

**THE SASKATCHEWAN ASSOCIATION OF SOCIAL WORKERS
REGULATORY BYLAWS**

Table of Contents

<p style="text-align: center;">GENERAL</p> <p>1 Title</p> <p>2 Definitions</p> <p style="text-align: center;">MEMBERSHIP</p> <p>3 Categories of membership</p> <p>4 Practising membership</p> <p>5 Temporary practising membership</p> <p>6 Interjurisdictional electronic practising membership</p> <p>7 Non-practising membership</p> <p>8 Student membership</p> <p style="text-align: center;">REGISTRATION</p> <p>9 Register</p> <p>10 Registration as a member</p> <p>11 Termination of membership</p> <p style="text-align: center;">LICENSURE</p> <p>12 Initial licensure</p> <p>13 Renewal</p> <p style="text-align: center;">MANDATORY CONTINUING EDUCATION</p> <p>14 Mandatory continuing education</p>	<p style="text-align: center;">AUTHORIZED PRACTICE ENDORSEMENT</p> <p>15 Application</p> <p>16 Clinical examination</p> <p>17 Approval of APE</p> <p>18 Maintenance of APE</p> <p>19 Recognition of APE from other jurisdictions</p> <p style="text-align: center;">APPROVED UNIVERSITIES</p> <p>20 Approved universities</p> <p style="text-align: center;">STANDARDS OF PRACTICE</p> <p>21 Code of ethics and standards</p> <p style="text-align: center;">INVESTIGATION AND DISCIPLINE</p> <p>22 Professional conduct committee</p> <p>23 Discipline committee</p> <p style="text-align: center;">MISCELLANEOUS</p> <p>24 Special meetings</p> <p>25 Conflict of interest</p> <p style="text-align: center;">REPEAL AND COMING INTO FORCE</p> <p>26 Repeal</p> <p>27 Coming into force</p>
--	---

GENERAL

Title

1 These bylaws may be cited as *The Social Workers Regulatory Bylaws, 2023*.

Definitions

2 In these bylaws:

“Act” means *The Social Workers Act*;

“approved social work education program” means a social work education program leading to a certificate or degree described in subclause 21(1)(e)(i) of the Act.

MEMBERSHIP

Categories of membership

3 The categories of membership in the association are:

- (a) practising membership;
- (b) temporary practising membership;
- (c) interjurisdictional electronic practising membership;
- (d) non-practising membership; and
- (e) student membership.

Practising membership

4(1) Registration as a practising member is available to a person who meets the requirements of subsection 21(1) or (2) of the Act.

(2) A practising member may:

- (a) if licensed, practise social work;
- (b) use the title “social worker” or “registered social worker” or the abbreviation “RSW”;
- (c) participate and vote at annual and special meetings of the association;
- (d) stand for election or appointment to council;
- (e) be appointed to committees; and
- (f) receive all privileges of membership in affiliated national and international associations.

Temporary practising membership

5(1) Registration as a temporary practising member is available to a person who is registered in good standing in another jurisdiction recognized by the council.

(2) A temporary practising member may:

- (a) if licensed, practise social work for a maximum of four months in the one-year period following registration; and
- (b) use the title “social worker (temp)” or “registered social worker (temp)” or the abbreviation “RSW(temp)”.

Interjurisdictional electronic practising membership

6(1) Interjurisdictional electronic practising membership is available to a person who is registered in good standing in another Canadian jurisdiction and who:

- (a) wishes to provide general social work services electronically to persons physically located in Saskatchewan; or

(b) wishes to provide specialized health care social work services electronically to patients physically located in Saskatchewan.

(2) An interjurisdictional electronic practising member:

(a) described in clause (1)(a) may, if licensed, provide general social work services electronically to persons physically located in Saskatchewan;

(b) described in clause (1)(b) may, if licensed, provide specialized health care social work services electronically to patients physically located in Saskatchewan; and

(c) use the title “social worker (IJE)” or “registered social worker (IJE)” or the abbreviation “RSW(IJE)”.

Non-practising membership

7(1) Registration as a non-practising member is available to a person who is not currently practising social work and who:

(a) has been registered as a practising member; or

(b) meets the requirements of subsections 21(1) or (2) of the Act.

(2) A non-practising member may:

(a) use the title “social worker (non-practising)” or “registered social worker (non-practising)” or the abbreviation “RSW(NP)”;

(b) participate and vote at annual and special meetings of the association, and hold office;

(c) be appointed to committees; and

(d) receive all privileges of membership in affiliated national and international associations.

Student membership

8(1) Student membership is available to a person who is currently enrolled in an approved social work education program.

(2) A student member may:

(a) participate and vote at annual and special meetings of the association; and

(b) be appointed to committees, other than the professional conduct committee or the discipline committee.

REGISTRATION

Register

9(1) The registrar shall ensure that the register kept as required by section 19 of the Act contains the following information for each member registered:

(a) registration number;

- (b) membership category;
- (c) type of licence issued; and
- (d) encumbrances, conditions or restrictions on the licence.

Registration as a member

10 A person applying for registration as a member with the association shall provide:

- (a) proof to the council that the person meets the requirements for registration as set out in the Act and these bylaws in relation to the category of membership for which the person is applying;
- (b) a completed application in the form provided by the association;
- (c) the relevant fee as prescribed in *The SASW Fee Bylaws*;
- (d) references attesting to the applicant's good character; and
- (e) a criminal record check dated no more than six months prior to the date of application.

Termination of membership

11 The membership of a practising member who is not licensed or a non-practising member who has not renewed their registration for more than 12 months is terminated.

LICENSURE

Initial licensure

12(1) The registrar shall issue an annual licence to a person upon their registration as a practising member or interjurisdictional electronic practising member.

(2) The registrar shall issue a licence valid for four months from the date of registration to a person upon their registration as a temporary practising member.

(3) All licences expire on December 31 in each year, unless a different expiration date is indicated on the licence.

Renewal

13 The registrar shall issue a renewal of an annual licence to a practising member or interjurisdictional electronic practising member who:

- (a) provides a completed application in the form provided by the association;
- (b) pays the relevant fee as prescribed in *The SASW Fee Bylaws*; and
- (c) provides confirmation of continuing professional education hours in accordance with sections 14 and, if applicable, 18.

MANDATORY CONTINUING EDUCATION

Mandatory continuing education

14(1) Every practising member shall complete 40 hours of continuing professional education in each year in at least two of the following categories:

- (a) formal learning, including university courses, conferences, workshops, seminars, certificate programs and online learning from recognized organizations;
- (b) teaching and mentoring, including teaching/facilitating university courses, conferences, workshops, seminars, certificate programs and organized discussion groups, research and writing, mentoring, supervising social work students;
- (c) informal learning, including self-directed learning, organized discussions, committee work and board meetings of community organizations associated with social work, educating others about social work at job fairs, presentations to students, or other similar activities.

(2) Members are required to retain any supporting documentation of their continuing professional education for a period of two years and submit it when requested by the registrar for audit purposes.

(3) An applicant who cannot meet the requirements for continuing professional education due to extenuating circumstances may apply to the registrar to have the requirements waived or amended, and shall provide an explanation outlining the extenuating circumstances.

AUTHORIZED PRACTICE ENDORSEMENT

Application

15 A practising member who wishes to apply for an authorized practice endorsement shall provide to the registrar:

- (a) transcripts documenting conferral of a master's degree in social work with a clinical/direct practice focus from an approved social work education program, forwarded directly from the issuing institution;
- (b) evidence of the following:
 - (i) course work in psychotherapeutic methods;
 - (ii) course work in psychopathology;
 - (iii) course work in psychopharmacology as it relates to social work practice in mental health;
 - (iv) course work related to working with specific populations; and
 - (v) orientation to inter-professional practice in health/mental health settings;
- (c) documentation of:

(i) at least of 3,000 hours of supervised clinical social work experience over a minimum two-year and maximum five-year period after having obtained the degree described in clause (a); and

(ii) at least 100 hours of the 3,000 hours described in subclause (i) must be direct clinical supervision with a focus on differential diagnosis process and practice and demonstration of diagnostic competence;

(d) references on a form provided by the association attesting to the practice skills and competence of the applicant from three individuals satisfactory to the council:

(i) at least one of whom is a registered social worker or registered psychologist with an APE or a registered psychiatrist;

(ii) each of whom has knowledge of the applicant's clinical practice; and

(iii) one of whom has directly supervised the applicant's clinical practice;

(e) a completed application on the form provided by the association;

(f) the relevant fee as prescribed in *The SASW Fee Bylaws*;

(g) a criminal record check that is current within six months of the date of application for APE; and

(h) proof of insurance against liability in an amount of at least \$2,000,000.

Clinical examination

16(1) After the requirements described in section 15 have been satisfied, the registrar shall approve the practising member to sit for the Association of Social Work Boards clinical social work examination for a maximum of three times.

(2) Where a practising member fails the examination described in subsection (2) for a third time, the association shall re-assess the member's readiness to continue their application for an authorized practice endorsement.

Approval of APE

17(1) The registrar shall grant an authorized practice endorsement to a practising member who provides evidence that the member has passed the Association of Social Work Boards clinical social work examination.

(2) A practising member who has received an authorized practice endorsement may engage in the practice of diagnosis.

Maintenance of authorized practice endorsement

18 A practising member who wishes to maintain an authorized practice endorsement shall provide annually to the registrar:

(a) evidence of at least 20 hours per year of continuing professional education with a clinical focus; and

(b) evidence of at least 10 hours per year of clinical supervision/consultation.

Recognition of APE from other jurisdictions

19 The association may recognize the equivalent of an APE obtained in another jurisdiction where the practice of diagnosis in that other jurisdiction does not differ significantly from the practice of diagnosis in Saskatchewan, if the applicant:

- (a) provides evidence of registration and good standing in the other jurisdiction;
- (b) has held an active licence in the last three years and has no practice restrictions on their licence; and
- (c) has no complaint or discipline history.

APPROVED UNIVERSITIES

Approved universities

20(1) Approved universities for the purposes of subclause 21(1)(e)(i) of the Act are those that offer a social work program that is:

- (a) accredited by the Canadian Association of Social Work Education in Canada;
- (b) recognized by another statutory regulatory body for social work in Canada;
- (c) accredited by the Council on Social Work Education in the United States; or
- (d) the equivalent of a program described in clause (a), (b) or (c).

(2) An applicant with a degree described in clause (1)(d) must apply to have their credentials assessed to determine equivalency by an agency approved by council.

STANDARDS OF PRACTICE

Code of ethics and standards

21 Every member, other than a student member, shall adhere to:

- (a) the current version of The Canadian Association of Social Workers Code of Ethics; and
- (b) the current version of the and Standards of Practice for Registered Social Workers as adopted by the association.

INVESTIGATION AND DISCIPLINE

Professional conduct committee

22(1) Council shall designate a chair for the professional conduct committee.

(2) Upon receipt of a request by council to consider a complaint, or upon receipt of a written complaint, the professional conduct committee shall:

(a) notify council or the complainant, in writing, that the complaint will be reviewed and investigated; and

(b) notify the member who is the subject of the complaint, in writing, of the complaint and request a written response to it.

(3) Unless disclosure is required by law, the professional conduct committee shall hold in confidence all documentation and information it receives.

(4) Subject to the Act and bylaws, the professional conduct committee may set its own practices and procedures.

Discipline committee

23(1) Council shall designate a chair for the discipline committee.

(2) The chair of the committee shall appoint a panel of three members to hear each case that is referred to it for a hearing.

(3) The discipline hearing panel shall conduct all hearings in a location that is agreed by the parties or that balances the interest of the member with the public interest and the cost to the association.

(4) When evidence presented at a discipline hearing involves the confidential records of clients, numbers or letters shall be assigned to replace names.

(5) The discipline committee panel shall ensure that its hearings are recorded by a qualified court reporter.

(6) The decisions of discipline committee panels shall be published on the association's website.

MISCELLANEOUS

Special meetings

24(1) One hundred or more members of the association may request the holding of a special meeting by providing a written request with the printed name, signature, and registration number of each member making the request.

(2) The request for a special meeting must specify the reason for the request.

(3) Upon confirmation of the identity of the signatories, council shall schedule a special meeting to be held within 90 days of receiving the request.

Conflict of interest

25(1) If a member of the council, the professional conduct committee or the discipline committee is in a real or perceived conflict of interest regarding a matter, that person shall declare the conflict and not participate in any discussion or decision regarding the matter.

(2) If doubt exists, the decision whether a person has a conflict of interest shall be made by:

(a) the president and the executive director if a member of council other than the president is the person in the possible conflict of interest situation;

(b) the vice president or the president-elect and the executive director if the president is the person in the possible conflict of interest situation;

(c) the chair of the professional conduct committee or the discipline committee and the executive director or registrar if a member of one of those committees is the person in the possible conflict of interest situation.

(3) Any member of the council or the professional conduct committee or the discipline committee who is under investigation on a disciplinary matter shall take a leave from responsibilities until the matter is resolved.

REPEAL AND COMING INTO FORCE

Repeal

26 All previous regulatory bylaws of the association are repealed.

Coming into force

27 In accordance with subsection 15(6) of the Act, these bylaws come into force when they are approved by the Minister and published in *The Saskatchewan Gazette*.

APPROVED BY: Honourable Gene Makowsky, Minister of Social Services

Date: February 2, 2024