



### **Reference Form Policy**

Preamble: To comply with subsection 3.3.0 of the New Brunswick Association of Social Workers By-laws, applicants must provide two reference forms for registration.

#### **Policy**

1. The referees must send reference forms directly to the NBASW (by email, fax, or mail).
2. Both reference forms must be provided by an individual who has worked with the applicant in a professional or volunteer capacity and observed their work to be able to complete the form in its entirety.
3. In the case of a social work applicant, at least one reference form must be provided by a social worker, preferably one which registered with the social work regulatory body in the jurisdiction where the referee works.
4. In the case of a recent graduate, one of the reference forms must be provided by an individual who acted as their placement supervisor.
5. Reference forms may not be provided by a family member (for example, spouse, partner, parent, child, sibling, grandparent, etc.), a fellow university classmate, or a friend.
6. The Registrar and/or the Committee of Examiners reserve the right to contact the referees for further information if deemed necessary.
7. The Registrar and/or the Committee of Examiners reserves the right to waive these requirements in exceptional circumstances.