



## HSCPOA Application for PSW Registration Decision Matrix

### Path 1: Ontario PSW Education

Once an application for PSW registration with HSCPOA through [Path 1: Ontario PSW Education](#) has been received, Registration Program staff follow a checklist to confirm all documentation has been received and that the applicant meets the requirements for the respective registration pathway.

#### **Path 1: Checklist**

- ☒ Correct registration pathway selected
- ☒ Photo identification (ID):
  - Government-issued, provincial health cards not accepted
  - Valid, not expired
  - Clear, not blurry
- ☒ Personal information:
  - Name matches ID
  - Birthdate matches ID
- ☒ Other names documentation (if applicable):
  - Proof of name change
- ☒ Address and telephone contact information complete
- ☒ Headshot photo
  - Head and shoulders included
  - Clear, not blurry
  - Recent selfie-type photo, not a picture of a photo
- ☒ Criminal record check:
  - Criminal Record and Judicial Matters Check or Vulnerable Sector Check
  - Completed within 12 months of the date of application to HSCPOA

- ☑ Ontario PSW education program confirmation:
  - Certificate/diploma uploaded
  - Transcript uploaded
  - Year of graduation - program completed on or after July 1, 2014
  - Program and school selected matches certificate/diploma and transcript
- ☑ Languages of care:
  - English or French must be selected
  - Additional languages, if applicable
- ☑ Employment information (if applicable):
  - Employer selected or details provided in text box
  - Start date
  - Information about role and work setting completed
- ☑ Other Registration (if applicable):
  - Regulatory body information completed
  - Letter of Standing, or equivalent received directly from regulatory body
- ☑ Judicial Declarations:
  - All questions answered
  - Positive declarations include supporting documentation/explanation
  - Positive declarations are reviewed with HSCPOA's CEO/legal counsel to ensure public protection
- ☑ Final Declarations
  - All question answered

A HSCPOA PSW application file is reviewed for registration eligibility once all required information and documentation has been received.

**If all requirements have been met, the application is approved, and all eligible applicants are sent confirmation of PSW registration with HSCPOA.**