



Education Requirements and Alternative Assessment Policy

Overview

The Initial Rollout of the phased Personal Support Worker (“PSW”) Registry of Ontario (“Registry”) provides a list of PSWs:

- i. that have completed a recognized *Personal Support Worker* or *Préposé Aux Services de Soutien Personnel* program;
- ii. have undergone a Police Record Check (i.e. Vulnerable Sector Check or Criminal Record Check);
- iii. are eligible to work in Ontario; and
- iv. have agreed to the Registry’s policies and procedures, including the Registry’s [Code of Ethics](#) and [Roles and Responsibilities](#).

Registration will be conducted in phases – the Initial Rollout of the Registry will commence with PSWs who have graduated from an Ontario College of Applied Arts and Technology (CAAT or “public college”), a Private Career College (PCC or “private college”), or a District School Board (DSB or “school board”), who satisfy the Registry’s education requirements outlined below. The sample size will allow the Registry to test and gain valuable feedback for the eventual mandatory comprehensive Registry. The Registry will invite the remaining PSW population to enroll through expanded admission processes such as grandparenting. The Registry is expected to be transferred to a Permanent Operational Host in 2019.

Purpose

This policy identifies the minimum educational requirements needed to register on the PSW Registry of Ontario during its Initial Rollout. This policy seeks to ensure that applicants and registered PSWs receive education and training that is consistent with the requirements and governing policies of the Registry. It assures that all registered PSWs meet the minimum, standardized education and competency requirements needed to practice in a safe and competent manner.



Education Registration Requirements

All applicants to the Initial Rollout of the PSW Registry of Ontario must successfully complete a *Personal Support Worker* or *Préposé Aux Services de Soutien Personnel* program.

Applicants must complete the PSW program from one of the following education streams and must provide one of the original documents listed. The document must clearly display the full legal name of the Applicant, the name of the institution, the program of study, and the date of successful program completion/graduation.

1. College of Applied Arts & Technology (CAAT or “public college”)

The Applicant must submit:

- An official transcript issued by the college’s Office of the Registrar or designated body; *or*
- A letter of completion from the college’s Office of the Registrar or designated body.

Note:

- The transcript must be an original document bearing the seal/stamp of the college’s Registrar (or equivalent) and the date it was issued.
- The letter of completion must be an original document bearing the seal/stamp or signature of the college’s Registrar (or equivalent) and the date it was issued, and be printed on official letterhead.

2. Private Career College (PCC or “private college”)

The private college must be approved to offer PSW programs by the Superintendent of Private Career Colleges (PCCs) at the time of graduation.

The Applicant must submit:

- A copy of a National Association of Career Colleges (NACC) certificate, if applicable; *or*
- An official transcript issued by the college’s Registrar (or equivalent) or a vendor that has been approved by the Superintendent of PCCs; *or*



- A letter of completion from the college's Registrar (or equivalent) or the Superintendent of PCCs

Note:

- The transcript must be an original document bearing the seal/stamp of the college's Registrar (or equivalent) and the date it was issued. If issued by a vendor, the transcript must be certified by the vendor as true and accurate and must include the date it was issued.
- The letter of completion must be an original document bearing the seal/stamp or signature of the college's Registrar (or equivalent) and the date it was issued, and must be printed on official letterhead.

3. District School Board (DSB or "school board")

The PSW program must be authorized and recognized by the Continuing Education School Board Association (CESBA) and the Ministry of Education at the time of program completion.

The Applicant must submit:

- A copy of a PSW certificate that is verifiable through a graduate list submitted to the Registry by the school board; *or*
- An official transcript from the school board or designated body; *or*
- A letter of completion from the school board or designated body.

Note:

- The transcript must be an original document bearing the seal/stamp of the School Board or designated body and the date it was issued.
- The letter of completion must be an original document bearing the seal/stamp or signature of the school board's Registrar (or equivalent) and the date it was issued, and must be printed on official letterhead.



Additional Admission Pathways

i. Grandparenting

To be updated at a later time.

ii. Alternative Assessment

To be updated at a later time.

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