

## San Jose State University Online Post-Masters Pupil Personnel Services Credential (PPSC) Application Process

Applicants need to meet the following criteria for admission:

- A. Applicants must have graduated from a CSWE accredited MSW program. They must provide official copies of their graduate level work and MSW transcripts.
- B. Applicants must have either already completed the necessary field experience **OR** they must pursue their own field experience, through either employment or volunteer work in a public school setting. Applicants have the responsibility to secure their own field placements. School-based work through a 3rd party agency provider does not meet the required field experience criteria. The internship must always meet the following requirements of the Pupil Personnel Services Credential:

*The field supervisor must be able to verify that the applicant has completed, or is in the process of completing, at least 600 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. The school assignment must take place with 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. 150 of the 600 hours must relate to child welfare and attendance in schools. Field supervisors also should document experiences in individual and group practice with male and female school aged children of diverse ethnic, cultural, and socio-economic backgrounds, and working with parents, school staff, and community resources. These tasks should be documented by utilizing the Field Verification Hours and Evaluation form. The school site/internship experience must be under the supervision of a person holding a PPS credential. That person must be willing to sign off on written documentation of the hours completed, to verify the type of settings, and to provide a copy of their valid PPSC.*

- C. Applicants are required to provide a three page personal statement that describes why they are pursuing the PPSC credential in School Social Work. This statement should include a description of applicant's commitment to working in public education, serving at-risk student groups. Applicants should indicate their ability to work people from diverse backgrounds including racial, ethnic, religious and socio-economic groups; as well as youth with diverse sexual orientation, gender identity, age, physical and mental health differences.
- D. Applicants should provide three letters of professional recommendation and a current resume
- E. All candidates will need to complete the courses currently required of PPSC students at San Jose State University's School of Social Work program. Transcripts will be reviewed upon receipt of the application, and then the applicant will receive information about required coursework and waiver applications at the time of admission.

Complete the SJSU School of Social Work Post Master's Application Form and attach all items from the application checklist. This application requires an **official** copy of your Bachelor's and MSW transcripts.

**Please refer to website for latest application deadlines.**

- Applications will be reviewed by San Jose State University and applicants will be notified of their admission.
- After receiving their notice of admission, candidates will be provided with the form to enroll in Special Sessions, along with the required course codes. Candidates will need to pay the course fees and program costs at that time. (Please note that this is not a degree program and there is no financial aid available for this program).
- Candidates who have already completed the required courses and are granted both Course and Field Internship Waivers, will still be required to enroll in a field and seminar course to ensure these students receive the school social work supervision not experienced in the regular MSW program. For these students, this enrollment covers the San Jose State University processing the credential and also ensures that our university is safeguarding the credentialing requirements. (please see FAQ's frequently asked questions on the website for more details).
- Candidates must successfully complete any necessary field experience and pass all of the required classes within two years (from time of admission to the PPSC).
- Candidates are responsible for securing their own internships. If you want to obtain your own insurance, you can do so through NASW or the School Social Work Association of America (SSWAA). The San Jose State Post-Masters PPSC Program is not providing liaison assistance, oversight, or responsibility for your fieldwork. ensure that we need to ensure we have a practicum agreement in place before they start
- Candidates must pass the CBEST test in order to obtain the PPSC credential. Even with successful completion of coursework and internship, the Credentialing Office at SJSU cannot process the applicant's paperwork until the applicant can provide a copy of the CBEST card.

SJSU School of Social Work Post Master's PPSC Applications should be returned electronically in one email and also submit a hard copy (with all application checklist materials included) by the application deadline to the following address:

**San Jose State University School of Social Work  
One Washington Square  
San Jose, CA 95192 extended zip code**

**Attn: Jodi Barnum, Post Masters PPSC Coordinator**  
**Email: [socialwork-post-mastersppsc@sjsu.edu](mailto:socialwork-post-mastersppsc@sjsu.edu)**