BYLAWS
British Columbia College of Social Workers

1. Definitions

PART 1 – COLLEGE BOARD, COMMITTEES AND PANELS

2. Composition of the board
3. Voting eligibility
4. Election eligibility
5. Notice of election
6. Nomination procedure
7. Election procedure
8. Terms of office
9. Removal of elected board member
10. Vacancy
11. Remuneration of board and committee members
12. Chair and vice-chair
13. Board meetings
14. Committees
15. Registration committee
16. Registration appeals committee
17. Inquiry committee
18. Discipline committee
19. Quality assurance committee
20. Finance committee
21. Executive committee
22. Policy committee
23. Indigenous council
24. Appointment committee
25. Committee panels
26. Meetings of a committee or panel

PART 2 – COLLEGE ADMINISTRATION

27. Seal
28. Registrar
29. Fees
30. Banking
31. Borrowing powers
32. Investments
33. Auditor
34. Legal counsel
35. General meetings
36. Notice of general meetings
37. Resolution processed by registrants
38. Proceedings at general meetings
39. Notice to appointed board members

PART 3 – COLLEGE RECORDS

40. Body responsible for administrating the *Freedom of Information and protection of privacy Act*
41. Protection of personal information
42. Disclosure of annual report
43. Disclosure of registration status
44. Manner of disposal of college records containing personal information

PART 4 – REGISTRATION

45. Classes of registrants

46. Application for registration
47. Application for registration without a social work degree
48. Application for provisional registration
49. Full registration
50. Clinical registration
51. Provisional registration
52. Non practicing registration
53. Returning to full registration from non-practising registration
54. Temporary registration
55. Specialist certificates
56. Certificate of registration
57. Examinations
58. Review of registrar's decision
59. Registration renewal
60. Quality assurance program requirement for renewal
61. Re-instatement following non-payment of fees
62. Reapplication
63. Notification of change of registration information

PART 5 - QUALITY ASSURANCE
64. Quality assurance program
65. Standards for continuing professional development
66. Annual requirement
67. Continuing professional development information and records
68. Quality assurance committee management of program

PART 6- INSEPECTIONS, INQUIRES AND DISCIPLINE
69. Inspections
70. Investigations by inquiry committee
71. Complaint resolution agreements
72. Citation for disciplinary hearing
73. Consent orders
74. Hearings of discipline committee
75. Misconduct and incompetence defined
76. Notice of disciplinary decision
77. Registrant under suspension
78. Fines
79. Costs

PART 7 – GENERAL
80. Codes of ethics and standards of practice
81. Protection of personal information
82. Liability insurance
83. Marketing
84. Electronic submission and signing of documents

Schedule A-Certificate of election
Schedule B - Fees
Schedule C - Application statement
Schedule D - Certificate of registration
Schedule E -Order to attend hearing
Schedule F- Tariff of costs
Schedule G - Clinical Registration

Definitions

1. In these bylaws

"**Act**" means the *Social Workers Act*;

"**applicant**" means a person who applies for registration pursuant to the Act and these bylaws;

"**appointed board member**" means a person appointed to the board under section 4(3)(b) of the Act;

"**approved social work program**" means a social work program approved for the purpose of registration under sections 49 and 50;

"**board**" means the board of the college;

"board **chair**" means the member of the board selected under section 12;

"**board election**" means an election under section 4(3)(a) of the Act;

"**board vice-chair**" means the vice-chair of the board selected under section 12;

"clinical social work" means the application of

(a) social work knowledge, theories, methods and interventions, and

(b) specialized clinical knowledge and advanced clinical skills, including use of the DSM in the assessment, diagnosis, treatment and prevention of mental, emotional and behavioural disorder and conditions, for the sole purpose of providing psychosocial interventions to restore or enhance personal, interpersonal and social functioning, across the lifespan;

"**college**" means the British Columbia College of Social Workers established under section 2(1) of the Act;

"**deliver**" with reference to a notice or other document includes mailing to or leaving with a person or depositing in a person's mailbox or receptacle at the person's residence or place of business;

"DSM" means the current edition of the Diagnostic and Statistical Manual of Mental Disorders published by the American Psychiatric Association;

"**elected board member**" means a registrant elected to the board under section 4(3)(a) of the Act;

"**examination**" means a theoretical examination, given orally or in writing, or a practical examination, or any combination of these, and includes a supplemental examination and a section of an examination if the examination is required to be taken in a series of sections;

Indigenous" refers to First Nations (status and non-status), Inuit and Metis (scrip and non-scrip) peoples;

"**in good standing**" means, in respect of an applicant or a registrant

(a) the individual's registration with the college or with an equivalent regulatory body in another jurisdiction is not under suspension, and;

(b) the registrant's authorization to practice social work is not otherwise restricted or limited by any terms, limits or conditions established under Part 3 of the Act or the equivalent thereof in another jurisdiction;

(c) the Registrant is not in default of payment of any fees, fines or costs owed to the college; and

(d) the registrant has not failed to report or complete the annual requirements of the quality assurance program by October 31st of each year.

"**personal information**" means "personal information" as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act* ;

"**public representative**" means an individual who meets the requirements of section 4(5) of the Act and includes an appointed board member;

"**record**" means a "record" as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*;

"**registrant**" means a person registered as a social worker in accordance with the Act and these bylaws;

"**respondent**" means a registrant or former registrant named in a citation issued under section 31 of the Act;

"social work" has the same meaning as in section 1 of the Act;

"**special resolution**" means a resolution which requires a ¾ vote of those persons present and eligible to vote at a meeting;

"**standards of practice**" means the standards, limits or conditions for the practice of social work established by the board and include the college's standards of professional conduct and competence;

"supervision" refers to the interactional professional relationship between a supervisee and a supervisor who provides oversight, evaluation and direction over the supervisee's practice of social work or clinical social work and promotes continued development of the supervisee's knowledge, skills, and abilities to engage in the practice of social work or clinical social work in an ethical and competent manner. Where supervision is limited to overseeing organizational requirements and compliance with policies, it does not fulfill the requirements for supervision under these bylaws.

PART 1 COLLEGE BOARD, COMMITTEES AND PANELS

Composition of the board

2. (1) The board consists of
   (a) 8 elected board members, , and
   (b) the appointed board members
   (2) At least 2 of the elected board members referred to in subsection (1)(a) must be registrants who identify as Indigenous.

Voting Eligibility

3. The following classes of registrants are eligible to vote in a board election
   (a) full registrant;
   (b) provisional registrant;
   (c) clinical registrant;
   (d) non-practising registrant.

Election eligibility

4. (1) A full or clinical registrant is eligible to be elected in a board election if, on the date nominations must be received under section 6, the registrant
   (a) is in good standing;
   (b) has been actively engaged in the practice of social work for at least one out of the preceding 5 years;
   (c) has at least 3 years of experience in the practice of social work;
   (d) has paid all the monies owing to the college pursuant to these bylaws or under the Act; and
   (e) has completed the pre-requisite training as prescribed by the board.

   (2) Despite subsection (1), a full registrant or clinical registrant is not eligible to be elected in a board election if the registrant,
   (a) on the date that nominations for the election must be received under section 6,
      (i) does not ordinarily reside in British Columbia.
      (ii) is the subject of an ongoing investigation by the inquiry committee under section 27 of the Act;
      (iii) is named in a citation issued by the registrar under section 31 of the Act, the subject matter of which is not yet resolved;
      (iv) is the subject of a hearing, either pending or underway, in British Columbia or in another jurisdiction, that could result in the registrant's entitlement to practise social work being cancelled, revoked or suspended for any reason other than late payment or non-payment of fees;
      (v) is an employee of the college; or
      (vi) is an employee, board officer, board member, or committee chair at, or holds any other position of responsibility with the British Columbia Association of Social Workers or any other professional association for social workers in British Colombia or another jurisdiction;
   (b) at any time prior to the date that nominations for the election must be received under section 6,
      (i) has given an undertaking or agreement under section 30 of the Act;
      (ii) has been named in a consent order under section 32 of the Act or an order under section 34 of the Act;
      (iii) has been the subject of a finding of professional misconduct, incompetence or incapacity in relation to the practice of social work;
      (iv) has had the registrant's registration with the college or with an equivalent regulatory body in another jurisdiction cancelled or suspended for any reason other than the late payment or non-payment of fees;
   (c) at any time in the 3 years preceding the date that nominations for the election must be received under section 6, has been an employee, board officer, board members or committee chair at, or held any other position of responsibility with, an association described in paragraph (a)(vi);
   (d) was an elected board member during each of the 5 years immediately preceding the date that a nomination for the board election must be received under section 6; or
   (e) on being elected, would have a conflict of interest by virtue of having competing fiduciary obligations to the college and to another person or organization.
   (3) Despite subsection (2), a registrant who is not eligible to be elected under subsection (2)(a)(ii) to (iv) or (b) may deliver to the appointment committee a written request to be eligible to be elected in the board election.
   (4) A written request under subsection (3) must be delivered to and considered by the appointment committee in accordance with procedures established by the board for delivering and considering such requests.

(5) The appointment committee must notify a registrant who delivered a request under subsections (3) and (4) that the registrant is eligible to be elected in the board election if, after considering the request, the committee is satisfied the reason why the registrant is ineligible under subsection 2(a)(ii) to (iv) or (b) will not compromise either
   (a) the registrant's ability to discharge the duty of a board member, or
   (b) the integrity of the board.

Notice of election

5. (1) At least 90 days prior to the date of a board election, the registrar must deliver notice of the election to every registrant eligible to vote under section 3.
(2) The notice under subsection (1) must contain information about the nomination procedure and the election procedure for the board election, including,
   (a) the length of the term of office for each board member position to be filled in the election,
   (b) whether, under section 2(2), a board member position to be filled in the election must be filled by a registrant who identifies as Indigenous, and
   (c) the desired competencies for elected board members generally, and if persons with specific competencies are sought for the board member position or positions to be filled in the board election, what those competencies are.
(3) The accidental omission to deliver notice of a board election to, or the non-receipt of such a notice by, any registrant entitled to receive notice does not invalidate the election, any proceedings in relation thereto or the results thereof.

Nomination procedure

6. (1) A registrant eligible to vote under section 3 may nominate a maximum of 2 registrants for each board member position to be filled in a board election.
(2) A nomination under subsection (1) must be
   (a) delivered to the registrar at least 60 days prior to the date of the board election,
   (b) in a form satisfactory to the registrar, and
   (c) accompanied by a signed statement from the person nominated
      (i) consenting to the nomination, and
      (ii) promising to observe the provisions of the Act, and these bylaws relating to the election and the conduct of the election and any procedures established by the registrar under section 7(1).
(3) The registrar must disqualify a registrant nominated under subsections (1) and (2) who, under sections 2(2) or 4, is not eligible to be elected to a board member position to be filled in the election.
(4) At the close of nominations, if only one registrant eligible to be elected to a board member position to be filled in the board election has been nominated for that position in accordance with this section, the nominated registrant is elected by acclamation.
(5) If 2 or more registrants elected by acclamation under subsection (4) are eligible to fill board member positions with terms of office of different lengths, the registrar will assign each of those elected registrants to one of those board member positions by random draw.

Election Procedure

7. (1) The registrar
   (a) must supervise and administer all board elections,
   (b) must determine any dispute or irregularity with respect to any nomination, ballot or election, and
   (c) may establish procedures consistent with these bylaws, for the purposes of paragraphs (a) and (b).
(2) If all board member positions to be filled in a board election have not been filled under section 6(4), the registrar must
   (a) prepare a board election ballot listing each board member position to be filled and each registrant nominated under section 6 who is eligible to fill a listed board member position, and
   (b) at least 30 days prior to the date of the election, deliver a copy of the ballot to each registrant eligible to vote under section 3.
(3) A registrant eligible to vote under section 3 may only vote in favour of one registrant listed in a board election ballot for each board member position listed in the ballot.
(4) The registrar must not count a board election ballot unless it is received by the registrar
   (a) in accordance with any procedures for return of ballots established under subsection (1), and
   (b) at least 15 days prior to the date of the board election.
(5) The registrant who, on the return of ballots, receives the most votes for a board member position to be filled in the board election, is elected to that position.
(6) If 2 or more registrants receive the same number of votes for a board member position to be filled in a board election, the

registrar must select the registrant to fill that position by random draw.

(7) The registrar may determine any dispute or irregularity with respect to any nomination, ballot or election.

(8) The registrar must use Schedule A to certify newly elected board members under section 5 of the Act.

Terms of office

8. (1) The term of office for an elected board member elected before January 1, 2025 ends on the January 1 that is or immediately follows the date that is 2 years after the elected board member was elected.

(2) An elected board member may serve a maximum of three consecutive terms. The term of office for an elected board member elected after January 1, 2025 is 3 years, commencing January 1 in the year immediately following the year in which the elected board member is elected.

(3) Despite subsection (2), for the purpose of establishing or maintaining a stagger in the terms of office for the elected board members, the board may designate that, for one or more elected board member positions to be filled in a board election, the term of office is one year or 2 years commencing on January 1 in the year immediately following the year in which the elected board member is elected.

(4) The designation by the board of a term of office for an elected board member position under subsection (3) is only effective if made

(a) in accordance with section 13(11), and

(b) at least 30 days before the registrar must deliver notice under section 5 for the board election in which that board member position is to be filled.

(5) An elected board member may resign at any time by delivering a notice in writing to the registrar and the resignation is effective upon receipt by the registrar, or on such later date as may be specified in the notice.

Removal of elected board member

9. (1) An elected board member ceases to hold office as an elected board member if the elected board member

(a) ceases to be a registrant,

(b) ceases to be in good standing,

(c) ceases to ordinarily reside in British Columbia,

(d) is named in a citation issued by the registrar under section 31 of the Act,

(e) is the subject of a hearing, either pending or underway, in British Columbia or in another jurisdiction, that could result in the elected board member's entitlement to practice as a social worker being cancelled, revoked or suspended for any reason other than late payment or nonpayment of fees,

(f) becomes an employee of the college,

(g) becomes an employee, board officer, board member or committee chair at, or holds any position of responsibility with, an association described in section 4(2)(a)(vi),

(h) develops a conflict of interest by virtue of having competing fiduciary obligations to the college and to another person or organization,

(i) resigns from the board under section 8(5),

(j) is removed from office under subsection (2),

(k) fails to attend 3 consecutive board meetings,

(l) fails to complete course work for board members as mandated by the board, or

(m) dies.

(2) The board may, by special resolution, remove an elected board member from office if, after giving the elected board member reasonable notice and an opportunity to be heard, the board is satisfied that the elected board member has contravened a term of the code of conduct approved by the board for the purpose of this subsection.

(3) Despite subsection (1), an elected board member does not cease to hold office under subsection (1)(b), (d), (e), (k) or (l), as applicable, if

(a) the elected board member delivers to the registrar a written request that the elected board member not cease to hold office, and

(b) after giving the elected board member an opportunity to be heard, the board is satisfied the reason why the board member is to cease holding office under subsection (1)(b), (d), (e), (k) or (l) does not compromise either

(i) the elected board member's ability to discharge the duty of a board member, or

(ii) the integrity of the board.

(4) If an elected board member delivers a request to the registrar under subsection (3)(a), the request must be received by the registrar not later than 7 days after the date that the elected board member first has notice of the circumstances described in subsection (1)(b), (d), (e), (k) or (l), and in any event not more than 14 days after the college has notice of those circumstances.

(5) The operation of subsection (1)(b), (d), (e), (k) or (l) is stayed pending a decision by the board under subsection (3).

(6) At any time during which an elected board member is the subject of an investigation by the inquiry committee under section 27 of the Act, the elected board member must not
   (a) receive any information or documentation that is only provided to board members because they are board members,
   (b) represent to anyone that the elected board member is a board member,
   (c) participate as a board member at a board meeting, or
   (d) otherwise engage in any business of the board.

Vacancy

10. (1) Subject to subsections (2) and (3), the board may fill a vacancy in an elected board member position by appointing a registrant eligible to fill the position under sections 2(2) and 4,
   (a) by special resolution,
   (b) for the remainder of the term that would have applied to the position if the vacancy had not occurred, and
   (c) in accordance with criteria approved by the board for the purpose of this section, but giving preference to
      (i) a registrant who was nominated for and eligible to fill a board member position in the last board election but was not elected under section 7, or
      (ii) if there is no registrant who, as described in subparagraph (i) was nominated and eligible but unelected in the last board election, a registrant recommended by the Indigenous Council.

(2) If a vacancy in an elected board member position occurs because no registrant is nominated to fill the position in a board election or because the board member elected to fill the position ceases to hold office during the first year of the term of office for the position,
   (a) the board may fill the vacancy by appointing a registrant under subsection (1) only until the next scheduled board election, and
   (b) an election must be held concurrently with the next scheduled board election to fill the vacancy for the remainder of the term of office for that board member position.

Remuneration of board and committee members

11. A board member or committee member
   (a) may be paid an honorarium for time spent on business of the college; and
   (b) must be reimbursed by the college for reasonable expenses necessarily incurred in connection with the business of the college.

Chair, vice-chair and chair of finance committee

12. (1) At the first board meeting after January1, the members of the board must select from among their number a board chair, a board vice-chair and a chair of the finance committee, each serving until the board again selects a board chair, board vice-chair and chair of the finance committee at the first board meeting after January 1 in the following year.

(2) The board chair must
   (a) preside at all meetings of the college and board;
   (b) sign all certificates, diplomas and other instruments executed on behalf of the college;
   (c) sign the minutes of each meeting after they are approved by the board; and
   (d) act generally in accordance with the requirements of the office of the board chair for the proper carrying out of the duties of the board.

(3) The board chair ceases to hold office as board chair
   (a) upon the selection of a new board chair under subsection (1), or
   (b) upon either
      i) ceasing to hold office as a board member,
      ii) delivering a notice of resignation in writing to the registrar, or
      iii) being removed from the office of board chair by a decision of the board made in accordance with section 13(11).

(4) If a board chair ceases to hold office under subsection (3)(b), the board members must select a new board chair from among the members of the board as soon as is convenient.

(5) The board vice-chair must perform
   (a) the duties of the board chair in the absence of the board chair; and
   (b) such duties as the board chair may assign to the board vice-chair from time to time.

(6) The board vice-chair ceases to hold office as board vice-chair

(a) upon the selection of a new board vice-chair under subsection (1), or
(b) upon either
(i) ceasing to hold office as a board member,
(ii) delivering a notice of resignation in writing to the registrar, or
(iii) being removed from the office of board vice-chair by a decision of the board made in accordance with section 13(11).

(7) If a board vice-chair ceases to hold office under subsection (6)(b), the board members must select a new board vice-chair from among the members of the board as soon as is convenient.

(8) When both the board chair and the board vice-chair are absent from a board meeting, the board members present must select an acting chair for the meeting.

(9) The chair of the finance committee must
(a) preside at all meetings of the finance committee;
(b) oversee the financial affairs of the college; and
(c) report to the board on the financial affairs of the college.

(10) The chair of the finance committee ceases to hold office as chair of the finance committee
(a) upon the selection of a new chair of the finance committee under subsection (1), or
(b) upon either
(i) ceasing to hold office as a board member,
(ii) delivering a notice of resignation in writing to the registrar, or
(iii) being removed from the office of chair of the finance committee by a decision of the board made in accordance with section 13(11).

(11) If a chair of the finance committee ceases to hold office under subsection (10)(b), the board members must select a new chair of the finance committee from among the members of the board as soon as is convenient.

(12) Each of the board chair, board vice-chair and chair of the finance committee is not a member of a committee, except as expressly provided in these bylaws or unless specifically appointed to a committee by the board.

Board meetings

13. (1) The board must meet at least 4 times in each calendar year.

(2) Board meetings
(a) may be called by the board chair, and
(b) must be called by the registrar
(i) at the request of the board chair; or
(ii) on receipt of a written request for a meeting from 3 or more board members, setting out the matter or matters on which a decision will be sought at the meeting.

(3) When calling a board meeting under subsection (2), the board chair or registrar must provide reasonable notice of the meeting to all board members,registrants and the public.

(4) Notice of a board meeting under subsection (3) may be provided by posting a notice on the college website.

(5) Despite subsection (3), if necessary to conduct urgent business, the registrar or the board chair may call a meeting of the board without providing notice to registrants or the public.

(6) Subject to subsection (7), meetings of the board are open to registrants and to the public.

(7) The board may exclude any person who is not a board member from any part of a board meeting if it is satisfied that one or more of the following matters will be discussed:
(a) financial or personal or other matters that are of such a nature that the interest of any affected person or the public interest in avoiding disclosure of those matters outweighs the public interest in board meetings being open to the public;
(b) information concerning an application by any individual for registration under section 13 of the Act, the disclosure of which would be an unreasonable invasion of the applicant's personal privacy;
(c) information concerning a complaint against, or investigation of, any individual under Part 3 of the Act, the disclosure of which would be an unreasonable invasion of the individual's personal privacy;
(d) information concerning an individual's compliance with competency or quality assurance requirements established under Part 5, the disclosure of which would be an unreasonable invasion of the individual's personal privacy;
(e) information the disclosure of which may prejudice the interests of any person involved in
(i) a proceeding under Part 3 of the Act, or
(ii) any other criminal, civil, or administrative proceeding;
(f) personnel matters;
(g) property acquisitions;
(h) the contents of examinations;

(i) communications with the Office of the Ombudsman or the Office of the Representative for Children and Youth;
(j) instructions given to or advice or opinions received from legal counsel or any other matter which is privileged;
(k) information which the college would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of the Freedom of Information and Protection of Privacy Act.
(l) Information which the college is otherwise required by law to keep confidential.

(8) When the board excludes any person from a part of a board meeting, it must have its reasons for doing so noted in the minutes of the meeting.

(9) The registrar is responsible for ensuring that minutes are taken at each board meeting and retained on file.

(10) A majority of the board members constitutes a quorum at a board meeting.

(11) While the preferred form of decision making for the board is by consensus, when consensus is not possible, the board may proceed to a vote.

(12) A quorum must be present for the board to make a decision under subsection (11), whether by consensus or by way of a vote.

(13) No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.

(14) In case of a tie vote, the chair of a board meeting does not have a second vote in addition to the vote to which the chair is entitled as a board member and the proposed resolution does not pass.

(15) The board may meet and conduct business in person, in writing, by telephone or video conference, web casting, or an equivalent mechanism, or any other electronic means, or using any combination of these.

(16) The board may, by special resolution, adopt or establish additional policies, procedures or rules of order, consistent with the Act and these bylaws, for the purpose of regulating the conduct of board meetings.

Committees

14. (1) The following committees are established:
(a) registration committee;
(b) registration appeals committee;
(c) inquiry committee;
(d) discipline committee;
(e) quality assurance committee;
(f) finance committee;
(g) executive committee;
(h) policy committee;
(i) Indigenous committee;
(j) appointment committee.

(2) Each year and when otherwise needed, the board must appoint the members of a committee in accordance with the composition of the committee as specified in these bylaws.

(3) A person appointed under subsection (2)
(a) must be a registrant or a public representative,
(b) serves a term specified by the board not exceeding one year, and
(c) is eligible for reappointment to a committee,
(d) ceases to serve as a committee member if,
(i) the term specified by the board under paragraph (b) expires and the person is not reappointed by the board, or
(ii) before the expiry of that term, the person
(A) resigns as a committee member by delivering notice of that resignation in writing to the registrar, or
(B) after having been given reasonable notice and an opportunity to be heard, is removed by a decision of the board in accordance with section 13(11).

(4) Despite subsection (3)(c), the board cannot reappoint a person as a committee member until one year after the person
(a) completes 6 consecutive years of service as a committee member, or
(b) ceases to hold office under subsection (3)(d)(ii).

(5) The board must not appoint a person to be a member of the inquiry committee and the discipline committee at the same time.

(6) Subject to section 12(1), the board must designate a committee chair from among the members of the committee.

(7) Each year, a committee established under subsection (1) must submit a report of its activities to the board for inclusion in the annual report.

Registration committee

15. (1) The registration committee consists of at least 5 members appointed by the board in accordance with section 14.

(2) In addition to the duties and powers of the registration committee under the Act and Part 4 of these bylaws, the registration committee is responsible for recommending to the board whether a social work education program be added to or removed from the list of approved social work education programs.

Registration appeals committee

16. The registration appeals committee consists of at least 3 members appointed by the board in accordance with section 14.

Inquiry committee

17. (1) The inquiry committee consists of at least 6 members appointed by the board in accordance with section 14 and subsection (2).

(2) At least 2 members of the inquiry committee must be public representatives.

Discipline committee

18. (1) The discipline committee consists of at least 6 members appointed by the board, in accordance with section 14 and subsection (2).

(2) At least 2 members of the discipline committee must be public representatives.

Quality assurance committee

19. (1) The quality assurance committee consists of at least 6 members appointed by the board in accordance with section 14 and subsection (2).

(2) The quality assurance committee must include at least one appointed board member.

(3) The quality assurance committee is responsible for

(a) reviewing the code of ethics and standards of practice and, if warranted, recommending amendments to the board for approval, and

(b) reviewing the operation of the quality assurance program and, if warranted, recommending amendments of that program to the board for approval.

(4) Further to subsection (3)(b) the quality assurance committee must review and make recommendations to the board about

(a) criteria for continuing professional development activities that meet the quality assurance program requirements;

(b) the maximum number of hours a registrant may submit for credit in each continuing professional development cycle or over a series of continuing professional development cycles in relation to types of continuing professional development activities that meet the criteria established under paragraph (a);

(c) requirements, guidelines and tools to assist registrants in

(i) identifying continuing professional development activities that meet the criteria established under paragraph (a); and

(ii) recording and reporting professional development activities;

(d) criteria for auditing compliance with the quality assurance program.

Finance committee

20. (1) The finance committee consists of at least 5 board members appointed by the board in accordance with section 14, of whom

(a) one must be the board chair,

(b) one must be the board vice-chair and

(c) one must be chair of the finance committee.

(2) The finance committee is responsible for

(a) managing the board's system of financial administration, including

(i) accounting practices and systems, including classification of accounts, internal control and auditing systems;
(ii) financial planning; and
(iii) budgetary control;

(b) ensuring the safekeeping of board assets, including assets held in trust;
(c) managing college revenues, including receipt, recording and control of funds and deposit to accounts maintained by the board;
(d) advising the board on the needs of the board in regard to financial administration, and the financial implications of board decisions; and
(e) developing, establishing and administering, for the approval of the board, financial policies, systems and procedures essential to the financial administration of the board.

Executive Committee

21. (1) The executive committee consists of the board chair, board vice-chair, chair of the finance committee and, subject to subsections (2) and (3), a board member appointed by the board in accordance with section 14 who
(a) identifies as Indigenous, and
(b) is not the board chair, the board vice-chair or the chair of the finance committee.

(2) The board may only appoint a board member under subsection (1) when there is a board member who identifies as Indigenous who is willing and available to be appointed as a member of the executive committee.
(3) When the board is unable to appoint a board member under subsection (2),
(a) the executive committee
(i) consists of only the board chair, the board vice-chair and the chair of the finance committee, and
(ii) is fully empowered to act under subsection (4), and
(b) the board must appoint a board member under subsection (1) as soon as it is able to do so.
(4) The executive committee may exercise the powers and perform the duties of the board with respect to any matter that, in the committee's opinion, requires immediate attention between the meetings of the board.
(5) If the executive committee acts under subsection 4, at the next board meeting, it must report to the board on the action taken .
(6) All acts of the executive committee, if within the scope of its authority, are effective as acts of the board, unless varied or rescinded by the board.

Policy committee

22. (1) The policy committee consists of at least 5 members appointed by the board in accordance with section 14 , of whom,
(a) one must also be a board member who is also a member of the registration committee,
(b) one must also be a board member who is also a member of the quality assurance committee, and
(c) one must also be a board member who is also a member of the Indigenous Council.

(2) The policy committee is responsible for working with the registrar and college staff on policies and procedures relating to board governance and operation and to the regulation of the profession, including
(a) review of those policies and procedures
(i) on a regular basis, or
(ii) when necessary, based on
(A) priorities identified by the committee, or
(B) a direction from the board,
(b) consultation with internal and external stakeholders concerning the development and amendment of those policies and procedures, and
(c) as appropriate, making recommendations to the board for the development and amendment of those policies and procedures.

(3) In carrying out its responsibilities under subsection (2), the policy committee must utilize any framework for the development and amendment of policies and procedures that may be implemented by the board.
(4) A framework as specified in subsection (3) is deemed to be a policy or procedure relating to board governance and operation for the purposes of subsection (2).

Indigenous Council

23. (1) The Indigenous committee, called the "Indigenous Council", consists of at least 3 members appointed by the board in accordance with sections 14 and 22(1) and subsections (2) and (3).
(2) A majority of the members of the Indigenous Council must be people who identify as Indigenous.

(3) The Indigenous Council must include at least one board member.
(4) In accordance with the college's strategic direction and priorities, the Indigenous Council,
  (a) supports the college's strategic directions and priorities;
  (b) monitors the work of the college in advancing cultural safety and humility for First Nations and Indigenous Peoples in the province;
  (c) advises and guides the college in its respect of and adherence to local traditions, Indigenous values, traditional knowledge, practices and Indigenous ways of being; and
  (d) provides recommendations to the college on Indigenous initiatives and relations.

Appointment committee

24. (1) The appointment committee consists of at least 3 members appointed by the board in accordance with section 14 and subsection (2).
(2) At least 1/3 of the members of the appointment committee must be appointed board members.
(3) The appointment committee is responsible for
  (a) reviewing the composition of each committee, excluding the Indigenous Council, and making recommendations to the board for amendment of same,
  (b) working with the registrar and committee chairs to identify the competency needs of each committee, excluding the Indigenous Council,
  (c) working with the registrar to identify and recruit candidates for membership to a committee, excluding the Indigenous Council,
  (d) working with the registrar to identify the competencies necessary for committee chairs,
  (e) working with the registrar and board to identify the competencies necessary for the board,
  (f) if, before the close of nominations for a board election under section 6, no one is nominated as a candidate for a board member position to be filled in that election, recruiting an eligible registrant to be elected to that position, and recommending that registrant to the board for appointment under section 10,
  (g) reviewing requests under section 4(3) from persons seeking to be deemed eligible to be elected in a board election, and
  (h) at least every 2 years, reviewing and assessing the terms of reference for committees other than the Indigenous Council and making recommendations to the board for amendment of same as it relates to committee composition and competency.

Committee panels

25. (1) Subject to section 63(2), the discipline committee may meet in panels of 3 discipline committee members appointed by the chair of the discipline committee.
(2) The inquiry committee may meet in panels of 5 inquiry committee members appointed by the chair of the inquiry committee.
(3) At least one member of a panel under subsection (1) or a panel under subsection (2) must be a public representative.
(4) At the time of appointing a panel under subsection (1), the chair of the discipline committee must designate a panel chair from among the members of the panel.
(5) At the time of appointing a panel under subsection (2), the chair of the inquiry committee must designate a panel chair from among the members of the panel.
(6) A panel under subsection (1) may exercise any power and perform any duty of the discipline committee.
(7) A panel under subsection (2) may exercise any power and perform any duty of the inquiry committee.

Meetings of a committee or panel

26. (1) Subject to subsection (2) and (3) for quorum at a meeting of a committee, a majority of the members of the committee must be present.
(2) For quorum at a meeting of a panel of the discipline committee, all members of the panel must be present.
(3) For quorum at a meeting of a panel of the inquiry committee, a majority of the members of the panel must be present.
(4) While the preferred form of decision making for a committee or panel is by consensus, when consensus is not possible, a committee or panel may proceed to a vote.
(5) A committee or panel may meet and conduct business in person or by telephone or video conference, web casting, or an equivalent mechanism.
(6) When the committee chair is absent from a meeting of a committee, the members of the committee present must select an acting chair for the meeting in accordance with subsection (3).
(7) The chair of a committee or panel must ensure that minutes are taken at each meeting of the committee or panel and

retained on file.

(8) Subject to section 33(6)and (7) of the Act, the meetings of a committee or a committee panel are closed to registrants and the public, unless, further to an application in writing or on its own motion, a committee or a panel of a committee invites a registrant or member of the public to attend all or part of the meeting.

(9) While a registrant or member of the public is in attendance at a meeting of a committee or a committee panel under subsection(7), the committee or panel must not discuss any of the matters specified in section 13(7), except to the extent that a registrant or member of the public in attendance is already aware of those matters or information relating to those matters.

PART 2 COLLEGE ADMINISTRATION

Seal

27. (1) The board will approve a seal for the college.
    (2) The seal of the college is affixed, by those persons designated by the board, to all certificates of registration and such other documents as the board may direct by resolution.

Registrar

28. (1) In addition to the registrar's duties under the Act the registrar is responsible for
        (a) the funds of the college and make the depositing of such funds in a chartered bank, trust company, or credit union designated by the board;
        (b) at each meeting of the board, submitting a report of all revenues and expenditures since the last meeting, unless otherwise directed by the board;
        (c) submitting a registrar's report to the annual general meeting of the college;
        (d) ensuring that minutes are taken at each meeting of the board and the college and retained on file;
        (e) submitting a financial statement to the auditor as soon as possible after the end of each calendar year;
        (f) keeping the records and seal of the college and
        (g) performing such other duties as required by the board.
    (2) When the annual financial statement for the college has been certified by the auditor in writing, the registrar must mail a copy thereof to each registrant not later than 120 days following the end of the fiscal year.
    (3) The registrar may attend every committee meeting of the college as a non-voting staff member.
    (4) In the event of the office of the registrar being vacant, the board shall make a temporary appointment until a successor is appointed by the board.

Fees

29. The fees payable to the college for applications for registration, annual registration, and reinstatement of registration are set forth in Schedule B.

Banking

30. The board may establish and maintain such accounts with a chartered bank, trust company or credit union as it determines are necessary from time to time.

Borrowing powers

31. The board may raise funds or borrow money in any manner it determines in order to carry out the purposes of the college.

Investments

32. The board may invest funds in any investments authorized under section 15.1 and section 15.2 of the *Trustee Act* in the name of the college and may change those investments.

Auditor

33. (1) The board must appoint a chartered professional accountant to be the auditor.
    (2) The registrar must submit the financial statement to the auditor within 60 days of the end of the calendar year.
    (3) A copy of the auditor's report must be included in the annual report.

Legal counsel

34. The board, a hearing panel, or a committee may retain legal counsel for the purpose of assisting the board, hearing panel, or committee in carrying out any power or duty under the Act, or these bylaws.

General meetings

35. (1) A general meeting of the registrants must be held in British Columbia at a time and place determined by the board.

(2) An annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
(3) The following matters must be considered at an annual general meeting
  (a) financial statements;
  (b) the report of the board;
  (c) the report of the auditor, if any.
(4) Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
(5) The board may convene an extraordinary general meeting by resolution of the board.
(6) A written resolution signed by all board members is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the board.

Notice of general meetings

36. (1) The board must deliver notice of an annual or extraordinary general meeting to every registrant at least 30 days prior to the meeting.
(2) Notice of a general meeting must include
  (a) the place, day and time of the meeting;
  (b) the general nature of the business to be considered at the meeting;
  (c) any resolutions proposed by the board; and
  (d) any resolution proposed by the registrants under section 37.
(3) The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by, any registrant or board member entitled to receive notice of a general meeting, does not invalidate proceedings at that meeting.

Resolution proposed by registrants

37. (1) Any 25 registrants may deliver a written notice to the registrar at least 60 days prior to the date of an annual or extraordinary general meeting requesting the introduction of a resolution regarding the removal of a board member.
(2) On receipt of a notice specified in subsection (1) and at least 14 days prior to the date of that meeting, the registrar must deliver a notice and a copy of the resolution to each registrant.

Proceedings at general meetings

38. (1) A quorum is 21 registrants.
(2) No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.
(3) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present.
(4) If within 30 minutes from the time appointed for the commencement of a general meeting or from any time during a general meeting when a quorum is not present, the meeting must be adjourned.
(5) In the absence of both the chair and the vice-chair of the board, an acting chair for a meeting must be elected by a majority vote of the registrants present.
(6) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
(7) When a meeting is adjourned in accordance with subsection (4) or by motion, notice of the rescheduled meeting must be delivered as in the case of the original meeting.
(8) No motion proposed at a meeting need be seconded and the chair of a meeting may propose a motion.
(9) A registrant present at a meeting is entitled to one vote and the chair of the meeting, where the chair is a registrant, is entitled to one vote.
(10) Voting must be conducted by ballot.
(11) In case of a tie vote, the proposed resolution must not pass.
(12) Except as these bylaws otherwise provide the most recent edition of *Robert's Rules of Order* governs the procedures at an annual or extraordinary general meeting.

Notice to appointed board members

39. Every notice or mailing to the general membership of the college must be provided to appointed board members.

PART 3 COLLEGE RECORDS

Body responsible for administering the *Freedom of Information and Protection of Privacy Act.*

40. (1) The registrar is the "head" of the board for the purposes of the *Freedom of Information and Protection of Privacy Act.*
(2) The registrar may authorize a deputy registrar, a person employed by the board or a person who has contracted to perform services for the board to perform any duty or exercise any function of the registrar that arises under the *Freedom of Information and Protection of Privacy Act.*
(3) Disclosure of personal information
(a) In this section, "third party" includes a client and a complainant;
(b) For the purposes of Part 3 and section 76 of these bylaws, the board, the registrar, or any committee which releases information must not disclose personal information in the report or part of the report if the disclosure would be an unreasonable invasion of a third party's personal privacy under section 22(2) to (4) of the *Freedom of Information and Protection of Privacy Act.*

Protection of personal information

41. (1) The board will ensure that the collection, use, and disclosure of personal information occurs in accordance with the *Freedom of Information and Protection of Privacy Act.*
(2) The board will ensure that, where personal information is sent to any person or service organization for processing, storage or destruction, the Privacy Protection Schedule will be used as published from time to time by the ministry charged with the administration of the *Freedom of Information and Protection of Privacy Act*.

Disclosure of annual report

42. The board must make available a copy of the annual report to every registrant and to any person on request.

Disclosure of registration status

43. Where the board or the registrar receives an inquiry about the registration status of a person, the registrar must disclose, in addition to the matters required by section 12 of the Act
(1) whether or not the person is a registrant or a former registrant;
(2) whether or not the discipline committee has ever issued an order relating to the person under section 34(4) of the Act and the details of the order;
(3) whether or not the person has ever signed a consent order of the discipline committee under section 32 of the Act; and
(4) the details of a consent order pertaining to a change in the person's registration status or a restriction on the practice of the profession of the registrant.

Manner of disposal of college records containing personal information

44. The board must ensure that a college record containing personal information is disposed of only by
(1) effectively destroying a physical record by utilizing a shredder or by complete burning;
(2) destroying information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed;
(3) returning the record to the person the information pertains to; or
(4) returning the record to the registrant who compiled the information.

PART 4 REGISTRATION

Classes of registrants

45. The following classes of registrants are established:
(1) full registration;
(2) clinical registration;
(3) provisional registration;
(4) non-practising registration; and
(5) temporary registration.

Application for registration

46. (1) Where a person making application for registration meets all of the requirements set out in section 49(1) or (2) the applicant must provide:
    (a) a completed application in a form approved by the registrar;
    (b) a signed statement in the form set out in Schedule C of these bylaws;
    (c) satisfactory evidence of the good character of the person consistent with the responsibilities and standards expected of a registrant:
        (i) two letters of reference; and
        (ii) any other evidence required by the registration committee;
    (d) an up-to-date resume or similar document;
    (e) evidence of completing the required number of hours of social work experience as specified in section 49(1)(b);
    (f) the application fee listed in Schedule B of these bylaws;
    (g) a transcript, notarized copy, or other satisfactory evidence of the applicant's degree;
        (i) in the event that the applicant's degree is from an institution outside of North America, cause a basic report from a credential evaluation service determined by the registration committee to be delivered to the College;
    (h) proof of identity in the form of at least one piece of government issued identification with a picture of the applicant, and one other piece of identification;
        (i) if the name of the person on any document submitted is different than that on the identification evidence satisfactory to the registrar that the applicant changed their legal name;
    (i) a signed criminal record check authorization form as required by the Criminal Records Review Act; —
    (j) any other police information checks required by the board;
    (k) where a police information check or other criminal record check indicates charges or evidence of one or more criminal convictions the applicant must
        (i) provide a written explanation of the circumstances leading to the charges; and
        (ii) provide a signed authorization for the registrar to confirm the information with a law enforcement agency, court or registry;
    (l) in the case of an applicant who is residing, or as an adult, has resided in a jurisdiction outside Canada, a criminal record check from that jurisdiction in a form satisfactory to the registrar obtained no more than 60 days prior to the date of the application under subparagraph (1)(a);
    (m) a letter or certificate, in a form satisfactory to the registrar and dated within 60 days prior to the date of application, from each body responsible for the regulation of social work or another profession in a jurisdiction where the applicant is, or has been, authorized to practise social work or that other profession, specifying particulars of any cancellation, suspension, limitation or conditions on the applicant's entitlement to practice;
    (n) evidence of language proficiency as determined by the registration committee;
    (o) any information required for registration for any examinations required under section 49(1)(c).

(2) The registrar will issue to an applicant an authorization for an exam required under section 49(1)(c) where a person complies with subsection (1)(a) through (o).

(3) Where the applicant has written an examination for the purpose of licensure in social work in another jurisdiction;
    (a) cause a score report with a passing score from an examination required by the board to be delivered to the College; and
    (b) a score report delivered under subsection (3)(a) will only be accepted if the applicant
        (i) is currently registered as a social worker; and
        (ii) section 53 applies to a person making an application who is non-practising.

Application for registration without a social work degree

47. (1) A person making application for registration without a social work degree must
    (a) comply with the requirements in section 46 (1)(a) through (o);
    (b) meet the requirements set out in section 49 (2); and
        (i) provide a completed education supplemental document in a form approved by the registrar; and
        (ii) cause a practice experience assessment form completed by a supervisor to be submitted to the College.

Application for provisional registration

48. (1) A person making an application for provisional registration must
    (a) comply with the requirements in section 46 (1)(a) through (o);
    (b) meet all the requirements set out in section 49 (1) (a) and (b); and
    (c) submit a provisional application form.

Full registration

49. (1) For the purposes of section 9(1)(h) of the Act, the requirements for full registration are
    (a) graduation from an academic program approved by the board with
        (i) a baccalaureate, master's, or doctoral degree in social work; or
        (ii) a credential in social work equivalent to an undergraduate or postgraduate baccalaureate, master's, or doctoral degree in social work;
    (b) a minimum of 700 hours of social work experience which meets standards approved by the board; and
    (c) successful completion of the examinations required by the board.

(2) An applicant who does not meet the requirements established in subsection (1) may be granted full registration if the applicant
    (a) has a minimum of a baccalaureate degree in a related field and a combination of knowledge, skills and abilities which are found by the registration committee to be substantially equivalent to the requirement established in subsection (1) (a), and has provided evidence satisfactory to the registration committee of such knowledge, skills and abilities, and evidence satisfactory to the registration committee that the applicant is the person named therein;
    (b) has successfully completed any upgrading program(s) required by the registration committee; and
    (c) has successfully completed any examination required by the board.

(3) An applicant may be granted full registration if the applicant
    (a) is registered in good standing with a regulatory body in another Canadian jurisdiction as, in the opinion of the board, the equivalent of a full registrant, and has provided evidence satisfactory to the registrar of such registration and that the applicant is the person named therein; and
    (b) meets the requirements established in section 46 (1)(a) through (l).

(4) A full registrant may practice social work as defined in the Act but may not undertake clinical social work.

Clinical registration

50. (1) For the purposes of sections 9(1)(h) and 13(1)(b) of the Act, the qualifications for registration as a clinical registrant are
    (a) a master's or doctoral degree in social work from an academic program approved by the board or a credential in social work equivalent to a master's or doctoral degree in social work;
    (b) successful completion of a course of study in each of the clinical content areas specified in Schedule G;
    (c) after having obtained a degree referred to in paragraph (a), completion of a minimum of 3000 hours of supervised clinical social work practice in accordance with the requirements specified in Schedule G;
    (d) references from two individuals
        (i) each of whom
            (A) is a registered social worker, a psychiatrist or other physician, or a registered psychologist;
            (B) has knowledge of the applicant's clinical practice; and
        (ii) one of whom has supervised the applicant's clinical social work practice under paragraph (c);
    (e) evidence satisfactory to the registrar that the applicant is of good character consistent with the responsibilities of a registrant and the standards expected of a registrant;
    (f) within one year of the applicant being approved to write the examination specified by the board for registration as a clinical registrant, successful completion of that examination;
    (g) evidence satisfactory to the registrar of the applicant's English language proficiency; and
    (h) receipt by the registrar of
        (i) a completed and signed application for registration as a clinical registrant in the form approved by the registrar;
        (ii) the fee for applying for registration as a clinical registrant specified in Schedule B;
        (iii) an original transcript, or other evidence satisfactory to the registrar of the applicant's degree and evidence that the applicant is the person named therein;
        (iv) a signed copy of the application statement set out in Schedule C;
        (v) the fees for registration as a clinical registrant specified in Schedule B;
        (vi) a signed criminal record check authorization in the form required by the Criminal Records Review Act;
        (vii) any other police information checks required by the board;
        (viii) where a police information check or other criminal record check indicates charges or evidence of one or more criminal convictions the applicant must
            (A) provide a written explanation of the circumstances leading to the charges; and
            (B) provide a signed authorization for the registrar to confirm the information with a law enforcement agency, court or registry

(ix) in the case of an applicant who is residing, or as an adult, has resided in a jurisdiction outside Canada, a criminal record check from that jurisdiction in a form satisfactory to the registrar obtained no more than 60 days prior to the date of the application under subparagraph (i).

(x) proof of professional liability insurance in the amount and form specified in section 82;

(xi) a letter or certificate, in a form satisfactory to the registrar and dated within 60 days prior to the date of application, from each body responsible for the regulation of social work or another profession in a jurisdiction where the applicant is, or has been, authorized to practise social work or that other profession, specifying particulars of any cancellation, suspension, limitation or conditions on the applicant's entitlement to practice.

(2) Despite subsection (1), the registrar may grant an applicant registration as a clinical registrant if the applicant

(a) holds registration or licensure in another Canadian jurisdiction as the equivalent of a clinical registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to clinical registrants in British Columbia

(b) meets any applicable continuing competency and quality assurance requirements established by the regulatory authority for social work in the jurisdiction referred to in paragraph (a), and

(c) delivers to the registrar

(i) evidence satisfactory to the registrar of such registration and that the applicant meets the qualifications established in paragraphs (a) and (b), and

(ii) the items required under subsection (1)(h)(i) to (xi) ,.

(3) A clinical registrant may

(a) practise social work,

(b) practise clinical social work, and

(c) use the title "registered clinical social worker" in addition to the titles that may be used by a registrant under section 18(1)(a) of the Act.

Provisional registration

51. (1) An applicant who meets all the requirements established under section 49(1)(a) and (b) but has not met the requirement in section49 (1)(c) may be granted provisional registration by the registrar where the registrar has received a completed application made under section 46 (1)(a) through (o) .

(2) Provisional registration granted under subsection (1) is for a period of one year.

(3) Provisional registration may be extended for a period of up to one additional year when the applicant has taken an examination required by the board not less than twice in the first year of registration in this class.

(4) A provisional registrant who fails to complete the conditions for full registration shall cease to be registered.

(5) A provisional registrant may only represent themselves as a provisional registrant.

(6) A provisional registrant may only practice social work under supervision.

(7) A provisional registrant may practice social work as defined in the Act, except:

(a) a provisional registrant must not engage in independent private practice; and

(b) may not undertake clinical social work as defined by these bylaws.

Non-practising registration

52. (1) A full or clinical registrant may be granted non-practising registration by the registrar where the registrant has delivered to the registrar

(a) a signed application for non-practising registration in a form approved by the registrar;

(b) the application fee approved by the board; and

(c) a signed statement that the registrant will not practise social work while registered under this section.

(2) A non-practising registrant will not practise social work and may only represent themselves as a non-practising registrant.

Returning to full registration from non-practising registration

53. (1) A non-practising registrant may be granted full or clinical registration by the registrar where the registrant has delivered to the registrar

(a) a signed application for full or clinical registration in the form approved by the registrar; and

(b) a continuing professional development plan.

(2) A registrant who applies to change from non-practising registration to full or clinical registration and has been in the non-practising class must arrange for and receive mentoring or supervision as follows
   (a) between one and 2 years registration in the non-practising class, not less than 6 hours mentoring or supervision within the first 3 months of return to practice;
   (b) between 2 and 3 years registration in the non-practising class, not less than 12 hours mentoring or supervision within the first 4 months of return to practice;
   (c) between 3 and 4 years registration in the non-practising class, not less than 18 hours mentoring or supervision within the first 5 months of return to practice;
   (d) between 4 and 5 years registration in the non-practising class, not less than 24 hours mentoring or supervision within the first 6 months of return to practice; and

(3) A registrant who applies to change from non-practising registration to full or clinical registration and has been registered in the non-practising class for 5 or more years must complete the licensure examination as determined by the board under section 49(1)(c) or section 50(1)(f) of the bylaws as applicable.

(4) A non-practising registrant who is granted registration in the full or clinical class must complete the requirements established
   (a) in section 64(1)(a) on a prorated basis; and
   (b) in section 64(1)(b), (c) and (d) on a non-prorated basis.

Temporary registration

54. (1) An applicant may be granted temporary registration by the registrar for a period of up to 90 days where the applicant
   (a) is a registrant in good standing of a regulatory body governing the practice of social work in a jurisdiction approved by the board, and meets the requirements set out in section 49(1)(a); and
   (b) has delivered to the registrar
      (i) a signed application for temporary registration in a form approved by the registrar;
      (ii) the application fee approved by the board;
      (iii) confirmation of the applicant's registration status in a regulatory body specified in paragraph (a) and evidence satisfactory to the registrar that the applicant is the person named therein;
      (iv) a signed statement in Schedule C; and
      (v) a signed criminal record check authorization form required by the Criminal Records Review Act and other criminal record checks required by the board.

(2) The registration of a person who has been granted temporary registration under subsection (1) may be renewed by the registrar once for an additional period of up to 90 days.

(3) A temporary registrant may only represent themselves as a temporary registrant.

(4) A temporary registrant may practise social work as if the temporary registrant were a full registrant, subject to any terms, limits or conditions imposed by the registration committee on the practice of temporary registrants as a class.

(5) A temporary registrant may practice social work as defined in the Act but may not undertake clinical social work.

Specialist certificates

55. (1) The registrar may issue specialist certificates to registered social workers to certify competence according to standards of competence set by the board, in specialized areas of practice to be established by the board from time to time.

(2) An applicant for a specialist certificate must meet the standards of competence for that specialty.

(3) A registrant to whom a specialist certificate has been issued may use the title "specialist" or a similar designation suggesting a recognized special status in any marketing for the specialty covered by the certificate.

Certificate of registration

56. (1) The registrar will issue a certificate in Schedule D to any person who is granted registration and the certificate must contain the limitations or conditions permitted by the Act, the Regulations, or these bylaws.

(2) Registration is for one year, unless otherwise provided for on the membership card.

Examinations

57. (1) Any examination for registration required under the Act shall be administered to applicants often enough to meet the reasonable needs of applicants for registration. The board shall be ultimately responsible for determining the content and subject matter of each examination and the time, place, and dates of administration of the examination. If applicable, the board may confer with and rely upon the expertise of an examination entity in making such determinations.

(2) The examination shall be prepared to measure the competence of the applicant to engage in the relevant practice of social work. The board may employ, cooperate, and contract with any organization or consultant in the preparation,

administration and grading of an examination but shall retain the sole discretion and responsibility for determining which applicants have successfully passed such an examination.

Review of registrar's decision

58. (1) The registrar has the authority to grant registration.
(2) All applications for registration are sent to the registrar.
(3) If the registrar does not grant registration because the registrar is not satisfied the applicant is qualified to be a registrant under the requirements for registration established under these bylaws, the registrar may deliver the application to the registration committee and provide notice to the applicant.
(4) The registration committee shall review the registrar's decision made under subsection (3) in accordance with section 14 of the Act.

Registration renewal

59. (1) To be eligible for a renewal of registration, all registrants except for honorary registrants, are required to
(a) apply to the registrar;
(b) pay the registration renewal fee approved by the board;
(c) pay any other outstanding fee, debt or levy owed to the board;
(d) attest that the registrant is in compliance with the Act, and is in compliance with any limits or conditions imposed under these bylaws;
(e) provide proof of having completed the requirements of the quality assurance program under Part 5; and
(f) provide a signed criminal record check authorization form required by law and other criminal record checks required by the board.
(2) Notice of the fees must be delivered to each registrant no later than November 30 and must describe the consequences of late payment and non-payment of fees.
(3) Each registrant must pay to the board the registration renewal fee on or before January 31.
(4) The annual registration renewal fee may be paid in advance instalments where approved by the board.
(5) On payment of the registration renewal fee, and any arrears, the registrar must issue to the registrant making payment a receipt and may issue a card indicating proof of registration.
(6) Where a registrant fails to pay a registration renewal fee on or before January 31, such a registrant ceases to be registered.
(7) Notwithstanding compliance with these bylaws, registrants are not entitled to renew their registration unless they have filed with their application, proof of having met the continuing competency requirements established by the quality assurance committee and approved by the board.

Quality assurance program requirement for renewal

60. (1) Each registrant must submit a report in the form determined by the quality assurance committee and complete a statutory declaration stating compliance with the college's quality assurance program on a schedule determined by the quality assurance committee and may submit the report by electronic means.
(2) The status of a registrant on the public register who fails to report or complete requirements on or before the deadline established in section 66(2) will reflect that the registrant is not in good standing.
(3) The requirements for reinstatement as established in section 61 shall apply to a registrant who does not complete the requirements of the quality assurance program.

Reinstatement following non-payment of fees

61. (1) A former registrant who ceased to be registered by reason only of a failure to renew registration is eligible for reinstatement by the board where the former registrant
(a) applies for reinstatement in the form required by the registration committee not later than 3 months following the expiry of the former registrant's registration;
(b) is not in contravention of the Act, or these bylaws;
(c) pays the registration renewal fee;
(d) pays a reinstatement fee in an amount equal to 35 percent of the registrant's annual registration renewal fee, and
(e) completes and reports any outstanding requirements of the continuing professional development program.
(2) Despite subsection (1), the registrar may reinstate a former registrant without payment of a reinstatement fee where the former registrant is able to demonstrate inability to comply with section 59 for reasons of undue hardship.
(3) If the registrar refuses under subsection (2) to reinstate a former registrant without payment of any reinstatement fee under subsection 1(d), the former registrant may apply to the registration committee for a review of that decision.

Reapplication

62. An applicant may reapply for registration after the expiration of one year from the date at which the college's refusal to register is final.

Notification of change of registration information

63. A registrant must immediately notify the registrar in writing of any change of address, name or any other registration information previously provided to the registrar, as follows:
    (1) Practice Address
    A registrant must advise the registrar of the address of all of the registrant's places of practice of social work and inform the registrar immediately of a change of any of the registrant's places of practice of social work.
    (2) Residential Address
    A registrant who ceases to have a place of practice of social work separate from the registrant's residence must provide the following information to the registrar immediately:
        (a) the address of the registrant's residence;
        (b) any change in the address of the registrant's residence; and
        (c) on return to practice, employment or other business, the addresses of the registrant's place of practice of social work.

PART 5 QUALITY ASSURANCE

Quality assurance program

64. (1) Each registrant in the full, clinical, or provisional class shall complete
        (a) 31 hours of continuing professional development activities;
        (b) 3 hours of continuing professional development activities related to ethical conduct and ethical decision making;
        (c) 3 hours of continuing professional development activities related to cultural safety, cultural humility and anti-discriminatory practice; and
        (d) 3 hours of continuing professional development activities related to Indigenous specific cultural learning and anti-Indigenous specific racism and discrimination.
    (2) The annual requirement established in subsection (1) does not apply to a registrant in the year of registration following successful completion of an examination approved by the board.
    (3) The requirements of the quality assurance program in subsection (1)(a) will apply on a pro-rated basis to a person granted registration who is not required to complete an examination.

Standards for continuing professional development

65. (1) In satisfying the annual requirement established in section 64(1), a registrant may engage in a broad range of continuing professional development activities related but not limited to: direct, private, clinical, administration, education, research, management and other areas of practice, provided those continuing professional development activities meet the criteria established by the quality assurance committee under section 19(4)(a).
    (2) The following standards apply to the college's quality assurance program.
        (a) Standard 1: Plan continuing professional development activities that will enhance the quality of practice and delivery of services.
        (b) Standard 2: Undertake continuing professional development activities that enhance social work ethical conduct, cultural safety, cultural humility and anti-discriminatory practice, Indigenous specific cultural learning and learning related to anti-indigenous specific racism and discrimination.
        (c) Standard 3: Actively seek and participate in a range of continuing professional development activities that maintain and advance professional skills and knowledge within current or future scopes of practice.
        (d) Standard 4: Seek to ensure that continuing professional development activities promote positive outcomes for recipients.
        (e) Standard 5: Accurately maintain an up-to-date record of continuing professional development activities as part of ongoing professional development.
        (f) Standard 6: Accurately report completion of continuing professional development activities to the college in a timely manner.
        (g) Standard 7: Upon request provide the college with documentation as part of any auditing and review process.
    (3) Each registrant must meet standards 1 through 6 in satisfying the annual requirement established in subsection 1.

Annual requirement

66. (1) The continuing professional development cycle begins on November 1 of the year following registration with the college.
(2) Registrants are required to record and report continuing professional development activities with the college not later than October 31 of each year.
(3) No hours may be carried over from one cycle to another.

Continuing professional development information and records

67. (1) A registrant must retain all records relating to a continuing professional development activity for not less than 5 years.
(2) Upon receiving a request for information or records relating to continuing professional development from the quality assurance committee, a registrant must send the committee the registrant's response within 30 days.

Quality assurance committee management of program

68. (1) The quality assurance committee must determine whether or not a registrant has complied with the requirements of the quality assurance program, including whether or not the registrant should be deemed to comply due to special or extraordinary circumstances.
(2) The committee must provide reasons in writing for a decision made with respect to determinations of non- compliance.
(3) Where a registrant submits a false or misleading declaration or information, the quality assurance committee must make a report in writing to the inquiry committee.
(4) The quality assurance committee may enter into an agreement with a registrant for the purpose of ensuring minimum practice standards.

PART 6 INSPECTIONS, INQUIRIES AND DISCIPLINE

Inspections

69. An inspector must not observe a registrant while the registrant is providing a service to a client except where
(1) the consent of the client being treated has been obtained in advance; or
(2) the service is being provided in a public setting.

Investigations by inquiry committee

70. (1) The inquiry committee must notify a registrant who is the subject of an investigation and any complainant of the disposition of the investigation and any action taken under section 27(4) of the Act.
(2) Before proposing any action under section 30 of the Act, the inquiry committee may review all previous complaints and disciplinary matters involving the registrant to be satisfied that the proposed undertaking or agreement is appropriate in the circumstances.

Complaint resolution agreements

71. (1) In this section, **"complaint resolution agreement"** means the record of an undertaking or agreement given under section 30 of the Act for the purposes of resolving a complaint.
(2) A complaint resolution agreement must
(a) include any consent to a reprimand or to any other action made by the registrant under section 30 of the Act;
(b) include any undertaking made by the registrant under section 30 of the Act;
(c) specify the length of time that an undertaking specified in paragraph (b) is binding on the registrant;
(d) specify the procedure that the registrant may follow to be released from an undertaking specified in paragraph (b); and
(e) specify which terms of the complaint resolution agreement may be disclosed to the public subject to section 37 of the Act.

Citation for disciplinary hearing

72. (1) On the direction of the inquiry committee, the registrar may join one or more complaints or other matters which are to be the subject of a discipline hearing in one citation as appropriate in the circumstances.
(2) On the direction of a panel of the discipline committee, the registrar may sever one or more complaints or other matters which are to be the subject of a discipline hearing as appropriate in the circumstances.

(3) On the direction of a panel of the discipline committee, the registrar may amend a citation issued under section 31 of the Act.
(4) Where a citation is amended under subsection (3) prior to a discipline hearing, the amended citation must be delivered to the respondent by personal service or sent by regular mail to the respondent at the last known address for the person recorded as required in or pursuant to section 12(2) of the Act not fewer than 14 days before the date of the hearing.
(5) Where a citation is amended under subsection (3) prior to a discipline hearing, and the amended citation changes the date, time or place of the hearing, the registrar must notify any complainant of the amendment not fewer than 14 days before the date of the hearing.
(6) The discipline committee may hold a hearing in relation to a citation containing one or more matters directed against one or more registrants at the same time.

Consent orders

73. (1) In this section, "consent order" means the record of an undertaking or agreement given under section 32 of the Act for the purposes of resolving a complaint.
(2) A consent order must
(a) include any consent to a reprimand or to any other action made by the registrant under section 32 of the Act;
(b) include any undertaking made by the registrant under section 32 of the Act;
(c) specify the length of time that an undertaking specified in paragraph (b) is binding on the registrant; and
(d) specify the procedure that the registrant may follow to be released from an undertaking specified in paragraph (b).

Hearings of discipline committee

74. (1) No person may sit on the discipline committee while a member of the inquiry committee.
(2) No member of the discipline committee may sit on a panel hearing a matter in which they were involved as a member of the inquiry committee.
(3) Information about the date, time and subject matter of the hearing will be provided to any person on request and posted on the college website.
(4) The discipline committee must provide notice by registered mail or by personal service to a person who is required to attend a hearing under section 33(9) of the Act in the form set out in Schedule E.
(5) At a hearing of the discipline committee
(a) the testimony of witnesses must be taken on oath, which may be administered by any member of the discipline committee; and
(b) the college and the respondent have the right to cross examine witnesses and to call evidence in reply.
(6) Subject to subsection (7) evidence is not admissible at a hearing of the discipline committee unless, at least 14 days before the hearing, the party intending to introduce the evidence provides the other party with
(a) in the case of documentary evidence, an opportunity to inspect the document;
(b) in the case of expert testimony
(i) the name and qualifications of the expert;
(ii) a copy of any written report the expert has prepared respecting the matter; and
(iii) a written summary of the evidence the expert will present at the hearing if the expert did not prepare a written report in respect of the matter; and
(c) in the case of testimony of a witness who is not an expert, the name of that witness and an outline of their anticipated evidence.
(7) The discipline committee may
(a) grant an adjournment of a hearing;
(b) allow the introduction of evidence that is not admissible under subsection (6); or
(c) make any other direction it considers appropriate if the discipline committee is satisfied that this is necessary to ensure that the legitimate interests of a party will not be unduly prejudiced.
(8) All discipline hearings shall be recorded and any person may obtain, at that person's expense, a transcript of any part of the hearing which that person was entitled to attend.
(9) In making an order to be imposed on a registrant under section 34(4) of the Act, the discipline committee must, after making a determination on the facts, consider a previous relevant disciplinary decision regarding the registrant or an undertaking or consent to a reprimand given by the registrant under section 30 or 32 of the Act.

Misconduct and incompetence defined

75. For the purpose of these bylaws and the Act
(1) "misconduct" includes:

(a) conviction for a criminal offence, the nature of which is relevant to the registered social worker's suitability to practise social work or which may reasonably be expected to bring the profession of social work into disrepute; or
(b) contravening, while engaged in the practice of social work, an act or regulation or rule made under any act designed to protect the health of the public; or
(c) conduct considered by the board to be contrary to the best interests of the individuals, groups, or communities served; or
(d) engaging in the practice of social work while the ability to do so is impaired by alcohol, a drug, illness or other dysfunction; or
(e) giving information concerning a client or any professional services performed for a client to any other person without the consent of the client, unless required to do so by law; or
(f) failure to provide within a reasonable time and without cause, any report requested by a client, or an authorized agent of the client, in respect of services performed; or
(g) charging a fee that is excessive in relation to the services performed; or
(h) charging a fee for services not performed; or
(i) providing an unnecessary service; or
(j) receiving or conferring a rebate, fee or other benefit by reason of the referral of a client from or to another person; or
(k) failure to properly supervise a person who provides a service and who is under the professional responsibility of the registered social worker; or
(l) failure to comply with the Act or these bylaws; or
(m) using a term, title, listing or designation other than one authorized under the Act or another Act; or
(n) failure to reply within 30 days to any written request for information from the board or its members, officers, employees, or agents; or
(o) misrepresentation in applying for registration or renewal as a registered social worker; or
(p) permitting, counselling or assisting any person who is not a registered social worker to represent themselves as a registered social worker; or
(q) announcing or holding out that the registered social worker has special qualifications that are not possessed by the registered social worker; or
(r) making a record or signing or issuing a certificate, report, account or similar document that the registered social worker knows or ought to know is false, misleading or otherwise improper; or
(s) publishing, displaying, distributing, using or listing, or permitting, directly or indirectly, the publication, display, distribution, use or listing of any advertisement related to the practice of social work that, is false or misleading to prospective clients, makes claims of special skills that are not supported by the education or training of the registered social worker, or discredits the profession of social work; or
(t) committing an act of sexual misconduct; or
(u) failing to comply with an agreement pursuant to section 30 of the Act previously enforced and failing to comply with any undertaking, consent order or mediated settlement pursuant to the Act or these bylaws; or
(v) any other conduct which the discipline committee considers could reasonably be expected to bring the profession of social work into disrepute; or
(w) any other failure to comply with the code of ethics or standards of practice as approved by the board from time to time.

(2) **"incompetence"** means:
(a) a lack of knowledge, skill, or judgment, or disregard for the welfare of a client or the public of such nature or extent as to demonstrate that the registrant is unfit to carry out one or more of the responsibilities of a registrant; or
(b) a failure to comply with standards of practice established by the board from time to time.

Notice of disciplinary decision

76. (1) At the conclusion of a disciplinary proceeding, the board must, within a reasonable time, advise every registrant of
(a) the name of the respondent;
(b) the facts of the case;
(c) the reasons for the decision; and
(d) the disposition of the case, including the nature of any limitation or suspension, and the date it is in effect.

(2) Where disciplinary proceedings result in the limitation, suspension, or termination of a registrant's practice, the registrar must notify
(a) the regulatory bodies for social work in every other Canadian jurisdiction;
(b) the registrant's employer;
(c) on request, any regulatory body in any other jurisdiction;

(d) any other individual or organization as directed by board policy; and
(e) the public on the college website.

(3) The board may order that the information listed in subsection (1) be included in the online registry.

(4) Disclosure of personal information
(a) In this section, **"third party"** includes a client and a complainant;
(b) For the purposes of section 73 of these bylaws, the board, the registrar, or any committee which releases information must not disclose personal information in the report or part of the report if the disclosure would be an unreasonable invasion of a third party's personal privacy under section 22 (2) to (4) of the *Freedom of Information and Protection of Privacy Act.*

Registrant under suspension

77. (1) During any period of suspension from practice, a registrant shall
(a) not hold themselves out as being a registrant;
(b) not hold office in the college;
(c) not make appointments for clients or prospective clients;
(d) not contact or communicate with clients or prospective clients except for the following purposes
(i) to advise clients or prospective clients of the fact and duration of the suspension;
(ii) to advise employers of the suspension; or
(iii) to advise a client or a prospective client that another registrant will continue to operate in the suspended registrant's place, or to refer the client to another registrant in good standing;
(e) remove from their premises and the building in which the premises are located, their name and any sign relating to their practice;
(f) display a notice of suspension, in a form and in an area approved by the registrar, which states the duration of the suspension;
(g) immediately surrender to the registrar their practice certificate;
(h) pay any fee or special assessment required by the college when due in order to remain a member; and
(i) not be entitled to a refund of the annual fee for the portion of the suspension or of any special assessment that the member has paid.

(2) During the period of suspension, a suspended registrant may permit another registrant in good standing to practise within the suspended member's office, provided that the suspended member complies with the provisions of subsection (1).

(3) Any communication under subsection (1)(d) may be made in writing in a form approved in advance by the registrar, or by employing office staff, an answering service or other telephonic device specifically for this purpose.

Fines

78. The maximum amount of a fine that may be ordered by the discipline committee under section 34(4)(e) of the Act is $35,000.

Costs

79. (1) If following a hearing under section 33 of the Act the discipline committee dismisses a complaint under section 34(1)(a) of the Act, the committee may, pursuant to section 34 of the Act, require the college to pay to the registrant up to 50 percent of the actual costs incurred by the registrant, subject to the following limitations:
(a) costs may only be awarded in respect of matters covered by the tariff of costs set out in Schedule F; and
(b) costs awarded must not exceed the amount set out for that expense in Schedule F.

(2) If following a hearing under section 33 of the Act, the discipline committee makes an order pursuant to section 34(4) of the Act, the committee may, pursuant to section 34(6) of the Act, require the registrant to pay to the college costs incurred by the inquiry committee and the discipline committee, subject to the following limitations:
(a) costs may only be awarded in respect of matters covered by the tariff of costs set out in Schedule F; and
(b) costs awarded must not exceed the amount set out for that expense in Schedule F.

(3) If a written proposal given to the inquiry committee pursuant to section 32(1) of the Act is accepted by the inquiry committee under the terms of the consent agreement given pursuant to section 32(1)(c) of the Act, subject to the following limitations:
(a) costs may only be awarded in respect of matters covered by the tariff of costs set out in Schedule F; and
(b) costs awarded must not exceed the amount set out for that expense in Schedule F.

PART 7 GENERAL

Codes of ethics and standards of practice

80. (1) The board may establish and approve Standards of Practice and a Code of Ethics.
(2) Board members and officers must at all times conduct themselves in a manner that is in keeping with the public interest and the ethical standards of the profession.
(3) Registrants must at all times conduct their practice in a manner that is in keeping with the ethical standards of the profession.
(4) Registrants, board members and officers must conduct themselves in accordance with the Code of Ethics and Standards of Practice.
(5) Registrants must take reasonable steps to ensure that other registrants, assistants, students, and non- registrants employed by or supervised by the registrant, are aware of and act in accordance with the requirements of the Code of Ethics and Standards of Practice so far as these apply to those persons.

Protection of personal information

81. Registrants must ensure that their practices are in compliance with the applicable legislation regarding protection of personal information.

Liability insurance

82. (1) All full registrants, clinical registrants, provisional registrants and temporary registrants must obtain and at all times maintain professional liability insurance in an amount of at least $3,000,000 per occurrence.

(2) Insurance obtained by a registrant further to subsections (1) must
(a) be in a form that is satisfactory to the college, and
(b) apply to any non-registrant who assists the registrant in providing social work or clinical social work services to clients.

Marketing

83. (1) In this part,
"advertisement" means the use of space or time in a public medium, or the use of a commercial publication such as a brochure or handbill, to communicate with the general public, or a segment thereof, for the purpose of promoting professional services or enhancing the image of the advertiser;
"marketing" includes
(a) an advertisement;
(b) any publication or communication in any medium with any client, prospective client or the public generally in the nature of an advertisement, promotional activity or material, a listing in a directory, a public appearance or any other means by which professional services are promoted; and
(c) contact with a prospective client initiated by or under the discretion of a registrant.
(2) Any marketing undertaken or authorized by a registrant in respect of the registrant's professional services must not be
(a) false;
(b) inaccurate;
(c) reasonably expected to mislead the public;
(d) unverifiable; or
(e) contrary to the public interest in the practice of social work.
(3) Marketing violates subsection (2) if it
(a) is calculated or likely to take advantage of the weakened state, either physical, mental or emotional, of the recipient or intended recipient;
(b) is likely to create in the mind of the recipient or intended recipient an unjustified expectation about the results which the registrant can achieve;
(c) implies that the registrant can obtain results
(i) not achievable by other registrants;
(ii) by improperly influencing a public body or official, or any corporation, agency or person having any interest in the welfare of the recipient;
(iii) by any other improper means; or

(d) compares the quality of services provided with those provided by
    (i) another registrant;
    (ii) a person authorized to provide social services under another enactment; or
    (iii) another social service or health profession.

(4) A registrant must not
    (a) state publicly that the registrant speaks on behalf of the board unless the registrant has been expressly authorized by the board to state the official position of the board; or
    (b) endorse or lend themselves as a social worker to the advertisement of any property, investment or service for sale to the public unless such property, investment or service relates directly to the profession.

(5) A registrant who, in any advertisement, includes a statement of fees for a specific service
    (a) must ensure that the statement sufficiently describes the fees and services so as to enable the recipient or intended recipient to understand the nature and extent of the services to be provided and the cost to the client; and
    (b) must not in the advertisement compare the fees charged by the registrant with those charged by another registrant.

(6) Unless otherwise authorized by the Act, these bylaws, or the board, a registrant
    (a) must not use the title "specialist" or any similar designation suggesting a recognized special status or accreditation on any letterhead or business card or in any other marketing; and
    (b) must take all reasonable steps to discourage the use, in relation to the registrant by another person, of the title "specialist" or any similar designation suggesting a recognized special status or accreditation in any marketing.

(7) A registrant must retain for one year after the date of publication or broadcast of any advertisement or brochure, and must provide to the board upon request
    (a) a copy of any such publication;
    (b) a recording of any such broadcast made by use of any electronic media, including radio, television and microwave transmission; and
    (c) a written record of when and where the publication or broadcast was made.

(8) It is the duty of the registrant, when called upon by the discipline committee, inquiry committee, or the board to do so, to verify the statements made in the registrant's marketing.

(9) Registrants who limit their practices to certain branches or areas of the profession may state in any marketing, the branch or area to which the practice is restricted.

Electronic submission and signing of documents

84. A form or other document submitted by an applicant, registrant or other person via electronic means is considered to be signed on the day it is submitted.

SCHEDULE A – CERTIFICATE OF ELECTION

Certificate No.

The Registrar of the British Columbia College of Social Workers hereby certifies that _____of _____, in the Province of British Columbia, has been elected as a member of the Board of the College in accordance with the *Social Workers Act*.

The term of the office as a member of the Board of the College will commence on in the year of _____ and terminate on _____in the year of_____.

GIVEN under the seal of the Board at Vancouver, British Columbia, this day of_____

Signature: _____

SCHEDULE B – FEES

British Columbia College of Social Workers

Application Fees,
Applicants for registration pay to the college an application for registration fee in the following amounts for:

Full Registration	$175.35
Clinical Registration.	$315.00
Temporary Registration	$175.35

Annual Registration Fees
Each registrant must pay to the College an annual registration fee on or before January 31, in the following amounts for:

New Graduates[1] (year of graduation from a social work program and the following year)	$292.20
Full Registration [1]	$373.25
Clinical Registration[1]	$373.25
Provisional Registration [1]	$292.20
Non-practising Registration	$91.65
Temporary Registration	$00.00
Transfer from Full/Clinical to Non-practising	$ pro-rated
Transfer from Non-practising to Full/Clinical	$ pro-rated

Reinstatement Fees

35% of annual registration fee

Service Fees

Substantial Equivalency Assessment Fees	$367.50
Verification of Good Standing Requests Fees	$52.50

[1] The annual registration fee is pro-rated the first year.

SCHEDULE C – APPLICATION STATEMENT

CANADA, PROVINCE OF BRITISH COLUMBIA, IN THE MATTER OF AN APPLICATION FOR REGISTRATION WITH THE BRITISH COLUMBIA COLLEGE OF SOCIAL WORKERS

I,_____, of (address)_____do solemnly declare that:

I have not been convicted in Canada or elsewhere of any offence that, if committed by a person registered under the *Social Workers Act*, would constitute unprofessional conduct or conduct unbecoming a person registered under these bylaws except as follows:

My past conduct does not demonstrate any pattern of incompetence or untrustworthiness which would make registration contrary to the public interest.

I am a person of good character.

My entitlement to practise social work has not been limited, restricted or subject to conditions in any jurisdiction at any time except as follows:

At the present time, no investigation, review or proceeding is taking place in any jurisdiction which could result in the suspension or cancellation of my authorization to practise social work in that jurisdiction except as follows:

I have read the *Social Workers Act* of British Columbia, and the bylaws of the British Columbia College of Social Workers made pursuant to that Act.

I will practise at all times in compliance with the *Social Workers Act* of British Columbia and the bylaws of the British Columbia College of Social Workers made pursuant to that Act.

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature of Applicant

SCHEDULE D – CERTIFICATE OF REGISTRATION

This is to certify that

[name]

has met all the requirements for registration as a registered social worker and is now duly registered as such in the Province of British Columbia

As witness our Common Seal

Issued:
Reg. No.:

Issued under the *Social Workers Act*

SCHEDULE E – ORDER TO ATTEND HEARING

IN THE MATTER OF THE BRITISH COLUMBIA COLLEGE OF SOCIAL WORKERS
and

IN THE MATTER OF A HEARING PURSUANT TO
Section 33 OF THE SOCIAL WORKERS ACT
INTO THE CONDUCT OF [ ]

ORDER

TO:

TAKE NOTICE that you are required to attend to testify as a witness at the time, date and place set out below, pursuant to the provisions of section 33 (9) of the *Social Workers Act*. You are also required to bring with you all documents in your possession or power relating to the matters in question in this proceeding.

Please note the provisions of the *Social Workers Act* and the bylaws of the British Columbia College of Social Workers reproduced on the back of this Order.

TIME:

DATE:

PLACE:

Dated:

_____

Member, Discipline Committee responsible
for the conduct of the hearing

SCHEDULE F – TARIFF OF COSTS

for expenses incurred for investigations and in the preparation for and conduct of hearings

Interpretation

1 In this Tariff:

(1) "**process**" means the drawing, filing, service or delivery of a document and any amendment to it or particulars of it, but does not include an application made with respect to the process or any part of the process.

(2) "**tribunal**" means the discipline committee or a panel of the discipline committee.

Scale of costs

2 (1) Where a tribunal has made an order for costs, it may fix the scale, from Scale 1 to 3 in subsection (2), under which the costs will be assessed, and may order that one or more steps in the proceeding be assessed under a different scale from that fixed for other steps.

(2) In fixing the scale of costs the tribunal shall have regard to the following principles:

(a) Scale 1 is for matters of little difficulty;

(b) whether an issue is of importance to a class or body of persons, or is of general interest;

(c) whether the result of the proceeding effectively determines the rights and obligations as between the parties beyond the relief that was actually granted or denied.

(3) In fixing the appropriate scale under which costs will be assessed, the tribunal may take into account the following:

(a) whether a difficult issue of law, fact or construction is involved;

(b) whether an issue is of importance to a class or body of persons, or is of general interest;

(c) whether the result of the proceeding effectively determines the rights and obligations as between the parties beyond the relief that was actually granted or denied.

(4) Where an order for costs has been made, or where, on a settlement, payment of assessed costs has been agreed to, but no scale has been fixed or agreed to, then the costs shall be assessed under Scale 2, unless a party, on application, obtains an order of the tribunal that the costs be assessed under another scale.

(5) Where costs may be assessed without order or agreement, the scale of costs shall be fixed by the tribunal upon the assessment.

Value of Units

3 (1) The value for each unit allowed on an assessment is as follows:

(a) Scale 1 = $40 for each unit;

(b) Scale 2 = $80 for each unit;

(c) Scale 3 = $120 for each unit.

(2) Where maximum and minimum numbers of units are provided for in an Item in the Tariff, the tribunal has the discretion to allow a number within that range of units.

(3) In assessing costs where the Tariff indicates a range of units, the tribunal shall have regard to the following principles:

(a) one unit is for matters upon which little time should ordinarily have been spent;

(b) the maximum number of units is for matters upon which a great deal of time should ordinarily have been spent.

Per Diem Rates

4 (1) Where in a Tariff Item a number of units is allowed for each day but the time spent during a day is not more than 4 hours, only 1/2 of the number of units shall be allowed for that day.

(2) Where in a Tariff Item a number of units is allowed for each day but the time spent during a day is more than 8

hours, the number of units allowed for that day shall be increased by 1/2 of the number.

(3) Where in a Tariff Item a number of units is allowed for preparation for an attendance but the time spent on the attendance is not more than 4 hours, only 1/2 of the number of units for preparation shall be allowed.

(4) Where in the Tariff units may be allowed for preparation for an activity, the tribunal may allow units for preparation for an activity that does not take place or is adjourned up to the maximum allowable for one day.

Offer to Settle Bill of Costs

5 (1) A party to an assessment may deliver to another party an offer to settle the amount of the bill of costs and, after the assessment has been completed, may produce the offer to the tribunal, and the tribunal shall determine whether the offer should have been accepted and, if so, may disallow items of the Tariff which relate to the assessment to the party presenting the bill, and:

(a) allow, by way of set off, items of the Tariff which relate to the assessment to the party making the offer; or

(b) allow double the value of items of the Tariff which relate to the assessment to the party presenting the bill and making the offer.

Disbursements

6 In addition to the Tariff, actual reasonable disbursements are recoverable.

TARIFF		
Item	**Description**	**Units**
1.	**Instructions and Investigations** Correspondence, conferences, instructions, investigations or negotiations by a party relating to a proceeding, whether before or after commencement, for which provision is not made elsewhere in this Tariff	Minimum 1 Maximum 20
2.	**Initiating Complaint** Review and consideration of letter of complaint or other documentation initiating complaint and any reports submitted regarding the complaint	Minimum 1 Maximum 10
3.	**Initiating Process in Respect of Citation** All process for which provision is not made elsewhere in this Tariff for commencing a proceeding	Minimum 1 Maximum 5
4.	**Disclosure** All processes associated with obtaining or providing disclosure of evidence, including documents	Minimum 1 Maximum 10
5.	**Pre Discipline Committee Hearing Applications** Preparation for a pre discipline committee hearing application, for each day of hearing where the hearing is commenced (a) where unopposed; (b) where opposed	2 3
6.	**Pre Discipline Committee Hearing Application** For each day of attendance: (a) where unopposed; (b) where opposed	4 7
7.	**Discipline Committee Hearing** Preparation for hearing for each day of hearing	5
8.	Attendance at discipline committee hearing for each day	10
9.	Process for making admission of facts	Minimum 1 Maximum 10
10.	**Pre-Hearing Conferences** Preparation for attendance at a pre-hearing conference for each day of attendance	Minimum 1 Maximum 3
11.	Attendance at Pre-Hearing Conference for each day	Minimum 1 Maximum 5
12.	Preparation of written argument where requested by the tribunal	Minimum 1 Maximum 10
13.	Attendance at the hearing where party is ready to proceed and when hearing not commenced	3
14.	Settlement of Costs	Minimum 1 Maximum 5
15.	Settlement of Order	Minimum 1 Maximum 3
16.	Process relating to the tribunal signing the Order	Minimum 1 Maximum 3
17.	Negotiations, including mediation, and process for settlement, or dismissal of any proceeding if settled or dismissed as a result of negotiations	Minimum 1 Maximum 10

DISBURSEMENTS		
Item	**Including, but not limited to….**	**Costs**
1.	Photocopying	$0.15 per page
2.	Binding costs	Actual Reasonable
3.	Hearing Room Expenses	Actual Reasonable
4.	Court Recorder and/or other expenses related to producing a record of the proceedings	Actual Reasonable
5.	Expert Witness Fees	Actual Reasonable
6.	Long Distance Telephone Charges	Actual Reasonable
7.	Delivery Costs	Actual Reasonable
8.	Courier	Actual Reasonable
9.	Service Fees, Subpoenas, Citations, etc.	Actual Reasonable
10.	Traveling and subsistence expenses for tribunal members and witnesses	Actual Reasonable

SCHEDULE G – CLINICAL REGISTRATION

Course of study – clinical content areas

1 For the purposes of section 50(1)(b), an applicant for clinical registration must complete a course of study in each of the following clinical content areas:

Clinical Content Area	Level of Study
(1) Human Behaviour and Development (a) Understanding of the different theoretical frameworks and perspectives to inform understanding of human behaviour and development across the lifespan. (b) Analysis of the biopsychosocial factors that impact human behaviour and development across the lifespan. (c) Understanding of the importance of the relational context in which human behaviour occurs and develop social work skills in building and maintaining relationships with individuals, communities, and society.	Undergraduate or Graduate level course
(2) Assessment and Diagnosis (a) Assessment and diagnosis based on the understanding and use of diagnostic criteria and evidence-based screening and assessment tools that are standardized and validated. (b) The knowledge and independent use of diagnostic criteria in the DSM, including how it is used to inform treatment and communicate with clients and other professionals. (c) The understanding of the ethical and cultural considerations involved in the use of the DSM. (d) Demonstration of advanced skills in using the DSM to diagnose and treat mental health conditions in clients; and communicate with other professionals.	Advanced level course that seeks to develop advanced competencies
(3). Psychotherapy and Clinical Practice (a) Demonstrate an advanced understanding of the theories of the course subject. (b) Demonstrate advanced knowledge of evidence-based approaches and therapeutic techniques of the course subject. (c) Demonstrate the skills to apply core interventions of the course subject through role plays, simulations.	Graduate level course

Supervision

2. For the purposes of section 50(1)(c), the 3000 hours of supervised clinical social work practice must
   (a) be obtained during a period lasting at least two years but no more than four years,
   (b) all be time spent engaged in client-related activities further to the provision of clinical social work

services, and not include teaching, research or other activities that are not client-related,

(c) include a minimum of 100 hours of supervision, equitably distributed throughout the supervision period, and

(i) 50 hours of the supervision in paragraph (c) must focus on differential diagnosis process and practice, and demonstration of diagnostic competence using the DSM, and be provided by a supervisor qualified to make a diagnosis using the DSM

(d) include supervision within the content areas of

(i) psychosocial assessments,
(ii) diagnostic practice,
(iii) treatment, including the establishment of treatment goals and plans and differential treatment planning,
(iv) psychosocial therapy,
(v) ethical practice,
(vi) cultural competency,
(vii) social work standards of practice,
(viii) legal and regulatory requirements,
(ix) client relationships and boundaries, and
(x) practice management skills including documentation and record keeping,

(e) include a written supervision plan and/or report by the supervisor that documents

(i) the goals and objectives for the period of supervision,
(ii) the nature, duration and frequency of direct supervision,
(iii) evaluation of the supervisee's competencies and skills to undertake clinical social work, and
(iv) assessment of the supervisee's competence to practice independently,

(f) be provided by a supervisor who is

(i) approved by the registrar further to any policy for such approval that may be established by the board, and
(ii) either

(A) a full registrant, clinical registrant or the equivalent of a full registrant or clinical registrant in another jurisdiction, with a minimum of 3000 hours of registered or licensed practice in social work or clinical social work, as applicable, or

(B) a registered psychiatrist or other physician, or registered psychologist with

(I) a minimum of 3000 hours of registered or licensed practice in psychiatry, medicine or psychology, as applicable, and
(II) knowledge of the practice of social work, social work ethics and standards of practice.

3. The 100 hours of supervision required under section 2 (c) must all be conducted

(a) one-on-one with a single supervisor who meets the qualifications specified in section 2 (f), and

(b) either face-to-face or by means of internet conferencing or any other electronic means that allows for live, 2-way audio and video communication.