

San José State University
School of Social Work
Pupil Personnel Services Credential Manual
2008-2009



**Authorizations in School Social Work and
Child Welfare and Attendance**

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School of Social Work Master of Social Work

Pupil Personnel Services Credential

This manual provides a guide for students pursuing the School Social Work Pupil Personnel Services Credential (PPSC) at SJSU. The State of California regulates four types of PPSCs:

1. School Counseling,
2. School Psychology,
3. School Social Work, and
4. Child Welfare and Attendance (largely relates to truancy issues).

Successfully completing the MSW School Social Work sequence makes one **eligible to apply** for the California State PPSC in two areas: 1) **School Social Work**, and 2) **Child Welfare & Attendance**. These credentials are awarded and administered through the *California Commission on Teacher Credentialing* (CCTC) — not SJSU. Once obtained, these credentials must be renewed every five years through the CCTC. California public schools typically require these credentials for one to be employed as a preschool through 12th grade school social worker. The SJSU MSW PPSC program is accredited by the CCTC. The CCTC assigns one department on each university campus as the coordinator of credentials and usually, this is the education department, as it is at SJSU. For this reason, when students reach the point of applying for the credential, they will be interfacing with the Education Department’s Credentialing Office.

This manual includes social work departmental forms and information sheets at the end. These will be referenced with specific notations. CCTC and SJSU Credentialing office forms are not duplicated in this manual, but are referred to by website address. Students are encouraged to familiarize themselves with the CCTC and SJSU Credential Office websites (www.ctc.ca.gov and <http://www.sjsu.edu/education/credential/index.html>).

PPSC Staff

The PPSC Program has an appointed coordinator. Currently, this is Katie Galvin, the MSW program Field Director. In addition, Dick Evans, LSCW, PPSC serves as the Faculty Field Liaison. Julie Auslander, LSCW, PPSC will teach the School Social Work Sequence for the 2008-2009 academic year. Their contact information is as follows:

Faculty Member	Role	Phone	Office Location	Email
Katie Galvin	PPSC Coordinator	408.924.5846	WSQ 215D	kgalvin@casa.sjsu.edu
Dick Evans	Faculty Field Liaison	408.924.5838	WSQ 217J	tmwre@comcast.net
Julie Auslander	Lecturer	408.924.5838	WSQ 217J	Julieauslander@gmail.com

School Social Work: The Context and the Discipline

Many incoming MSW students are unfamiliar with the field of school social work, despite its existence since the 1900’s. Then, often called “visiting teachers,” school social workers served at the intersection of home and school, just as they do today. In 1978, the National Association of Social Workers (NASW) set forth its first set of Standards for School Social Work Services; most recently updated in 2002. These can be found at http://www.socialworkers.org/practice/standards/NASW_SSWS.pdf

In many states, school social work holds a relatively strong presence. In California, the use of school social workers varies by geographic area, a particular district’s commitment to the social work role, and budget constraints. Proposition 13 drastically cut funding for services across the state. Some districts use school social workers heavily, while others hire primarily school counselors. Gains have been made regarding the education of administrators and legislators about the role of school social workers. This is largely the result of efforts by the California Association of School Social Workers (CASSW).

School social workers tend to be in frontline K-12 service positions. Some serve one or two schools in a district, while others will have large numbers of schools or full district responsibility. In addition, specific target programs on school campuses addressing such issues as drop-out prevention may hire school social workers. Tasks may include individual, family, group, classroom, school-system, district-wide, or community-wide intervention, depending on the nature of the challenge. School social workers frequently work with underserved and oppressed people and communities. In a large sense, the school social worker provides a link between the student, school, home, and community. The overall objective is to help students achieve their potential in a context of biopsychosocial wellbeing.

Reasons that school social workers like their jobs include the frontline and preventative nature of the position; the ongoing job stimulation; the potential for advocacy and change; the chance to work cross culturally; the variability in service delivery setting (office, classroom, playground, home, etc.); the opportunity to bring the social work perspective to the educational team; and the school calendar schedule. For some, school social work can feel isolating, as there is often only one social worker at a school site, and time is required to become an accepted/trusted part of any school team. Some MSWs serve in schools without being district employees and instead work for a contract agency such as county mental health or a community based organization.

Obtaining the SSW & CWA PPSC at SJSU

There are essentially three components to successfully attain the school social work credential at SJSU:

- I. developing a PPSC Portfolio,
- II. completing MSW course and field work, and
- III. submitting a PPS credential application.

I. Developing a PPSC Portfolio

The SJSU MSW program maintains a PPSC Portfolio for all PPSC students. The PPSC Portfolio reflects and records student learning. It becomes important for verification of credential application documents, and is essential if PPSC holders move out of California and want to obtain PPSC equivalency in another state. For these reasons, treat the PPSC Portfolio requirements with seriousness. Even though this portfolio is maintained in the PPSC office, **students are advised to keep a copy of all documents for their own records**. Maintain a PPSC file at home or office. It will be invaluable for credential application, renewal, and in case of unforeseen loss of any records at the university or state.

To begin a PPSC Portfolio, one must first join the School Social Work Sequence. To do this, students MUST:

1. **be sure the foundation year internship is NOT IN A SCHOOL-BASED SETTING,**
2. attend a PPSC information meeting in the fall of the foundation year,
3. read this manual on the website,
4. submit a *Notice of Intent to Pursue the PPSC* (see form section) before January 31 of the foundation year, and
5. submit a *Personal Statement* (see instruction section) by January 31 of the foundation year.

Eventually, the PPSC Portfolio will need to include the items listed in the chart below. The due dates are also noted, as well as the parties responsible for completing the documents. The student is ultimately responsible for seeing that copies of all documents be submitted for the portfolio, except for the *Exit Review* which is filled out with the PPSC Coordinator.

Table of Required PPSC Portfolio Documents

Document	Date Due	Responsible Party(s)*
Notice of Intent to Pursue PPSC	1/31 of Foundation Year	Student
Personal Statement	1/31 of Foundation Year	Student
TB Clearance	Before 2 nd Year Placement	Student
PPSC Learning Agreement (SSW & CWA sections)	End of 1 st Semester SSW Internship	Student, Field Instructor, FFL
Journal of Field Experience	Before Exit Interview	Student
CBEST Results--Passed	Before Exit Interview	Student
Certificate of Clearance (Fingerprints)	Before Exit Interview	Student
Evaluation of Candidate in School Placement by Field Instructor	End of 2 nd Semester	Student, Field Instructor, FFL
PPSC Field Hours Verification	End of 2 nd Semester Internship	Student, Field Instructor, FFL
Copy of Transcript showing MSW Completed	Before Exit Interview	Student
Completed Exit Interview	Before Credential Application	Student, PPSC Coordinator

Description of Required PPSC Portfolio Documents:

Items with an asterisk (*) require additional fees; current CTCC fees may be found at <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>

Notice of Intent to Pursue PPSC: Announces student's commitment to joining SSW sequence (see Forms).

Personal Statement: An essay articulating student's interest in SSW (see Guidelines).

*TB Clearance:** A copy of negative TB Test or equivalent. Most schools will require this before the second year internship. A copy of this is acceptable. For the PPSC Portfolio, the TB test should be no more than 2 years old.

PPSC Learning Agreement: Learning agreements completed specifically for SSW internship; one is for SSW credential, one is for CWA credential; these are separate from the learning agreements completed for the regular field program (see Forms); both must be signed by student, Field Instructor (FI) & Field Faculty Liaison (FFL). Second year students are required to complete these PPSC Learning Agreements as well as the regular MSW Field Program Learning Agreement.

Journal of Field Experience: Student's experiential account of required field experiences (see Guidelines).

*CBEST Results:** The California Basic Educational Skills Test (CBEST) must be passed before applying for the PPSC credential. This is a test required of all teachers in California, assessing math, reading, and writing skills. Students should take this early in the MSW program, to allow time for retesting if needed. Test results will be sent to the student, who should submit a copy for the PPSC Portfolio. Test information, schedules, and study guides may be found online at <http://www.cbest.nesinc.com/>. Most social work students report that it is helpful to review mathematics basics before taking the exam.

*Certificate of Clearance:** This is a document that is processed after **Live Scan Fingerprinting*** is completed. SSW placements will require students to be fingerprinted prior to the internship, but this cannot be used for the PPSC application. A new fingerprint check must be run. If students already have a teaching credential, a copy of the credential may be submitted in place of this document. To obtain the Certificate of Clearance, one must:

1. Submit the Live Scan Form to the fingerprint processing location one is using (SJSU Police offers this: appointments preferred 408-924-2172). The form can be obtained at

<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf> (or see forms). **Save your copy of this form** (called "Request for Live Scan Service" 41-LS). Some years, it is required that this is submitted with the Certificate of Clearance at the time of PPSC application. Note: This form has the appropriate address to which results are to be sent—use this form only. Do not worry that it says "Teaching Credential" instead of "PPSC." Fees for Live Scan vary; shop around. At SJSU fees included:

\$20 SJSU + \$24 FBI + \$32 CA DOJ + \$15 Child Abuse Check + \$15 Firearms Check = \$106

2. Apply for the Certificate of Clearance at https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=Enter_GeneralApplication (has been about \$30.00). When the application has been cleared and completed, the student will receive an email explaining where to go to print out the Certificate of Clearance. Print at least 3 copies. One will be needed for the PPSC Portfolio; one for the PPSC application; and one for personal records. The University's application instructions for a certificate of clearance can be found at the SJSU Credential Services website, under a heading called "How to apply for a Certificate of Clearance" at <http://www.sjsu.edu/education/credential/fingerprint.html>.

Evaluation of Candidate in School Placement: An evaluation form completed by the SSW internship FI, and to be discussed with the student and the FFL. A copy must be submitted for the PPSC Portfolio. This is a separate evaluation from the regular program field evaluation form (See forms). Students must receive "Excellent," "Very Good," or "Good" ratings. Ratings of "Fair" or "Poor" will require remedial planning/conferencing between the student, FI, and FFL, to include the PPSC Coordinator, if indicated.

PPSC Field Hours Verification: A form verifying internship hours (see forms).

Copy of SJSU Transcript: The official MSW transcript will not be available until a few weeks after graduation however this is needed for one to apply for the PPSC. The transcript will also be needed for the PPSC Coordinator to complete the Exit Review to verify that the candidate passed all required coursework, and that the MSW was awarded with a cumulative GPA ≥ 3.0 . The transcript for the PPSC application **must be official**, but does not need to be in a sealed envelope. The copy for the PPSC Portfolio does not have to be official. Official transcripts must be requested in writing and are free. The form can be accessed at <http://www.sjsu.edu/registrar/services/transcripts/index.htm>. Unofficial transcripts can be viewed and printed from MySJSU. If a student has an incomplete from any program at SJSU on their transcript, they cannot be awarded the MSW degree. Be sure to clear up all incompletes, even if it is not a required course for the MSW degree.

Exit Review Form: At the end of the MSW program, the PPSC Coordinator meets with each PPSC student to generate an Exit Review Form, which verifies that all program requirements were fulfilled. It is the responsibility of the student to make sure that this meeting takes place. This completed form is needed when the student makes PPSC application (see Forms).

Additional Forms that May be Used in the PPSC Portfolio

Contact Information Update Sheet: Students are encouraged to use this form to update their PPSC Portfolio if their contact information changes, such as email, address, phone, cell, or name.

Application for Credential Authorizing Public School Service (CTCC form 41-4): This is the official PPSC application. It is not required in the PPSC Portfolio, however, students are encouraged to submit a copy for their PPSC Portfolio, so it is clear that the application has gone forward, and to aid in future paperwork requests, such as out-of-state equivalencies. This form is at the CTCC website; specifically at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>.

Forms to Help Organize the PPSC Sequence

PPSC Student Timeline: A task-focused timeline to serve as a PPSC student guide (see forms).

PPSC Program Planning Form: Some students find this sequence planning form helpful. It is not required. Although it used to be required for credential application, information is now included in *Exit Review Form* (see forms).

PPSC Log for Student's Records and PPSC Checklist: Created as a tools for students to keep track of their portfolio contents and progress through the program.

II. Completing MSW Course and Field Work

Students must demonstrate competencies as set forth by the CCTC PPSC Standards. There are generic standards shared by all PPSC categories (including counseling and psychology) and specific standards for School Social Work (SSW) and Child Welfare & Attendance (CWA). These represent the guiding principles for the curriculum, along with the Council on Social Work Education (CSWE) guidelines. Students are occasionally requested to complete surveys to fulfill assessment requirements to maintain PPSC accreditation with the CCTC.

In addition to the satisfactory completion of all MSW program requirements, school social work sequence students must take the following 3 classes during their second year (fulltime students):

1. Fall Semester: SW 270 Policy Practice in Schools
2. Spring Semester: SW 263 Social Work and the Law
SW 271 Social Work in Educational Settings

Students must complete their second year field work (SW 232-233, Social Work Practice III-IV) in an educational setting. The specific requirements of the PPSC field experience are outlined below.

Field Hour Requirements

For the PPSC in School Social Work and Child Welfare & Attendance students must have:

- A minimum of 1000 hours of field education, which include:
 - 450 school site hours supervised by a PPSC Practitioner. (The SJSU School of Social Work requires this practitioner to also be an MSW two years post graduation. Exceptions to this must be discussed with the PPSC Coordinator and Field Director.) Of the 450 school site hours:
 - 350 must be completed at one age level (preschool, elementary, middle/jr.high, high school);
 - 100 hours completed at a different age level; and
 - at least 100 hours must be with at least 10 students who are racially/ethnically different than the intern;
 - 150 additional hours required for authorization in Child Welfare and Attendance that must relate to laws affecting child welfare, attendance, student rights, discipline, or child labor, with stipulations that:
 - a minimum of 90 of these hours must be completed in a school setting with direct contact with pupils;
 - a minimum of 30 hours are in interdisciplinary experiences outside of education such as juvenile, justice, child mental health, child welfare, child health, social services, or CBOs; and
 - the remaining 30 hours can be at the discretion of the university supervisor;
 - remaining hours which come from the student's first year internship in a non-school setting.

III. Submitting a PPSC Application

After MSW graduation and all program requirements have been fulfilled, students apply for the actual PPS Credential. They must wait until their official transcripts are available (usually late June, early July) showing their

MSW was awarded. Remember there are fees attached to the CBEST, Fingerprinting, Certificate of Clearance, and Credential Application. Directions for submitting an application for the credential can be found at the SJSU Credential website <http://www.sjsu.edu/education/credential/index.html> . Students are advised to walk required forms to the Credentialing Office if possible, although they will accept them by mail. However, they request that all forms arrive together. Do not have transcripts sent separately. The office is located at 107 Sweeney Hall; credential application packets are available there. The packets contain the forms that are available online. For the application, MSW PPSC applicants will be required to have:

- Information Coversheet:** Available at <http://www.sjsu.edu/education/credential/forms.html>
- Official SJSU Transcript** (does not need to be in a sealed envelope)
- Official Undergraduate Transcript** (not always required, but students are advised to have on hand if you obtained undergraduate degree at university other than SJSU)
- Certificate of Clearance**
- CBEST results**
- Exit Review Form** from School of Social Work PPSC Coordinator

There is a checklist available online at <http://www.sjsu.edu/education/credential/forms/PPS%20Clear.pdf>

Students will be required to pay a \$25 dollar processing fee for each credential, online. There is a link at <http://www.sjsu.edu/education/credential/forms.html>

Generally, it takes 2-4 weeks to obtain the credential after application is completed online. There is a Frequently Asked Questions sheet on the credential website under the "Contact Us/Questions" heading.

When graduates finally obtain the credential, they are encouraged to send a photocopy to the SJSU MSW PPSC office to place in their PPSC Portfolio for record keeping purposes.

When graduates apply for their first school social work position, before they have obtained their official PPSC, employers will often want proof that the PPSC application is in process. Save a copy of application forms for this purpose.

Credentials must be renewed through the CCTC every 5 years.

Guidelines and Forms Appear in the Following Order

- PPSC Student Timeline
- PPSC Personal Statement Guidelines
- PPSC Journal Guidelines
- Portfolio Log for Student's Records
- Notice of Intent to Pursue the PPSC
- Field Education Learning Agreement: Authorization in School Social Work
- Field Education Learning Agreement: Authorization in Child Welfare & Attendance
- Field Hours Verification
- Evaluation of Candidate in School Placement by Field Instructor Form
- Program Planning Form
- Contact Information Update Sheet
- Professional School Social Work Organizations
- PPSC Checklist



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PPSC Student Timeline

save copies of all documents

Date	Task	Documentation
Start of Foundation Year	Be sure 1 st year field placement is not in a school setting!	
Fall of Foundation Year	Attend PPSC Information Meeting Read PPSC Manual	Pick up PPSC Manual or See Online
January 31, Foundation Year	Complete <i>Notice of Intent</i> & submit to PPSC Coordinator	<i>Notice of Intent</i>
January 31, Foundation Year	Write Personal Statement to PPSC Coordinator; guidelines in manual	Submit copy to PPSC Coordinator
Spring of Foundation Year	Arrange School-Based Internship with PPSC Coordinator & FFL	Have updated resume ready & in excellent shape!
Fall Registration Deadline for Second Year	Register for SW 270: Policy Practice in Schools	
Summer (or anytime before you apply for the credential)	Take the CBEST (there is usually a test date in mid-June & mid-August); a good time to do this, when you are not in classes	Results will be sent to you in the mail. Do not lose them.
Before 2 nd Year School-based Internship	TB Test	Obtain copy of results; save this
Before 2 nd Year School-based Internship	Fingerprints for the internship—all schools require this	Follow the school's instructions
Fall of 2 nd Year (First Semester of School-based Internship)	Complete <i>School Social Work Learning Agreement</i> ; Complete <i>Child Welfare & Attendance Learning Agreement</i>	Submit a copy to the PPSC Coordinator; your FFL & Field Instructor should also have copies
Fall Semester of 2 nd Year (or when you take SW 270)	Complete PPSC Journal: Guidelines in PPSC manual	Submit copy of Journal to PPSC Coordinator
Spring Registration Deadline for 2 nd Year	Register for SW 271: SW in Educational Settings; & SW 263: Social Work & the Law	
Spring of 2 nd Year (or before)	Order Official transcripts from your Undergraduate degree	Keep sealed. Needed for credential application
2 nd Year—at least several months before you want to apply for the credential	Live Scan Fingerprinting (this will need to be done even though you were fingerprinted for your school internship)	Save your copy of fingerprint submission
After Fingerprinting	Apply for <i>Certificate of Clearance</i>	Clearance will be sent via email Print at least 3 copies
Near the end of School-based Internship	Have field instructor complete <i>PPSC Student Evaluation by Field Instructor</i>	Submit signed copy to PPSC Coordinator
At the end of School-based internship	Have field instructor complete <i>PPSC Field Hours Verification</i>	Submit signed copy to PPSC Coordinator
Just before graduation	Complete Exit Interview	PPSC Coordinator completes <i>Exit Review Form</i>
End of June/Early July	Apply for Official SJSU MSW Transcripts	Copy for PPSC Coordinator & Copy for Credential Application
Upon Completion of Exit Review with Official Transcripts	Apply for PPS Credential	Documentation taken to Credentialing office in Sweeney Hall



PPSC Personal Statement Guidelines

Candidates for the Pupil Personnel Services Credential Program (PPSC) must submit a Personal Statement for their PPSC Portfolio by January 31 of the foundation year. This statement describes the student's interest in and readiness to participate in transcultural school social work.

Format Instructions:

The personal statement **MUST**:

1. Include the student's name, expected date of graduation, and submission date;
2. Be typed in 12-point standard font (such as Times New Roman, etc.);
3. Be double-spaced with one inch margins;
4. Be single-sided, with a total of no more than 1000 words;
5. Be proofread and considered a strong example of the student's writing; and
6. Be directed at the content listed below.

Content of Personal Statement

The Personal Statement must address the applicant's:

1. Commitment to education and to working with at-risk groups in schools;
2. Transcultural awareness and skills areas;
3. Ability to work with people from diverse backgrounds, including racial, ethnic, religious, and socio-economic groups; as well as, diverse sexual orientation, gender identity, age, and physical and mental health conditions;
4. Awareness of social barriers that affect educational achievement;
5. Respect for and understanding of teachers and other educational professionals; and
6. Career goals in pre-K – 12 educational settings.

This statement should be submitted to the PPSC Coordinator.



PPSC Journal Guidelines

The PPSC Journal documents student field observations and attendance at the following required meetings, at the primary school site:

1. Back-to-School Night,
2. Student Study Team or Student Success Team (SST),
3. Individual Education Plan (IEP),
4. School Attendance Review Board (SARB),
5. School Board Meeting,
6. Staff/Faculty Meeting,
7. School Assembly, and
8. PTA/Home School Club Meeting or some equivalent parent group.

Journal entries should include the following:

- | | |
|------------------------|------------------------------|
| Title of Meeting | Date |
| School Setting | Purpose of Meeting |
| Observations | One Observed Strength |
| One Observed Challenge | One Question for Supervision |

Do not use actual names. Please type entries and discuss these experiences with supervisors.

Students may use the following template, if desired.

SJSU MSW PPSC Journal Entry

Date:

PPSC Student:

Meeting Title (Check One)

<input type="checkbox"/>	Back-to-School	<input type="checkbox"/>	<input type="checkbox"/>	IEP	<input type="checkbox"/>	<input type="checkbox"/>	Faculty	<input type="checkbox"/>	<input type="checkbox"/>	School Board
<input type="checkbox"/>	SST	<input type="checkbox"/>	<input type="checkbox"/>	SARB	<input type="checkbox"/>	<input type="checkbox"/>	Assembly	<input type="checkbox"/>	<input type="checkbox"/>	PTA

School Setting (Check One)

<input type="checkbox"/>	preschool	<input type="checkbox"/>	<input type="checkbox"/>	elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	middle/jr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	alternative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	district-wide
--------------------------	-----------	--------------------------	--------------------------	------------	--------------------------	--------------------------	--------------------------	-----------	--------------------------	--------------------------	--------------------------	------	--------------------------	--------------------------	--------------------------	-------------	--------------------------	--------------------------	--------------------------	---------------

Meeting's Purpose:

Observations:

One Observed Strength:

One Observed Challenge:

Supervision Question:



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Portfolio Log for Student's Records

Student Name _____

Students can keep track of the documents they have submitted to their PPSC Portfolio with this log sheet. Students are encouraged to keep a copy of all documents for their own records as well. This form is not part of the Portfolio, but provided as a tool for student record keeping.

Document	Date Submitted
Notice of Intent	
Personal Statement	
TB Clearance	
Certificate of Clearance	
CBEST Results	
PPSC Learning Agreement: School Social Work	
PPSC Learning Agreement: CW & A	
PPSC Student Evaluation by Field Instructor	
PPSC Field Hours Verification	
Journal from Field Experience	
MSW Transcript	

When all of these are submitted, an *Exit Review Form* should be completed and signed by the PPSC Coordinator.

Exit Review Completed on _____ .
(date)



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Notice of Intent to Pursue the Pupil Personnel Services Credential (PPSC)

(Form Due January 31st of MSW Foundation Year)

I, _____, intend to pursue the PPSC with authorizations in School
Print Name
Social Work and Child Welfare and Attendance.

I understand that I must take and pass the California Basic Educational Skills Test (CBEST) in order to be a candidate for the credential.

I further understand that the PPSC requires the following course of studies:

1. a completed field placement of one academic year in a mental health agency or a family youth and children agency,
2. a completed field placement of one academic year in an approved school setting during the second year of the MSW program, and
3. enrollment in the School Work Specialization in the second year of the program or third year of the program for part time students.

Signature _____ **Date** _____

Address _____
Street Address

City State Zip Code

Home Phone _____ **Cell Phone** _____

email _____ **Expected Graduation Date** _____

Optional For Statistical Purposes:

Ethnicity _____

Sex M F Transgender

Languages spoken other than English _____



Field Education Learning Agreement: Authorization in School Social Work

Candidates & field instructors should refer to the *School Social Work “Field Requirements”* in the *PPSC Manual* before completing the Learning Agreement. Tasks/ Assignments may also include the candidate’s field experience in the 1st year placement.

Student _____ School Site _____ FI _____

Credential Requirement	Tasks/ Assignments which Demonstrate Knowledge (Tasks may be added to this required list)
1. Social Work Foundations	<ul style="list-style-type: none"> o Familiarize self with role of school social workers in school district & school site o Examine CCTC PPSC SSW Standards online, http://www.ctc.ca.gov/educator-prep/standards/pps.pdf
2. Professional Ethics	<ul style="list-style-type: none"> o Review NASW Standards for SSW, http://www.socialworkers.org/sections/credentials/school_social.asp o Discuss ethical/value issues in supervision, as needed
3. Wellness & Resiliency Promotion	<ul style="list-style-type: none"> o Complete at least 1 biopsychosocial-spiritual client assessment, using a strength-based, ecological, transcultural perspective o Complete at least 1 home visit o Complete & implement at least 1 intervention plan (can focus on prevention, intervention, or crisis intervention) o Complete the termination process with at least 1 client o Attend at least 1 school assembly in the fall semester (Journal) o Review cumulative folders of assigned clients o Review available psychological files of assigned clients; complete at least 1 review with school psychologist to allow for inquiry about & explanations of assessments o If health clinic or nurse on site (or in district), review at least 1 health file o Become aware of dental, vision, health screenings offered in the school/district, & referral resources in community o Observe clients on school yard, at lunch, before/after school, etc.; observe social, nutritional, behavioral norms & deviations o Plan & facilitate or co-facilitate at least 1 group meeting/intervention (session or ongoing)
4. Direct Learning Support Services	<ul style="list-style-type: none"> o Observe clients in classroom setting (with teacher permission) o Attend at least 1 Student Study Team Meeting (Student Success Team) in the fall semester (Journal) o Participate in at least 1 IEP in the fall semester (Journal) o Work with at least one special education student & meet with special education staff o Learn the intent & eligibility requirements for services under: IDEA, Section 504 of Rehabilitation Act of 1973, ADA, & the Hughes Bill o Learn intent & theory of inclusion o Learn acronyms such as: LH, IDEA, ED, SELPA, RSP, APE, ED, EH, SED, IEP, 504, SST, etc. o Learn to identify barriers to learning affecting individuals, including learning & emotional difficulties; devise & implement at least 1 solution o Learn to recognize “red-flags” for learning disabilities or extreme “giftedness” o Learn the requirements for graduation and/or grade promotion; the California Exit Exam for high school placements; and the parameters for grade retention

5. System Level Learning Support Services	<ul style="list-style-type: none"> o Attend at least 1 faculty/staff meeting in the fall semester (Journal) o Interact with faculty/staff in non-classroom settings (faculty lounge, lunch room, yard duty, etc.) o Provide one training session for faculty or staff, if at all possible o Learn to identify barriers to learning affecting groups & communities; devise & implement at least 1 solution o Observe & discuss with FI systemic barriers, such as intolerance, oppression, bullying, violence, abuse, substance use, poverty, poor health/mental health care, poor nutrition, limited supervision, limited healthy diversion activities, risk-taking behaviors, etc.
6. Pupil, Family, Faculty, Community Linkages & Partnerships	<ul style="list-style-type: none"> o Attend <i>Back to School Night</i> (Journal) o Attend at least 1 School Board Meeting in the fall semester (Journal) o Attend at least 1 PTA/Home School Club meeting in the fall semester (Journal) o Learn district attendance boundaries & policies for intra/inter district transfers o Build skills of communication, collaboration, linking, consulting, team-building, facilitation, conflict-resolution & problem-solving for both intra- & inter- agency challenges o Learn surrounding community resources o Observe the neighborhood community by car, bus, walking, etc. & discuss with FI
7. Research	<ul style="list-style-type: none"> o Apply evidenced-based research to school challenges (whether micro, mezzo or macro) o Discuss research (298) plan with FI & FFL, & complete per 298 requirements (if related to the placement)
8. Supervision	<ul style="list-style-type: none"> o Weekly supervision with PPSC practitioner o Discuss cases with attention to developmental norms, strengths, & cultural competence; using a holistic approach in the service of achieving positive educational outcomes o Discuss & evaluate effectiveness of interventions o Use process recordings, audio, video taping, as available for learning, & as requested by supervisor
9. SSW Hour Requirements	<ul style="list-style-type: none"> o Overall, 1000 hours of fieldwork experience (including 1st year internship); of which a minimum of 450 are in a school-based setting supervised by a PPSC practitioner <ul style="list-style-type: none"> o <u>Minimum of 100 of these 450 hours are with at least 10 pupils of ethnic background different than the candidate</u> o <u>School hours must be in at least two age groups settings (preschool, elementary, middle, high), with a minimum of 100 hours at each setting</u>
10. Placement Completion Date	<ul style="list-style-type: none"> o If the candidate must remain in placement beyond the last field day as scheduled by SJSU School of Social Work, the date of the last day must be agreed upon by the candidate & listed here. Malpractice insurance must be provided by the school/agency for these extended days. o Final placement date: _____

Candidate Signature

Field Instructor Signature

Date

Faculty Field Liaison Signature

PPSC Program Coordinator Signature



Field Education Learning Agreement: Authorization in Child Welfare & Attendance

Candidates and field instructors should refer to the *Child Welfare & Attendance "Field Requirements"* in the *PPSC Manual* before completing the Learning Agreement. Tasks/Assignments may also include the candidate's field experience in the 1st year placement.

Student _____ School Site _____ FI _____

Credential Requirement	Tasks/ Assignments which Demonstrate Knowledge (Tasks may be added to this required list)
1. 1. Work with issues related to <u>Child Welfare</u> laws	<ul style="list-style-type: none"> ○ Participate in at least 1 child welfare related case ○ Learn school's child abuse/neglect reporting protocols
2. Work with issues related to <u>Attendance</u>	<ul style="list-style-type: none"> ○ Learn school attendance policies ○ Learn where to access & how to read student attendance records ○ Learn alternatives to regular school attendance ○ Participate in at least 1 school attendance review (SARB) meeting (<u>Journal</u>)
3. Work with issues related to <u>Student Rights</u>	<ul style="list-style-type: none"> ○ Review school student manual ○ Observe application of due process, notifications, etc. ○ Familiarize self with rights of homeless and migrant students
4. Work with issues related to <u>Discipline</u>	<ul style="list-style-type: none"> ○ Observe at least one disciplinary process, whether this involves family conferencing, detention, suspension, Saturday School, etc. ○ Observe the school's interpretation/application of Zero Tolerance laws ○ Meet and discuss system-wide disciplinary challenges with school "disciplinarian" or rule enforcer; often this involves the assistant principal
5. Work with issues related to <u>Delinquency</u>	<ul style="list-style-type: none"> ○ Observe school's interface with law enforcement and juvenile justice ○ Become familiar with any security staff, protocol on school grounds
6. Other issues/ interventions related to students, families, school personnel	<ul style="list-style-type: none"> ○ Learn how school deals with child custody laws; how is this information documented at the school?
7. CWA Hour requirement	<ul style="list-style-type: none"> ○ A minimum of 150 clock hours of field experience under a PPSC supervisor <ul style="list-style-type: none"> ○ Minimum of 90 in direct contact with pupils in a school setting ○ Minimum of 30 in interdisciplinary setting outside field of education, such as Juvenile Justice, Child Welfare, Mental Health, CBO (1st year internship) ○ Remaining 30 @ discretion of university supervisor

Candidate Signature

Field Instructor Signature

Date

Faculty Field Liaison Signature

PPSC Program Coordinator Signature



School of Social Work
Master of Social Work

Pupil Personnel
Services Credential

Field Hours Verification

Candidate's Name _____ Date _____

First Year Field Placement: _____ Total Hours Second Year Field Placement _____ Total Hours

Authorization in School Social Work

1. Primary School Site: _____

Address _____

Grade Level _____ If applicable, please check: Special Ed Alternative Ed

2. Secondary School Site: _____

Address _____

Grade Level _____ If applicable, please check: Special Ed Alternative Ed

3. Field Education Hours for School Social Work Authorization

Please list candidate's hours for each level.

A minimum of 350 primary site hours and 100 secondary site hours is required (total 450).

Pre-School _____ Elementary _____ Middle School _____ High School _____

4. Work with students of a racial/ethnic background different from the candidate's.

Ten (10) students minimum / 100 hours required (can be part of the required 450 hours).

Candidate's Ethnicity: _____ # of students served: _____

Authorization in Child Welfare & Attendance

150 hours must relate to child welfare, attendance, student rights, discipline, and/or child labor issues. Sixty (60) of these hours may be acquired in a child, family, or mental health agency (1st year placement).

5. Name of non-school agency (health/mental health, child welfare, etc) _____

Total Hours related to Child Welfare & Attendance _____ 150 required

Signatures:

_____ Candidate	_____ Date	_____ Field Instructor (I)	_____ Date	_____ Faculty Field Liaison	_____ Date
		_____ Field Instructor (II)	_____ Date	(If applicable)	

SJSU School of Social Work
Evaluation of Candidate in School Placement (PPSC) by Field Instructor

Candidate's Name _____
Agency Name: _____
PPSC Field Instructor's: _____

Please evaluate the candidate's overall performance and demonstration of knowledge during both semesters in the school placement. Please be as specific as possible.

1. Ability to deliver professional social work services in an educational setting, including the application of social work theories, values, and ethics.

<input type="checkbox"/> Excellent (5)	<input type="checkbox"/> Very Good (4)	<input type="checkbox"/> Good (3)	<input type="checkbox"/> Fair (2)	<input type="checkbox"/> Poor (1)
Comments:				

2. Ability to develop a professional social work role within the school as an ecological system collaborating with educators and school staff.

<input type="checkbox"/> Excellent (5)	<input type="checkbox"/> Very Good (4)	<input type="checkbox"/> Good (3)	<input type="checkbox"/> Fair (2)	<input type="checkbox"/> Poor (1)
Comments:				

3. Demonstration of skills to conduct biopsychosocial-spiritual assessments and formulate/implement intervention plans which promote wellness and resiliency.

<input type="checkbox"/> Excellent (5)	<input type="checkbox"/> Very Good (4)	<input type="checkbox"/> Good (3)	<input type="checkbox"/> Fair (2)	<input type="checkbox"/> Poor (1)
Comments:				

4. Ability to link home, school, and community, fostering communication among all constituents.

<input type="checkbox"/> Excellent (5)	<input type="checkbox"/> Very Good (4)	<input type="checkbox"/> Good (3)	<input type="checkbox"/> Fair (2)	<input type="checkbox"/> Poor (1)
Comments:				

5. Ability to identify and advocate for learning support needs of at risk groups in the school setting.

<input type="checkbox"/> Excellent (5)	<input type="checkbox"/> Very Good (4)	<input type="checkbox"/> Good (3)	<input type="checkbox"/> Fair (2)	<input type="checkbox"/> Poor (1)
Comments:				

6. Ability to critically analyze evidence-based research findings and apply best practices to the school's populations and challenges.

<input type="checkbox"/> Excellent (5)	<input type="checkbox"/> Very Good (4)	<input type="checkbox"/> Good (3)	<input type="checkbox"/> Fair (2)	<input type="checkbox"/> Poor (1)
Comments:				

7. Ability to apply Child Welfare and Attendance laws and regulations in the service of furthering student success.

<input type="checkbox"/> Excellent (5)	<input type="checkbox"/> Very Good (4)	<input type="checkbox"/> Good (3)	<input type="checkbox"/> Fair (2)	<input type="checkbox"/> Poor (1)
Comments:				

8. Readiness for autonomous practice within the school system.

<input type="checkbox"/> Excellent (5)	<input type="checkbox"/> Very Good (4)	<input type="checkbox"/> Good (3)	<input type="checkbox"/> Fair (2)	<input type="checkbox"/> Poor (1)
Comments:				

Candidate Comments:

Candidate Signature _____ Date _____

Field Instructor Signature _____ Date _____

Faculty Field Signature _____ Date _____

Program Planning Form

San Jose State University
 School of Social Work
 Pupil Personnel Services Credential Program

Credential Objective:
 Pupil Personnel Services Credential w/
 Authorization in Child Welfare & Attendance

Name _____ Ph # _____ Email _____

Address _____ City _____ State/Zip _____

Bachelors Degree University _____ CBEST: (Date passed) _____
 Graduation Date _____

<u>Course</u>	<u>Title</u>	<u>Units</u>	<u>Sem/Yr to be Completed</u>	<u>Sem/Yr Completed</u>	<u>Grade</u>
Soc W 202	Social Policy	3	F S Su _____	F S Su _____	_____
Soc W 212	HBSE	3	F S Su _____	F S Su _____	_____
Soc W 220	Meth Trans Prac	3	F S Su _____	F S Su _____	_____
Soc W 240	Research Mthds & Design	3	F S Su _____	F S Su _____	_____
Soc W 230	Soc W Practice	4	F S Su _____	F S Su _____	credit
Soc W 204	Soc Pol Analysis	3	F S Su _____	F S Su _____	_____
Soc W 214	HBSE II	3	F S Su _____	F S Su _____	_____
Soc W 221	Meth Trans Cul Prac II	3	F S Su _____	F S Su _____	_____
Soc W 242	Res Eval & Design	3	F S Su _____	F S Su _____	_____
Soc W 231	Soc W Prac II	4	F S Su _____	F S Su _____	credit
Soc W 222	Trans Fam Prac SW	3	F S Su _____	F S Su _____	_____
Soc W 223	Trans Comm Prac SW	3	F S Su _____	F S Su _____	_____
Soc W 270	Pol Prac in Schools	3	F S Su _____	F S Su _____	_____
Soc W 298	Special Project	1	F S Su _____	F S Su _____	credit
Soc W 232	Soc W Pract III	5	F S Su _____	F S Su _____	credit
Soc W 263	SW and Law	3	F S Su _____	F S Su _____	_____
Soc W 271	Soc Wk in Schools	3	F S Su _____	F S Su _____	_____
Soc W 298	Special Project	2	F S Su _____	F S Su _____	credit
Soc W 233	Soc W Pract III	5	F S Su _____	F S Su _____	credit

Approved Course Substitution

Soc W _____ _____ 3 F S Su _____ F S Su _____ _____

Expected Date of Program Completion F S Su _____

 Candidate Signature Date

 Credential Program Advisor Date



San José State
UNIVERSITY

School of Social Work
Master of Social Work
Program

Pupil Personnel
Services Credential
Program

Contact Information Update Sheet

Name (print) _____ Date _____

Address _____
Street Address

_____ City State Zip Code

Home Phone _____ Cell Phone _____

email _____

Employer _____

Job Title _____

Year MSW Graduation is expected _____ or year MSW was completed _____

If applicable, year PPSC obtained _____

Professional School Social Work Organizations

California Association of School Social Workers

<http://www.naswca.org/displaycommon.cfm?an=1&subarticlenbr=41>

School Social Work Association of America

<http://www.sswaa.org/>

International Network for School Social Work

<http://internationalnetwork-schoolsocialwork.htmlplanet.com/Index.html>



**School of Social Work
MSW School Social Work**

**Pupil Personnel
Services Credential (PPSC)**

PPSC Checklist

Successfully completing the MSW School Social Work sequence makes one eligible to apply for the California State Pupil Personnel Services Credential (PPSC) in 2 areas: 1) School Social Work and 2) Child Welfare & Attendance. These credentials are administered through the California Commission on Teacher Credentialing (CTC) — not SJSU.

Students are strongly advised to keep copies of completed documents for their own records. The SJSU MSW PPSC Office will maintain a student file. Students are responsible for making sure copies of required documents get turned into the MSW PPSC Office.

To join the School Social Work sequence, students should:

- be sure the foundation year internship IS NOT IN A SCHOOL-BASED SETTING,
- attend a PPSC information meeting in the fall of the foundation year,
- review the School Social Work information on the department website,
- complete a *Notice of Intent* to pursue the PPSC before January /31 of the foundation year, and
- submit a *Personal Statement* by January 31 of the foundation year.

Within the MSW program you must successfully complete:

- foundation year coursework;
- a foundation year field practicum THAT IS NOT IN A SCHOOL-BASED SETTING,
- SW 270 (Policy Practice in Schools) in the fall of the advanced year;
- SW 271 (Social Work in Educational Settings) in the spring of the advanced year;
- SW 263 (Social Work and the Law) in the spring of the advanced year;
- an advanced school-based PPSC approved field practicum that involves 2 age levels of service delivery,
- a **PPSC Journal** of experiences in the school-based practicum,
- PPSC specific *Learning Agreements* for both the School Social Work Authorization and Child Welfare & Attendance Authorization (these are in addition to the regular MSW Second Year Field Education Learning Agreements);
- an *Evaluation of Candidate in School Placement* as completed by the field instructor;
- a *Field Hours Verification Form*;
- a *PPSC Exit Interview*, and
- a *PPSC Exit Survey*.

To apply for the PPSC with the State, candidates must also:

- pass the CBEST (California Basic Educational Skills Test);
- obtain a TB test;
- obtain live scan fingerprinting (separate from any that is required for your internship);
- obtain a Certificate of Clearance or provide a copy of emergency teaching permit or multiple/single subject teaching credential
- obtain official transcripts
- complete a PPSC application
- pay all accompanying fees (fingerprints, applications, CBEST, etc.)