



TO MOVE FROM PROVISIONAL TO FULL REGISTRATION

Mail to: **Social Workers Registration Board**
PO Box 10-150
The Terrace
Wellington 6143

FULL NAME: _____
(As entered on the Register)

REGISTRATION NUMBER: _____

I have attached a certified copy of my qualification.

And/or

I have attached a letter of confirmation that I have met 2000 hours of supervised practice.

SIGNATURE: _____ **DATE:** _____

WORKING TOWARDS A RECOGNISED QUALIFICATION

As stated on your registration certificate, annual practising certificate (APC) and APC ID card:

'The above person is provisionally registered until such time as they complete a Recognised social work qualification at which time they will be fully registered'

To become fully registered you need to provide a certified copy of your SWRB recognised social work qualification which will be presented for approval for ~~F~~ull registration at the next board meeting. On approval you will receive a new Registration certificate, practising certificate and APC ID card stating your new status as having met the requirements for full registration as a Registered Social Worker. Your status will be updated on the public register.

WORKING TOWARDS ENOUGH PRACTICAL EXPERIENCE

As stated on your registration certificate, annual practising certificate (APC) and APC ID card:

'The above person is provisionally registered until such time as they complete 2000 hours supervised practice at which time they will be fully registered'

To become fully registered you need to provide written confirmation from your employer or supervisor that you have met the criteria of 2000 hours of supervised practice, which will be presented for approval for ~~F~~ull registration at the next board meeting. On approval you will receive a new Registration certificate, practising certificate and APC ID card stating your new status as having met the requirements for full registration as a Registered Social Worker. Your status will be updated on the public register.

CERTIFICATION:

When approaching an official to certify your documents please ensure that the criteria authorising official complies with ALL of the following:

- (1) Signs the copy;
- (2) Prints his/her name under the signature;
- (3) States his/her position or designation;
- (4) Endorses the copy with his/her official seal (where applicable);
- (5) Provides his/her postal address to enable the Board to seek verification;
- (6) Ensures that the certified copy being provided to the Board includes the statement **%Certified true copy of original document sighted+**

The full postal details of the certifier **MUST** be provided. If the certifier is not a Justice of the Peace, Solicitor or Notary Public the Board will require proof they have the legal authority to certify documents.