

MANITOBA INSTITUTE OF REGISTERED SOCIAL WORKERS

PROFESSIONAL DEVELOPMENT / FEE PAYMENT POLICIES

PROFESSIONAL DEVELOPMENT POLICY *(Definitions/Recording Requirements for PD Activities on following page)*

INTENT

- To establish the standard for completion of professional development for registered members of MIRSW.
- To outline requirements for the reporting by members of continuing professional development activities, and the evaluation of these reports by the Registrar/Membership Committee

POLICY

- The national standard of 40 hours of continuing professional development per year shall apply to the registered members of MIRSW. Members renewing registration shall complete an **Annual Statement of Professional Development Activities** which shall be completed according to instructions determined by the Registrar and be signed by the member.
 - The Registrar shall exercise discretion in the evaluation of the information reported by members in the Annual Statement of Professional Development Activities. Professional development activities requiring further review will be forwarded to the Membership Committee.
 - Members employed on a **full-time or part-time** basis shall report a **minimum of 40 hours** for the previous membership year.
 - **Non-practicing and unemployed members** shall report a **minimum of 20 hours** for the previous membership year which can be accumulated solely through volunteer work and self-directed study.
 - **Members on parental or sick leave** shall report a **minimum of 20 hours** for the previous membership year which can be accumulated solely through volunteer work and self-directed study.
 - Reporting shall include the hours of actual engagement in a continuing education activity, and shall not include travel or meal times.
 - Reporting may include formal and informal activities outlined within the appendix.
 - In exceptional circumstances, if a member has more than 40 hours in one year, a maximum of 20 hours may be carried over to the next reporting year only. These hours are not to be used to create a cumulative total from year to year.
-

FEE PAYMENT POLICY

INTENT

- To outline annual fee payment requirements for social workers to maintain their membership/registration in good standing.

POLICY

- Fees **MUST** be received no later than January 1st of the registration year. Any registrations not received by this date will be subject to a **\$25.00** late penalty.
- Fees may be paid by: **(a)** Cheque for the full amount; **(b)** Two cheques, one dated January 1st and the second dated February 1st totaling the full amount of fees due; **(c)** VISA, Mastercard or American Express payment for the full amount of fees; **(d)** Pre-Authorized payment plan. Completed form and VOID cheque must be submitted to the office **no later than Dec. 15 of the previous year for this option.**
- If fees are not received by FEBRUARY 1st of the registration year, MASW and/or MIRSW membership will be cancelled and the social worker will be required to re-apply for membership/registration. All costs associated with re-application are the applicant's responsibility.

Manitoba Institute of Registered Social Workers

Definitions/Recording Requirements for Professional Development Activities

Members of MIRSWS are required to record and submit professional development activities yearly with their membership renewals following the recording requirements set out below. The purpose of the **Annual Statement of Professional Development Activities** form is for members to document education activities in such a way that they are **clearly expressed** and can be evaluated by the Registrar and Membership Committee of MIRSWS. Your dated signature on the Activities form is confirmation that the described activities have been undertaken.

Registration approval/renewal cannot be granted until the requirements for professional development have been supplied/met. If the professional development inventory does not meet the requirements, the renewal and professional development forms will be returned to the member with a check-list letter indicated what area(s) need further clarification. The corrected Annual Statement of Professional Development Activities form along with the registration renewal forms will need to be returned to MIRSWS by February 1st. If forms are received in the MIRSWS office after February 1st, members will have to reinstate and pay the **\$25.00** late charge.

FORMAL ACTIVITIES: Descriptions and maximum hours/category

CATEGORY A – All 40 hours may be collected in Category A

- **University courses:** Registration and completion of sessions designed to increase knowledge or skill in an area directly related to social work practice. **Recording requirements:** Full course name and/or course description.
- **Conferences:** Events of one to five days where a common theme is explored with different presenters discussing a variety of topics of relevance to social work practice. Generally the goal of a conference is to increase a professional's knowledge of a thematic area. **Recording requirements:** Title of the conference, presenters' names and credentials, sponsor of the conference, dates of the conference.
- **Workshops:** Similar to conferences in duration and format and revolving around a topic. Workshops often focus on increasing skills in a particular area of social work practice. **Recording requirements:** Title of the workshop, presenters' names and credentials, sponsor of the workshop, dates of the workshop.
- **Seminars:** Seminars are group activities designed to meet learning goals. They are less didactic in nature than the preceding two activities and generally more informal. **Recording requirements:** Title of the seminar, presenters' names and credentials, sponsor of the seminar, dates of the seminar.
- **Certificate Programs:** A planned sequence of courses and/or workshops leading to a certificate which indicates completion or competence. **Recording requirements:** Course name and description; sponsor of course; dates.

CATEGORY B – A maximum of 20 hours may be collected in Category B

- **Teaching and preparation:** Preparing for and teaching/facilitating in university courses, conferences, workshops, seminars, certificate programs. **Recording requirements:** Course name and description; dates.
- **Research, writing, preparation of articles or presentations:** Refers to activities when the member increases his or her knowledge through a focused effort to develop a final product. **Recording requirements:** Title and description of research, writing projects and/or presentations.
- **Mentoring:** A consultant/consultee learning form with the use of a learning contract. Social workers may want to engage in such a format to gain specialized knowledge and skills. **Recording requirements:** Description of mentoring purpose.
- **Committee work and board meetings:** Participation in community committees associated with social work, i.e., MASW/MIRSWS, anti-poverty organizations, etc., or on boards of social service agencies. **Recording requirements:** Name of board/committee, time spent.
- **Training in workplace:** In-service programs or in-service training provided by one's own employer. Training may be related to increasing effectiveness in carrying out tasks or training to learn new skills and acquire knowledge about providing service to clients.
- **Educating others about the Social Work profession:** Participating in organized informational sessions regarding their work or about the social work profession in general. **Recording requirements:** Description of nature of education provided; dates.
- **Volunteering in a Social Work capacity:** Volunteer work that is social work related. **Recording requirements:** Description of nature of volunteering; where volunteered; dates.
- **Supervising social work students:** Time spent in direct one-to-one supervision of students from a BSW or MSW program. **Recording requirements:** Name of student supervised; dates; time spent.

CATEGORY C – A maximum of 10 hours may be collected in Category C

- **Self-directed learning:** Activities such as reading journals and books, the use of formalized instructional packages (reading, audio, video, etc.) and internet. **Recording requirements:** The title and author of each journal article or book read, the name of the video(s) viewed, the name or websites searched.