Pupil Personnel Services Credential

The School of Social Work (SSW) is proud to offer an online postmaster’s credentialing program for Pupil Personnel Services Credential (PPSC). Graduates of the program will qualify to be credentialed as school social workers by the state of California. For 2016, two sessions will be available for the courses. The first session will be from July 11 through September 16, 2016. The second session will occur from October 3 to December 13, 2016.

Requirements to Complete the Program

The program requires two courses that are taught online by experienced faculty plus 480 hours of an internship. Depending upon applicants’ previous academic or work history, the internship may potentially be waived. Students, who are required to have an internship, may arrange for one in their own communities with the approval of the SSW. It is also a possibility that students may qualify to utilize their employment sites, if services are located or performed in schools.

Admissions and Completion Requirements:

1. Graduates from a CSWE accredited MSW programs must submit official copies of the MSW transcript and transcripts for all other graduate level work directly to the School of Social Work.
2. A resume indicating post MSW social work experience.
3. A two-four page personal statement that describes interest in obtaining the PPSC credential; including career goals as a school social worker. This document to demonstrate the applicant’s genuine sensitivity, commitment and propensity to work with children, youth, their families, and the capacity to effect change in organizations and communities on behalf of children and their right to participate in a quality education. Further each candidate must demonstrate an awareness of, and ability to practice within the context of issues of cultural and ethnic diversity, oppression, and socio-economic imbalance in our society. Lastly candidates must demonstrate an ability to practice independently and responsibility in autonomous environments such as the host educational setting.
4. Submit three letters of reference that are sent by email to the School of Social Work.
5. All documents, except official transcripts, are to be emailed to socialwork-postmasters@sjsu.edu. University official transcripts are to be mailed to:

   Dr. Jack C. Wall, Director
   San Jose State University School of Social Work
   One Washington Square
   San Jose, California 95192-0124

6. Applicants may request an exemption from the internship requirement if they have had an internship or post MSW experiences in a school setting during the
last seven (7) years and meets the below criteria:
• A person holding a PPSC supervised the internship or post MSW experience.

• The supervisor documents the following:

  ➢ The applicant has completed, or is in the process of completing, at least 450 clock hours of school-based practice under his/her supervision, of which a minimum 100 hours are with at least ten (10) pupils of an ethnic background different from that of the candidate;
  ➢ Verify the activities performed by the applicant; and
  ➢ Provides a copy of his/her valid PPSC.
  ➢ The school assignment includes at least two age groups (preschool, elementary, middle, high school) with a minimum of 100 clock hours at the secondary site, not to exclude district services and programs or alternative school settings.
  ➢ Field supervisors will document experiences in individual and group practice with school aged children of diverse ethnic, cultural, and socio-economic backgrounds, as well as working with parents, school staff, and community resources.
  ➢ These tasks and additional expectations should be documented by utilizing the Learning Agreement that is used by the School of Social Work.

7. Applications are accepted on a rolling admissions basis, but all materials need to be submitted by June 1, 2016 for Summer 16 admission or September 1 2016 for Fall admission.
8. Candidates will register and pay fees for required classes through Open University/the College of International and Extended Studies. (Students must obtain a university identification number.)
9. All students MUST receive fingerprint (life scan) clearance and a Certificate of Clearance (COC) issued by the Commission on Teacher Credentialing.
10. Students are to submit a current TB clearance.

Internship

1. Candidates are responsible for securing their own internships. Candidates must complete 450 hours of an internship of which 100 hours are devoted to working with at least 10 pupils whose racial/ethnic background differs from that of the candidate, and 100 hours of which are in two of the four levels (pre-school, elementary, middle, or high school).
2. For the authorization in Child Welfare and Attendance Service 150 hours are required. These hours are included in the above 450 hours. Ninety (90) hours must be related to issues arising from relevant laws affecting child welfare, attendance, student rights, discipline, delinquency, and child labor laws. Sixty (60) hours must be acquired in an agency serving the needs children or a child
welfare agency serving families (these 60 hours may be satisfied using work experience verified by your resume).

Coursework

1. Post-Graduate applicants will register with the Open University and will be considered professional development students.
2. Candidates must successfully complete any necessary field experience and pass all of the required classes ordinarily within two years (from time of admission to the PPSC).

Credential Process

1. Candidates must pass the CBEST test in order to obtain the PPSC following completion of all required coursework and internship (unless waived from this requirement).
2. The credentialing process at the San Jose State University cannot occur until all course requirements are met, including documentation indicating passage of the CBEST test.