



**Pupil Personnel Services  
Certificate in School Social Work Program  
Fact Sheet and Application Materials 2008-2009**

**Division of Social Work at California State University, Sacramento**

## **Pupil Personnel Services Certificate in School Social Work Program Fact Sheet**

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### **Who is eligible to enter the PPSC in SSW program at CSUS?**

Individuals interested in earning the credential must successfully complete the degree requirements for the Master in Social Work and the Pupil Personnel Services Credential in School Social Work program concurrently.

The only exception to this requirement are those persons having successfully earned an MSW from a Council on Social Work Education (CSWE) accredited school of social work prior to making application to the PPSC in SSW program and meet the requirements as a post-masters applicant. Transcripts must reflect course work in social work practice with diverse populations.

The Master in Social Work degree program at CSUS is fully accredited by the Council on Social Work Education and the PPSC in SSW program is fully accredited under the California Commission on Teacher Credentialing, therefore, are subject to the rights and responsibilities of programs so accredited.

### **How does one apply to the PPSC in SSW program at CSUS?**

Students already admitted to the Master in Social Work Program and those accepted for advanced standing may enter the PPSC in SSW program by completing a *Declaration of Intent to Complete the Pupil Personnel Services Credential in School Social Work Program Form* and writing a *Personal Statement of Interest*. Both must be submitted to the PPSC in SSW Program Coordinator.

Please note that continuation in the PPSC in SSW Program for both MSW and advanced standing applicants is contingent upon successful completion of the Master in Social Work degree in the Division of Social Work at CSUS.

#### **POST-MASTER'S APPLICANTS**

The *Declaration of Intent to Complete the Pupil Personnel Services Credential in School Social Work Program Form* and instructions for writing a *Personal Statement of Interest* can be obtained from the Division of Social Work main offices at 4010 Mariposa Hall or on the web at <http://www.hhs.csus.edu/sw/swppsc.htm>.

Along with submitting the *Declaration of Intent to Complete the Pupil Personnel Services Credential in School Social Work Program Form* and writing a *Personal Statement of Interest*, **post-masters applicants** must also apply and be accepted for admission to graduate studies at California State University, Sacramento.

Information and forms for admission to graduate studies at CSUS can be obtained by contacting the Graduate Center at (916) 278-6470 or going to River Front Center, Room 206. The Graduate Center hours are 9:00am - 5:00pm, Monday through Friday.

Post-master applicants can also obtain information on admission to graduate studies at CSUS by going online at <http://www.csus.edu/gradstudies>.

Post-masters applicants must pay a \$50.00 non-refundable application-processing fee made payable to the Division of Social Work.

## What are the program requirements for the PPSC in SSW Program once you are accepted?

Master of Social Work students, advanced standing as well as post-masters applicants must successfully complete all of the following requirements in order to be approved as eligible to apply for PPSC in SSW program certification.

Requirements and Schedule	Description
Apply to the PPSC in SSW Program (Post-master applicants are also required to apply for admission to graduate studies at CSUS).	Completed application materials must be received by the end of March of the year <u>prior</u> to which the applicant is interested in enrolling. The applicant is responsible for making certain that the PPSC in SSW Program Coordinator has received all application materials.
SWRK238A Issues & Practice in Schools Course usually offered during weekday evening in the Fall semester.	Introduces the student to the field of school social work in its dynamic social, educational, legal, political, and human complexity. Examines the challenges of rapid social and demographic change in California as well as the need for restructuring education and innovative responses. 3 units.
SWRK238B Issues & Practice in Schools Course usually offered during weekday evening in the Spring semester.	Continuation of SWRK 238A, course examines classroom management, case assessment, alternative education practices, and discipline and attendance law, impediments to individual development as well as case studies, interagency collaboration, new community partnerships, and media and high technology uses. 3 units.
SWRK295C Field Instruction for MSW and Advanced Standing MSW Students. Usually involves three-days per week at field internship site. SWRK295E for Post-Masters Students.	Laboratory experiences in off-campus facilities for the development of advanced practice skills. Approximately three days per week, transportation and valid California operator's license required for most settings. 5 units for MSW & Advanced Standing students. 3 Units for Post-master students.
SWRK295D Field Instruction for MSW and Advanced Standing Students. Usually involves three-days per week at internship site. SWRK295F for Post-Master Students	Continuation of SWRK 295C. 5 units for MSW & Advanced Standing students. 3 Units for Post-master students. ----- For Post-Master Students SWRK 295E & 295F are equivalent to 450 hours.
SWRK202 Social Work Practice with Diverse Populations for Post-Master applicants whose MSW degree transcript does not specifically address course content in this area.	Prepares students to understand cultural and social diversity. Addresses theoretical and practice dimensions of social work with diverse and oppressed and vulnerable people for personal and social empowerment in behalf of human dignity and social justice. Fall only. 3 units.
<p><b>To Obtain Credential</b>            Certificate of Clearance (Required prior to beginning field placement).            CBEST TEST (California Basic Education Services Test)            For CBEST information: <a href="http://www.cbest.nesinc.com">http://www.cbest.nesinc.com</a>            For general Credential information: <a href="http://www.ctc.ca.gov">http://www.ctc.ca.gov</a></p> <p>For information on registration and CBEST testing dates please contact Carol or Elizabeth at (916) 278-4567 or go to the Educational Student Center in Eureka Hall Room 209.            Approximate Costs: Certificate of Clearance \$80.00 and \$30.00 for PPS Credential.</p>	

PPSC in SSW Field instruction hour's formula. For each unit of field instruction students must complete 72 clock hours.		
	MSW & Advanced Standing Students	Post-Master Students
Required Units of Field Instruction	10 Units Total	6 Units Total
Clock Hours	720	450
Weeks	Approximately 30	Approximately 30
Days Per Week In Field Placement	Approximately 3 days in Fall & Spring	Approximately 2 days in Fall & Spring

## Declaration of Intent to Complete the Pupil Personnel Services Credential In School Social Work Program Form

Individuals interested in earning the credential must successfully complete the degree requirements for the Master in Social Work **AND** the Pupil Personnel Services Credential in School Social Work program concurrently. This includes Advanced Standing student applicants to the Master in Social Work degree program.

The only exceptions to this requirement are those persons having successfully earned an MSW from a Council on Social Work Education (CSWE) accredited school of social work **prior** to making application to the PPSC in SSW program and meet the requirements as a post-masters applicant. These candidates should apply to the PPSC in SSW program using the post-master application packet.

The Masters in Social Work degree program at CSUS is fully accredited by the Council on Social Work Education and the PPSC in SSW program is fully accredited under the California Commission on Teacher Credentialing, therefore, are subject to the rights and responsibilities of programs so accredited.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

SSN \_\_\_\_\_ Circle One: **Continuing MSW** **Advanced Standing** **Post-Master**

Master of Social Work students and advanced standing applicants to the PPSC in SSW program must successfully complete all of the following requirements in order to be approved as eligible to apply for the PPSC in SSW Program Certification.

### PPSC in SSW Program Requirements

### Completion Plan

Apply to the PPSC in SSW Program (Post-master applicants are also required to apply for admission to graduate studies at CSUS)		
SWRK238A Issues & Practice in Schools. (Registration required in Fall Term)	Fall	Enter Year
SWRK238B Issues & Practice in Schools (Registration required in Fall Term)	Spring	Enter Year
SWRK295C Field Instruction for MSW and Advanced Standing MSW Students OR SWRK295E for Post-Master Students (Registration required in Fall Term)	Fall	Enter Year
SWRK295D Field Instruction for MSW and Advanced Standing Students OR SWRK295F for Post-Master Students (Registration required in Spring Term)	Spring	Enter Year
SWRK202 Social Work Practice with Diverse Populations (Only Post-Master applicants whose MSW degree transcript does not specifically address course content in this area)	Fall	Enter Year
CBEST-California Basic Education Services Test		Enter Date
Certificate of Clearance-Criminal Background Check (Required prior to beginning PPSC in SSW program field instruction)		Enter Date

For information on Certificate of Clearance and registration for CBEST testing dates please contact Carol or Elizabeth at (916) 278-4567 or go to the Educational Student Center in Eureka Hall Room 209. Approximate Costs: Certificate of Clearance \$80.00 and \$30.00 for PPS Credential.

Post-masters applicants must complete this form as part of their application for admission to the Pupil Personnel Services Credential in School Social Work Program in the Division of Social Work at CSUS. Post-masters applicants must submit a \$50.00 non-refundable application-processing fee made payable to the Division of Social Work.

## **Personal Statement of Interest (Required of All Applicants)**

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Please write and attach a personal statement (typed, double spaced and maximum of three pages) discussing the reasons for wanting to obtain a Pupil Personnel Services Credential in School Social Work in the Division of Social Work at CSUS.

Your statement should reflect the personal and professional qualities you possess for carrying out the responsibilities of a school social worker. This statement should include the following information:

- a. Candidates must have previous experience and personal qualities, which reflect potential for successful practice in the field of school social work. "Successful practice" includes demonstrating a genuine sensitivity, commitment, and propensity to work with children, youth, and their families within educational settings.
- b. Candidates must demonstrate an awareness of, and ability to practice within contexts involving social, cultural and ethnic diversity, oppression, and socio-economic imbalance in our society.
- c. Candidates must demonstrate an ability to practice independently and responsibly in autonomous environments.
- d. Include any other information, which you feel might be helpful to the PPSC in SSW Program Coordinator in assessing your qualifications for professional school social work.

### **The following applies to post-master PPSC in SSW program applicants ONLY.**

Along with the Declaration of Intent to Complete the Pupil Personnel Services Credential in School Social Work Program Form and a Personal Statement of Interest, post-master applicants are required to submit the following:

- Official transcript(s) of the applicant's completed MSW degree program mailed directly to the PPSC in SSW Program Coordinator.
- Two (2) Letters of Reference from current or recent supervisors or administrators who can delineate and attest to the candidate's ability to work with children, youth, and families of diverse racial, ethnic, and cultural groups and their ability to effect change in organizations and communities (see below).

### **Special Notice to All PPSC in SSW Program Applicants:**

Post-masters applicants who are employed and seeking to enter the PPSC in SSW Program should carefully consider whether they are able to meet all program requirements. Applicants should develop a realistic plan for financial support for the period of time they are in program. Because of scheduling complexity and limited resources, the Division of Social Work offers courses on days and times that might potentially conflict with an applicant's hours of employment.

Field instruction requirements may only be fulfilled during regular working hours and during the regular academic calendar of public schools. Qualified persons holding PPS in School Social Work certification in California must provide field instruction supervision. Students are responsible for their own transportation to field instruction sites and for required professional liability insurance, which can be obtained through the Division of Social Work. Field placements are located in a broad area around Sacramento frequently requiring students to travel up to 50 miles one way.

## POST-MASTER'S APPLICANTS ONLY

### California State University, Sacramento, Division of Social Work Pupil Personnel Services Credential in School Social Work Program

#### Letter of Reference

Name of Applicant: \_\_\_\_\_

Note: The Family Education Rights and Privacy Act of 1974 (P.L. 93-380) gives students the right to inspect letters of recommendation written in support of applications for admissions.

To the Reference: The person named above has applied for admission to our Pupil Personnel Services Credential in School Social Work Program and has given your name as a reference. Admission committees attach great importance to your personal observations and opinions about the qualifications of the candidate who enters a course of study to become a School Social Worker. Therefore, we request that you share your frank appraisal of the applicant as compared to other social workers or students that you have worked with or have known. Please share your knowledge of the applicant's strengths as well as negative or questionable attributes. Space for comment is provided at the end of this form letter.

Please use the following scale to rank the candidate on the items below.

5 = Outstanding    4 = Very Good    3 = Good    2 = Average    1 = Poor    N/A

Please circle one rating for each item.

1.	Academic Performance	5	4	3	2	1	NA
2.	Ability to communicate effectively (written)	5	4	3	2	1	NA
3.	Ability to communicate effectively (oral)	5	4	3	2	1	NA
4.	Interest in children	5	4	3	2	1	NA
5.	Sensitivity to diverse populations (racial, ethnic, gender, socioeconomic, sexual orientation, different-able-ness)	5	4	3	2	1	NA
6.	Applicant's level of maturity	5	4	3	2	1	NA
7.	Applicant's potential for independent/autonomous practice	5	4	3	2	1	NA
8.	Ability to work with others and in teams	5	4	3	2	1	NA
9.	Overall, how would you rate the applicant's potential for school social work practice?	5	4	3	2	1	NA

**Comments:** We would appreciate your general assessment of the applicant's appropriateness for this course of study. Please comment on the following areas (1) intellectual competence; (2) motivation; (3) current practice skills; and (4) personal qualities of leadership and/or scholarship. Please feel free to continue on a separate sheet.

Please print your name:

Please provide your signature:

Please enter your title or position:

Please enter date you are completing reference:

Please enter your business address:

Please enter your business phone number:

**Please mail directly to:**

Dr. Andy Bein, Professor  
PPSC in SSW Program, Coordinator  
California State University, Sacramento  
6000 J Street, Division of Social Work  
4015 Mariposa Hall, Sacramento, CA 95819  
(916) 278-6170

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6.	Applicant's level of maturity	5	4	3	2	1	NA
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9.	Overall, how would you rate the applicant's potential for school social work practice?	5	4	3	2	1	NA

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Please enter your title or position:

Please enter date you are completing reference:

Please enter your business address:

Please enter your business phone number:

**Please mail directly to:**

Dr. Andy Bein, Professor  
PPSC in SSW Program, Coordinator  
California State University, Sacramento  
6000 J Street, Division of Social Work  
4015 Mariposa Hall, Sacramento, CA 95819  
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