



How do I complete the PSW Application Form?

For Applicants

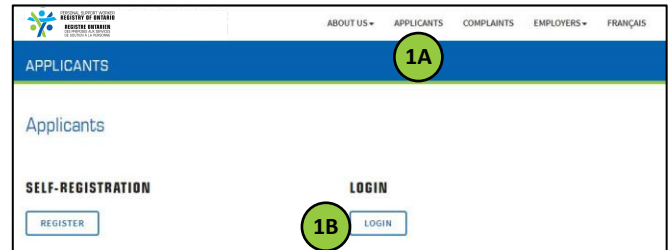


You must self-register before completing the PSW Application Form. For more information, please refer to “How do I self-register?”

STEP 1

Open your Internet browser and visit www.psw-on.ca.

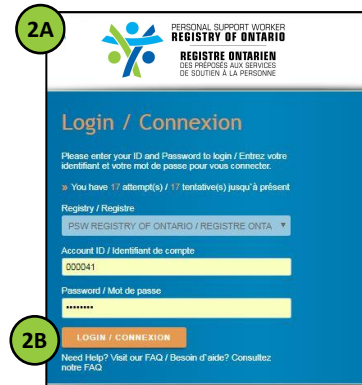
Within the “**Applicants**” (1A) tab, click the “**LOGIN**” (1B) button.



STEP 2

You will be redirected to a **Login (2A)** page.

Enter your Account ID and password and click the “**LOGIN**” (2B) button.



STEP 3

You will be redirected to the **Home (3A)** page.

Click on the “**Registrant Agreement Form**” (3B) to start the application process.

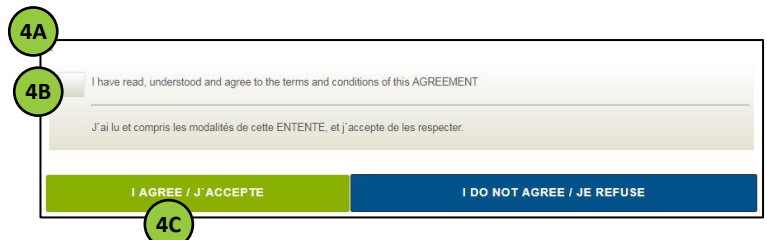


STEP 4

You will be redirected to the PSW Registry of Ontario **Registrant Agreement page (4A)**.

Click on the **checkbox (4B)** once you have read, understood and agreed to adhere to the Registrant Agreement. A check mark (☑) will appear.

Click the “**I AGREE**” (4C) button.



All applicants who wish to participate on the PSW Registry on the PSW Registry of Ontario must provide consent.

If you accidentally clicked “**I DO NOT AGREE**,” you can repeat **STEP 2**. You will be asked again to sign the **Registrant Agreement (STEP 3)** electronically.



STEP 5

A pop-up will appear.

You will be prompted to agree to participate. Click the **“YES” (5)** button if you wish to participate.

Do you agree to participate?
Acceptez-vous de participer?

YES / OUI **NO / NON**

5



All applicants who want to be in the PSW Registry of Ontario must click **“YES.”**

If you accidentally clicked **“NO,”** you can click the **“I AGREE”** button again (**STEP 3**). The **STEP 4** pop-up will appear again.

STEP 6

You can now complete the PSW Application Form.

If you would like to complete your form at a later time, click the **“SAVE & EXIT” (6A)** button at the bottom of the page.

Once you are ready to submit the PSW Application Form, review your form and then click the **“SUBMIT” (6B)** button at the bottom of the form.

SUBMIT / SOUMETTRE **SAVE & EXIT / ENREGISTRER ET QUITTER**

6B 6A

STEP 7

A pop-up will appear.

Click the **“YES” (7)** button to complete your submission.

Are you ready to submit your application?
Êtes-vous prêt à soumettre votre demande?

YES / OUI **NO / NON**

7

STEP 8

You will be redirected to a **confirmation page (8A)**.

Click the **“LOGOUT” (8B)** button to exit.

You will also receive an email with an attached PDF containing your submitted PSW Application Form. Please keep this for your records.

8A

PERSONAL SUPPORT WORKER
REGISTRY OF ONTARIO
REGISTRE ONTARIEN
DES PRÉPOSÉS AUX SERVICES
DE SOUTIEN À LA PERSONNE

Thank you for your submission. You will be receiving a confirmation email with a copy of your complete application form to keep for your personal records.

Please submit the supporting documentation required to complete your application within 30 calendar days. If you are unable to meet this timeline, please contact the PSW Registry of Ontario at registration@psw-on.ca. For more information on the supporting documentation required, please refer to <https://www.psw-on.ca/applicants.html>

Processing times for applications are currently 4-6 weeks. Please feel free to contact the PSW Registry of Ontario if you have not heard from us after 6 weeks.

You must meet the eligibility criteria outlined in the Registration and Renewal Policy. If you have incorrectly completed this information, please contact the Registry at registration@psw-on.ca

8B

RETURN TO FORMS / RETOUR AUX FORMULAIRES **LOGOUT / DÉCONNECTER**