

**Registration Renewal FAQ:** This document is intended to supplement the Question & Answer section of the CPE Policy and addresses many of the common inquiries received from members.

Members will be notified by email when online renewal for 2019 is available.

The deadline to renew is midnight February 15 (Island time) after which a \$50 late fee is applied. An additional \$50 late fee (for \$100 in total) is applied to renewals received after the legislative deadline of February 28.

### **Updating Personal Information:**

#### **What documentation do I need to submit for a name change?**

Members must submit a copy of documentation which contains their new name (e.g. driver's license). This can be uploaded directly through MyNLASW. This information can also be updated at any point during the registration year using the *Update My Profile* feature available through MyNLASW.

### **Active Registration/Non-Practicing Membership Renewal Options:**

#### **I am currently a registered social worker and will be on a leave of absence prior to the start of the next registration year? What are my renewal options?**

If your leave starts before March 1 (the start of the registration year), you may choose to:

- **Option 1: Renew as a registered social worker**  
Select the active registration option as part of Step 2 of online renewal. The fee for active registration is \$400. This option permits you to return to practice anytime during the registration year without any delay or having to meet any other requirements.
- **Option 2: Renew as a non-practicing member**  
Select the non-practicing membership option as part of Step 2 of online renewal. The fee for non-practicing is \$150. This option permits a conversion to active registration at any point during the 2019 registration year by completing the online application to switch from non-practicing to active which includes payment of the \$250 fee difference.

Non-practicing members are not eligible to use the title social worker, registered social worker or engage in the practice of the profession.

- **Option 3: Registration Lapse**  
Select the Not Renewing My Current NLASW Membership located on the Welcome page following MyNLASW login. Your registration status will be switched to inactive.
  - If you return to practice during the 2019 registration year, you would need to complete the online reinstatement form and submit an original certificate of conduct with vulnerable sector inquiry (must be dated within 3 months from the date of application).
  - As communicated throughout 2018, re-entry to practice provisions came into effect as part of new government regulations in September 2018. An overview of the regulations

is available at [http://www.nlasw.ca/overview\\_of\\_changes](http://www.nlasw.ca/overview_of_changes). Members considering a registration lapse are encouraged to review this information.

**I am currently a registered social worker and will begin a leave of absence shortly after the start of the registration year. Do I still need to renew?**

Yes. If your leave starts after March 1 (the start of the registration year), you are required to renew your active registration. The *Social Workers Act* covers both title and scope of practice which means that anyone who is employed in a position titled 'social work' or practicing within the scope of the profession are required to renew their registration even if they only intend to practice for a short period after March 1.

**I am working but in not in a social work position. Can I renew as non-practicing?**

Non-practicing is a membership category and is only available to individuals who are *unemployed, retired, residing in another jurisdiction or on extended leave*.

**I am working but in not in a social work position. Should I/Can I let my registration lapse?**

The definition of social work as outlined in the Social Workers Act is broad and applies to a range of positions. Although a position may not be titled 'social worker' or require a social work degree, you are still likely using your social work knowledge, skills and abilities in the position. Registration with NLASW grants not only the Registered Social Worker (RSW) designation but is required to use the title social worker or to practice within the scope of the social work profession in this province. Additional benefits associated with registration are detailed at <http://www.nlasw.ca/registration#how-to-register>.

A lapse in registration means that your registration status will be switched to inactive as of March 1, 2019.

- If you seek to reinstate your registration during the 2019 registration year, you would need to complete the online reinstatement form and submit an original certificate of conduct with vulnerable sector inquiry (must be dated within 3 months from the date of application).
- As communicated throughout 2018, re-entry to practice provisions came into effect as part of new government regulations in September 2018. An overview of the regulations is available at [http://www.nlasw.ca/overview\\_of\\_changes](http://www.nlasw.ca/overview_of_changes). Members considering a registration lapse are encouraged to review this information.

**CPE Credits:**

Registered social workers are required to complete a minimum of 40 continuing professional education credits each registration year. Registered social workers are required to attain at least 20 CPE credits for participating in activities in the required credits category. The remaining balance of CPE credits may come from either the required or the elective credits category.

## Are CPE credits submitted based on the calendar year or registration year?

The submission of CPE credits is based on the registration year which runs from March 1 to February 28. Members submit credits accumulated during the previous registration year (e.g. 2018) when renewing for the upcoming registration year (e.g. 2019). CPE credits for events occurring in January or February that are not completed when online renewal is submitted can be claimed the following registration year.

## Calculating CPE Hours:

### What is a CPE credit?

One CPE credit equals one hour spent in a continuing professional education activity. Social workers can claim credit to the nearest .5 credit (30 minutes).

Sample Calculation:

Educational Event	<u>Hours</u>	<u>Minutes</u>
9:00 a.m. – 5:00 p.m.	8	480
Less: Two 15 min breaks		30
Less: 1 hour lunch break		<u>60</u>
		390 minutes

$390 / 60 = 6.5$  CPE Credit Hours

### How do I know if an event/activity qualifies for CPE credits?

Any activity that maintains, develops or promotes your social work knowledge, skills, and abilities qualifies for CPE credits under the policy.

The CPE policy was designed to cover a broad range of activities and to provide members with flexibility in meeting the annual CPE requirement. As the policy is expansive, there can be a degree of professional judgment involved when determining if and where an event fits under the policy.

In terms of the distinction between required vs elective credits, it is important to consider 1) if it is enhancing your social work skills and 2) is transferable across the profession. If the answer to both is yes, it would tend to fall under required. All CPE offered by NLASW falls under required (e.g. all CASW/NLASW webinars offered during 2018 would fall under workshops).

For more information, members can consult the CPE Policy submenu on the NLASW website <http://www.nlasw.ca/continuing-education/cpe-policy>. This contains a link to the policy as well as examples of CPE, sources of CPE, accreditation breakdown for CYFS modules.

## Calculating Carry Over of CPE Credits:

A maximum of 20 **required** credits can be carried from the current to the next registration year under the following circumstances:

- More than 40 CPE credits have been submitted on the renewal form
- Of these 40, there are more than 20 in the required category
- It is important to note that only required credits can be carried forward.

Carry over is calculated automatically as part of the CPE step in the online program but we do often receive inquiries from members regarding how it is calculated (see examples below)

### Example 1:

Total	Required Credits	Total	Elective Credits	34	Total Required CPE Credits
	Courses	30	Self-directed Learning	30	Total Elective CPE Credits
10	Conferences		Mentoring	4	Credits Carried Over from 2017
24	Workshops		Committee Work	68	Total CPE Credits for 2018 Registration Year (Total Required + Total Elective + Carried Over)
	Field Instruction (Category is capped. Refer to CPE Policy.)		In-service Training	??	Available Credits to be Carried Over to 2019
	Professional Education Service (Maximum 10 credits)		Public Education Service		

Example1 meets the carry over criteria (more than 40 credits in total and more than 20 required). The number of credits to carry over would be calculated as follows:

Total required CPE Credits + Credits carried over from 2017 – 20 (# of required credits you need as a minimum) = Available Credits to be Carried Over to 2019

34 + 4 – 20 = 18 available credits to be carried over to 2019

Example 2:

Total	Required Credits	Total	Elective Credits	30	Total Required CPE Credits
	Courses		Self-directed Learning	16.5	Total Elective CPE Credits
	Conferences		Mentoring	20	Credits Carried Over from 2017
30	Workshops	16.5	Committee Work	66.5	Total CPE Credits for 2018 Registration Year (Total Required + Total Elective + Carried Over)
	Field Instruction (Category is capped. Refer to CPE Policy.)		In-service Training	??	Available Credits to be Carried Over to 2019
	Professional Education Service (Maximum 10 credits)		Public Education Service		

Example 2 meets the carry over criteria. The number of credits to carry over would be calculated as follows:

$30 + 20 - 20 = 30$ . However, as the maximum number of credits that can be carried over is 20, the carry over for example 2 is 20.

Example 3:

Total	Required Credits	Total	Elective Credits	17	Total Required CPE Credits
	Courses	9	Self-directed Learning	9	Total Elective CPE Credits
8	Conferences		Mentoring	14	Credits Carried Over from 2017
9	Workshops		Committee Work	40	Total CPE Credits for 2018 Registration Year (Total Required + Total Elective + Carried Over)
	Field Instruction (Category is capped. Refer to CPE Policy.)		In-service Training	??	Available Credits to be Carried Over to 2019
	Professional Education Service (Maximum 10 credits)		Public Education Service		

Example 3 does not meet the carry over criteria. As the total number of CPE credits submitted equals 40, there are no available credits to be carried over to 2019.

## **Can I claim courses completed for my Bachelor of Social Work (BSW) degree as CPE credits?**

Courses completed as part of the BSW degree cannot be claimed as CPE as completion of the BSW degree is required as the baseline for registration.

### **CPE Audit:**

## **How will I know if I am audited in a given registration year?**

The audit of CPE credits is included as part of the annual renewal process. Five percent of registered social workers are randomly selected to participate. Members who have been selected for the audit will be notified by email when the online system opens in January. Audit details would be submitted as part of the CPE step in online renewal and would include listing the hours, title and date of CPE completed during the preceding registration year. Any member who has availed of the Update My CPE feature during the 2018 registration year would be able to transfer information recorded under this feature to the CPE step of online renewal.

### **Proration, Waiver and/or Deferral of CPE Credits:**

As found on pg. 6 of the CPE Policy:

**Proration** of CPE credits is available to *first time registrants (e.g. only registered in September 2018)* and *registered social workers who were on leave (e.g. maternity leave, sick leave) during the preceding registration year*. The purpose of proration is to recognize that in a given registration year, a social worker may be unable to meet the minimum CPE requirements because of circumstances related to leave. Prorating of credits refers to calculating the minimum required credits in proportion to the period of the year during which the registered social worker was working. **Registered social workers who work part time or were unemployed during the registration year are not eligible for proration of credits.**

**Waiver** of CPE credits may be granted to registered social workers who are not eligible for proration but who have been prevented from completing the required minimum credits because of exceptional circumstances. Waiver of CPE credits refers to absolving the registrant from having to complete any further CPE for the previous year of registration.

**Deferral** of CPE credits may be granted to registered social workers who are not eligible for proration or waiver of the required minimum credits. Deferral of CPE credits refers to delaying the completion of the required minimum credits until a designated time during the upcoming registration year. Deferred credits are completed in addition to the required minimum 40 credits, for that upcoming year.

Any actively registered social worker who does not meet minimum CPE requirements will be required as part of the CPE step in online renewal to detail the reasons as to why.

**Proration Example: I have been on leave for 4 months sick leave during the registration year. How many CPE credits must I submit?**

The proration formula breaks down as follows:

40 CPE credits annually/12 months = 3.3. credits per month

8 months worked/4 months leave = 8 x 3.3 = 26 CPE credits

26/2 = 13 required CPE credits as a minimum, the remaining balance may come from the required or elective categories

**Education:**

**I am currently registered and have completed my MSW during the registration year. What do I need to supply as proof of completion as part of registration renewal?**

The NLASW office will accept a copy of the degree, a letter from the registrar's office or a copy of the transcripts indicating that the MSW has been conferred. This can be uploaded directly through MyNLASW. This information can also be updated at any point during the registration year using the *Update My Profile* feature available through MyNLASW.

**Renewal Fee:**

The current active renewal fee is \$400. The non-practicing membership fee is \$150. Online payment options include Visa or MasterCard.

Payroll deduction is also an option through the Government of NL, regional health authorities and some community agencies. Payroll deduction fees are collected one year in advance (e.g. for 2019 renewal, fees were deducted by employers throughout the 2018 calendar year).

**Is the registration fee prorated based on the time worked in a given registration year?**

A license to practice social work is issued for the duration of a registration year. Therefore, the registration fee is not prorated.