

## HSCPOA Application for PSW Registration Decision Matrix

### Path 2: Employed as a PSW in Ontario

Once an application for PSW registration with HSCPOA through [Path 2: Employed as a PSW in Ontario](#) 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 2: 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
  
- ☒ **Path 2, Option B only (Experience plus education)** Ontario PSW education program confirmation:
  - Certificate/diploma uploaded
  - Transcript uploaded
  - Year of graduation - PSW (or equivalent) education program completed outside Ontario or completed in Ontario before July 1, 2014
  - Confirmation PSW education program was at least 600 hours in duration
  
- ☒ Employment and PSW Skills Confirmation:
  - [Employer form](#) (or equivalent) completed in full
  - Employer form confirms PSW employment in past three years, hours worked, and required skills
  - Employer falls under the prescribed employer list in the Employer form
  
- ☒ Employment information (if applicable):
  - Employer selected or details provided in text box
  - Start date
  - Information about role and work setting completed
  
- ☒ Languages of care:
  - English or French must be selected
  - Additional languages, if applicable
  
- ☒ 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.**