

APPLICATION PROCESS

POLICY REGARDING REFERENCE LETTERS

Preamble: In order to comply with subsection 11(2) of the *New Brunswick Association of Social Workers Act, 1988* and the By-Laws, all applicants for registration with the New Brunswick Association of Social Workers must provide two letters of reference.

POLICY:

1. All references must be submitted on the prescribed form provided by the NBASW (Document #3).
2. Originals of the reference forms will be required for final approval for registration and must be signed by the referees.
3. References must be sent directly to the NBASW by the referees.
4. At least one letter of reference must be provided by a social worker, preferably one who is registered with the social work regulatory body in the province in which the referee resides and/or works. The other letter of reference, although not having to be provided by a social worker, must be provided by a person familiar with the applicant's practice of social worker so as to be able to complete the form in its entirety.
5. In case of a recent graduate, one of the letters of reference must be provided by a social worker who acted as his/her placement supervisor.
6. Letters of reference may not be provided by a family member (for example: spouse, partner, parent, son or daughter, sibling, grandparent, etc) or a friend.
7. The Registrar and/or the Committee of Examiners reserve the right to contact the referees for further information if deemed necessary.
8. The Committee of Examiners reserves the right to waive these requirements in exceptional circumstances.