regulations, a Social Worker Candidate must provide the Board with the following:

(a) a description of the position in which the Social Worker Candidate intends to be employed;

(b) the date the Social Worker Candidate intends for the social work supervised practice to begin; and

(c) the name of a Registered Social Worker who will supervise the practice of the Social Worker Candidate in accordance with Section 11 of these Regulations.

(3) If the position or nature of the position of the Social Worker Candidate changes during the candidacy period then the Social Worker Candidate shall provide notice of the proposed change to the Board.

10. (1) The Board, or Candidacy Committee established by the Association which Committee shall report to the Board, upon receipt of at least 8(1)(a) and any or all of the information in Section 8(1)(b) and (c) shall within 30 days:

(a) advise the Social Worker Candidate if the position in which the Social Worker Candidate Intends to be employed offers the potential for the Social Worker Candidate to acquire experience that demonstrates competency in the field of social work including any or all of the following: provision of direct counselling or therapy services; the development, promotion and delivery of human service programs; and the development and promotion of social policies aimed at improving social conditions and promoting social equality, including that done in cooperation with communities;

(b) advise the Social Worker Candidate as to the number of hours of experience which must

Registered Social Worker be completed prior to being considered by the Board for registration as a Social Worker pursuant to Section 22(2) of the Social Workers Act;

Committee (c) assign a Board member or a member of the Candidacy Committee, which shall report to the Board, to review and track each Social Worker Candidate's progress including the number of hours of experience completed; and

(d) advise the applicant if the proposed supervisory arrangements are satisfactory.

(2) The Board, or Candidacy Committee, which Committee shall report to the Board, shall advise the Social Worker Candidate when and where examinations are scheduled.

11. (1) A Social Worker Candidate, in order to prove that the requisite experience required by Section 22(2) of the Social Workers Act has been completed must demonstrate to the Board the following:

Candidate is (a) completion of 2573 hours of paid social work practice if the Social Worker applying under Section 22(2)(a) of the Social Workers Act; or

Candidate is (b) completion of 3859 hours of paid social work practice if the Social Worker applying under Section 22(2)(b) of the Social Workers Act.

12. (1) The supervisor selected by the candidate for candidacy supervision may also provide direct workplace supervision to the Social Worker Candidate but other sources supervision are preferred and all supervisory arrangements must have prior approval by the Board.

(2) The supervisor must meet with the Social Worker Candidate for supervision at least once per month for a minimum of two hours during the candidacy period.

Social Worker (3) Each supervisor is responsible for ensuring ongoing discussion with the Candidate regarding performance and relating to established social work standards of practice adopted by the Nova Scotia Association of Social Workers.

Candidate is (4) The supervisor should have experience in the field in which the Social Worker practising.

Board (5) Prior to the commencement of the candidacy period, the supervisor shall submit to the or to the Candidacy Committee, which shall report to the Board, a copy of the written contract for candidacy supervision (Form "B") to ensure that goals have been established and supervisory sessions have begun. Upon approval of the contract the supervisor shall, within one month of the candidacy start date, submit a copy of the record of supervision (Form "A") and shall submit reports every six months thereafter until such time as the candidate has successfully completed all the requirements for registration. Failure to submit reports in a timely manner may result in removal of the candidate from the social worker candidate register. (Sep. 9/02)

(6) The Social Worker Candidate, upon completion of his/her candidacy supervision, all continue as a Social Worker Candidate until the Board approves the candidate as a Registered Social Worker.

13. If a Social Worker Candidate is unable to meet the supervision requirements set out in Sections 8 through 11 of the Regulations, the Social Worker Candidate may request a waiver of some or all of these requirements which the Board or the Candidacy Committee in its discretion may allow.

14. The Board may delegate any of its responsibilities pursuant to Sections 8 through 12 of the Regulations to the Candidacy Committee.

15. Regulations 8 through 13 shall come into effect July 1, 1996.

16. (1) An application for registration with the Association from a person who is a registered member in good standing of an association of social workers approved by the Council shall include the following information:

(a) a letter from the applicant stating that he or she wishes to be registered under Section 22(2)(c) of the Social Workers Act;

(b) a certificate as set out in Section 1(d) of the Regulations; and

3(1) and 3 (c) a completed application form including all the information set out in Section (2) of the Regulations.

(2) The Registrar shall upon receipt of an application for registration from an applicant pursuant to Section 22(2)(c) of the Social Worker Act do the following:

- (a) request a letter from Council verifying that the social work association of which the applicant is a member in good standing in an association approved by Council; and
- (b) present all the required information and the completed application to the Board.

17. (1) An application for registration pursuant to Section 22A of the Social Workers Act shall include the following information:

- (a) written confirmation from an Association of Social Workers in Canada approved by the Council to verify the applicant is a member in good standing and that the member's annual fees have been paid and any disciplinary order against the member has been complied with and no suspension or expulsion of the member has been issued;
- (b) if a disciplinary order has been complied with, written confirmation regarding the nature of the offence that initiated the disciplinary order; and
- (c) written confirmation from an accredited faculty of social work.

(2) An applicant approved by the Board as a Registered Social Worker (Provisional) shall:

- (a) provide the Registrar written confirmation of the applicant's commitment to complete the requirements for, and obtain a social work degree within the time frame required by the Board;
- (b) provide the Registrar written confirmation from an accredited faculty of social work that the applicant is registered in a social work degree program and is or is expected to be participating in the program; and
- (c) provide the Registrar written confirmation on an annual basis, to inform the Board on being made by the applicant toward completion of a social work degree.

(3) If the Registered Social Worker (Provisional) becomes employed during the provisional period, the Registered Social Worker (Provisional) shall work under the supervision of the Registered Social Worker in the place of employment and shall provide the name of the supervising Registered Social Worker to the Registrar.

(4) A Registered Social Worker (provisional) seeking registration pursuant to Section 22 A(3) of the Social Workers Act shall provide written confirmation of completion of a social work degree from an accredited faculty of social work.

18. Where a member has been suspended or had his or her registration revoked pursuant to

Section 34 of the Social Workers Act, the Registrar shall, in compliance with Section 37 of the Social Workers Act:

(a) cause a notice to this effect to be published in a local and provincial newspaper as well as the next available issue of the NSASW CONNECTION with or without reasons for the revocation or suspension and such notice shall contain the name of the member;

(b) when the member's registration is suspended, the period of suspension shall be clearly stated in the notice.

19. Where a member has appeared before the Discipline Committee to answer to allegations of professional misconduct or incompetence and where the Discipline Committee finds that an allegation of professional misconduct or incompetence of the member was unfounded and upon the request of the member under Section 38 of the *Social Workers Act*, the Committee shall:

(a) prepare a notice for publication clearly stating that the allegations(s) have been determined by the Discipline Committee to be unfounded;

(b) cause its finding to be published in a local and provincial newspaper as well as the next available issue of the NSASW CONNECTION.

REGULATIONS TO THE SOCIAL WORKERS ACT

FORM A - REFERRED TO IN SECTION 11(5)
(Approved by Council - Sept. 8/03)

RECORD OF SUPERVISION
FOR THE SUPERVISED PRACTICE OF SOCIAL WORK CANDIDATE

Name of Social Worker Candidate: _____

Name of Candidacy Supervisor: _____

Beginning Date of Supervised Practice: _____

Note: If - since receiving approval for candidacy or since submitting the last record of supervision - either the candidate or the supervisor has changed home or work addresses, and/or employment activity, please note the details below and contact the Registrar's office at 429-7298.

This Report will be completed by the Candidate Supervisor as specified in Regulation 11(5).

It is recommended that a Record of Supervision be used by the Supervisor and the Candidate.

This is: Report 1 _____ (To be submitted after the first month of supervision)

1st quarter _____, 2nd quarter _____, 3rd quarter _____, or final _____ report

Candidate Goals:

1. Please list the Candidate's approved goals which are addressed in this report.

1. Please comment on the Candidate's progress related to each of the goals outlined above.

1. Are there additional goals identified since the previous report? If yes, please explain.

1. Are you satisfied with the Candidate's progress towards reaching his/her goals of Social Work Practice?

Yes _____ No _____ Please explain.

1. Does the Candidate demonstrate commitment to ethical and professional values consistent with the Nova Scotia Association of Social Workers' Code of Ethics

Yes _____ No _____

Referring to the "Social Work Code of Ethics", please relate how such a commitment has been demonstrated?

1. Has this report been shared with the Candidate?

Yes _____ No _____

Candidate's Comments:

Final Report Only

1. Do you attest to the Board of Examiners that

(a) this Candidate has demonstrated an understanding of the skills, knowledge and values in the field of Social Work:

(b) has fulfilled the requirements for supervised social work practice for a Social Worker Candidate?

I understand that my signature signifies my recommendation that this Candidate has met all the requirements to be granted the Registered Social Worker designation RSW.

Yes _____ No _____

Supervisor Comments:

Signatures:

Supervisor

Candidate

Date: _____

Date: _____

RECORD OF SUPERVISION
(To be filled out by Candidate and signed by Candidate and Supervisor)

Date of Meeting	Duration	Nature & Content of Supervisory Session and How it Relates to Goals
-----------------	----------	---

If you have participated in additional professional development activities (workshops, committees, volunteer activities, case conferences, etc.) you may wish to include these below

Signatures:

<hr/>	
Candidate	Supervisor
Date: _____	Date: _____

THE WRITTEN CONTRACT FOR CANDIDACY SUPERVISION
(Approved by Council - Sept. 8/03)

Name of Social Worker Candidate: _____

Name of Employer: _____

Address: _____

Postal Code: _____

Phone: _____

Fax: _____

E-mail: _____

Field of Practice: _____

Are you the candidate's workplace supervisor? _____ YES _____ NO

Number of hours to complete for RSW _____ 3859 (BSW) _____ 2573 (MSW)

We agree to meet for a minimum of two hours total per month, regardless of the number of hours worked, for the duration of the supervision period. We understand that a supervisory session must be at least one hour.

Candidate's Goals and Learning Objectives

The social worker candidates should specify the agreed upon goals and objectives. Goals and objectives should be realistic and clearly stated. Their relation to the Social Work Standards of Practice as adopted by NSASW and the CASW's Code of Ethics should be made clear. Goals may be amended throughout the Candidacy period. Any amendments are subject to the Board's approval.

AREAS/TYPES OF PRACTICE: (Child Protection, Counselling, Assessment, Program Design and /or Evaluation, Advocacy, Community Development, other)

GOALS RELATED TO ETHICS AND STANDARDS:

Candidate's Learning Opportunities

Please list those learning opportunities which may present themselves during the supervisory experience which will assist in meeting the goals and objectives as established above. Some examples would include, but are not limited to: specific work place activities, workplace supervision, continuing education, volunteer work, membership on boards and committees, and advocacy activities. Please indicate your respective roles and responsibilities in each learning opportunity identified.

PROFESSIONAL OPPORTUNITIES:

1. Workplace Activities: (Job, Supervision, Case Conferences, Committees, etc.)

1. Professional Development: (Reading, Continuing Education, etc.)

3. Other: (Volunteer Activities, etc.)

I, _____ and I, _____
Supervisor Candidate

agree to the terms and conditions as set out in the Guidelines for Candidacy Supervision and the Written Contract for Candidacy Supervision. We agree to fulfil the requirements of candidacy as determined b the Nova Scotia Association of Social Workers' Act and Regulation; to meet for a minimum of 2 hours monthly; to document he date, duration and content of each supervisory session, demonstrating how it relates to candidacy goals; and to report on time. Failure to comply with these requirements may result in serious consequences for the candidate, affecting the ability to continue in the practice of social work.

Supervisor

Candidate

Date

Date

**NOVA SCOTIA ASSOCIATION OF
SOCIAL WORKERS
1891 BRUNSWICK STREET, SUITE 106
HALIFAX, NOVA SCOTIA B3J 2G8
Ph: (902) 429-7799 Fax; (902) 429-7650
www.nsasw.org**