

AN INVITATION TO LIST YOUR PRIVATE PRACTICE

on BCASW's online directory of social workers in private practice in British Columbia:

<http://bc.findasocialworker.ca>.

Registered Social Workers in BC now have an online presence to promote their private practice services, with the addition of a British Columbia site to the current Ontario directory.

bc.findasocialworker.ca was built with the most up-to-date technology and combines great functionality with a fresh, professional look. It's a user friendly option for anyone seeking the services of social work private practitioners in British Columbia, including potential clients, physicians, lawyers, EAP providers, insurers and so many other referral sources.

With the keyword search, clients can search by any word, not just predetermined terms, and can search by specific city/towns as well.

You can create your listing directly from the website! Here is everything you need to know to get you up and running:

- Annual listing fee is \$100. To add your photo, there is an additional one-time charge of \$15.
- Annual renewal fee is \$90 per year
- Group practices cannot be posted as one listing – everyone must post individually. You can, however, include the link to a group practice website.

In order to appear on the site, you must:

- be a member of the BC Association of Social Workers – **if you are not currently a member, join online at www.bcasw.org.**
- be a Registered Social Worker (RSW) as designated by BC College of Social Workers
- carry up-to-date professional liability insurance
- adhere to the profession's code of ethics

Before you get started, you will want to gather together the following:

- your BCASW membership number
- your BCCSW Registration number
- your professional liability insurance certificate number

- your photo, if you wish to add one (images must be 184 x 184 with a maximum size of 300 kb. .GIF / .JPG / .BMP are acceptable image formats). **Because correct photo sizing is essential for the template, we suggest that you post your listing without the photo and email the photo separately to BCASW (bcasw@bcasw.org), where we will size it and insert it for you.**
- your Visa or MasterCard credit card number [Note: This is NOT an online payment. The information is transmitted to BCASW via a secure server, and the transaction is processed at the office, following which the credit card information is stripped from the system].

Ready to create your new listing? Just go to <http://bc.findasocialworker.ca> and click on "List Yourself". It is a very straight-forward process.

- Tip: In the "Specialized Training" section, list specialties or interests that haven't been indicated elsewhere that may assist people to find you if they do a 'keyword search'
- After the listing is reviewed and approved by BCASW and payment is processed, it will go live
- "Featured" listings will appear on the home page and change on a regular basis.
- If you have a personal website, you can link potential clients to your own site from this one
- Reminder: If, after you click the 'submit' button, you receive a message back that the file is 'too large' to submit, it's because the photo you attempted to post needs to be resized to a smaller version. Remove the photo, submit the text only, and email us the jpg. We will resize it and post it for you.

If you need to make changes to your already posted listing, they must be done by BCASW. Just email the information to bcasw@bcasw.org and we will make the edits.

If you have any questions, feel free to contact us at bcasw@bcasw.org

Tell your Colleagues!

Please forward this to anyone who may not be on the BCASW mailing list and who might be interested in posting their practice.