

**Online Post-Masters Pupil Personnel Services Credential (PM-PPSC) Program
San José State University - School of Social Work**

Application Process

Applicants need to meet the following criteria for admission:

- A. Applicants must have graduated from an MSW program accredited by the Council on Social Work Education (CSWE).
- * Please note that this PPSC is only valid in California, and as such, only those residing in California are eligible for this Post-Masters PPSC program.
 - * Also note that this PPSC is only for social work workers with an MSW degree. Currently, we cannot enroll students with other masters degrees.
- B. Applicants must provide a copy of their transcripts with the Post-Masters PPSC application that documents the completion of their MSW degree. Applicants with pending MSW degrees must submit unofficial MSW transcripts along with a letter of good standing that includes the anticipated completion date. Please note that students will not be able to enroll in courses until the MSW degree has conferred and been verified via official MSW transcripts. A copy of your transcript with your Bachelors degree is also requested.
- C. Applicants must have either already completed the necessary field experience **OR** they must pursue their own field experience, either through employment or volunteer work in a public school setting. Please note that students must have held a Certificate of Clearance issued by the California Commission on Teacher Credentialing during the time the experience was completed in order to be considered for a field hours waiver. Applicants have the responsibility to secure their own field placements. School-based work through a third-party agency provider might not meet the required field experience criteria. The internship must always meet the following requirements of the Pupil Personnel Services Credential:

The candidate must obtain a Certificate of Clearance from the California Commission on Teacher Credentialing, upon admission to the program and prior to accruing any hours towards the PPSC. 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. Completion of 150 hours of field placement experience must be in the area of child welfare and attendance. 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 Verification of Standards 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 written documentation of the hours completed, to verify the type of settings, and to provide a copy of their valid PPSC.

- D. Applicants are required to provide a one-page personal statement. This statement needs to be single-spaced, formatted with one-inch margins and typed in a twelve-point Arial Font. This personal statement should describe why they are pursuing the Post-Masters PPSC in School Social Work. We recommend this statement include a description of the applicant's commitment to working in public education, including serving at-risk student groups. Applicants should indicate their ability to work with people from diverse backgrounds including racial, ethnic, religious, and socio-economic groups as well as youth with diverse sexual orientation, gender identity, age, and physical and mental health disabilities.
- E. Applicants must provide three letters of recommendation from professionals. Letters should speak to the skills and qualities that the applicant possesses, that would make them an asset to the social work profession.
- F. Applicants must provide a current resume.
- G. All candidates will need to complete the courses currently required of PPSC students at San José State University's School of Social Work program. The Post-Masters PPSC Program Coordinator will determine course equivalencies from reviewing the applicant's transcript and other required documentation such as course syllabi. Transcript reviews will be done upon receipt of the application and then the applicant will receive information about required course work and any waiver applications at the time of admission.

Please complete the SJSU School of Social Work Post-Masters Application Form and attach all items from the application checklist. This application requires an **official** hard copy of your transcript that documents the completion of your bachelors and MSW degrees.

Applications are due by the date posted on our website for the next cohort.

- Applications will be reviewed by the School of Social Work at San José State University and then applicants will be notified of their admission.
- Please note that admission into the PM-PPSC Program is based on the requirements and qualifications mentioned above. Space in the Post-Masters PPSC program is limited and is

a competitive process. **Meeting the minimum requirements does not guarantee a candidate's admission.**

- After receiving their notice of admission, candidates will be provided with the form to enroll in Special Sessions, along with the required course registration codes. Candidates will need to pay the course fees and program costs at that time. Two of the required online courses (ScWk 263 and ScWk 272) are each three units and the required field seminar courses (ScWk 230 and 231) are each two units. The approximate total cost is \$4,750 for this ten unit program, with each unit at \$475. This cost is not including books or other processing outside credential fees.

* **Please note that this is not a degree program and there is no financial aid available.**

* **You do not register through SJSU**

- Candidates who have already completed the required hours and are granted both a Course and a Field Internship Waiver, will still be required to enroll in a two-unit field seminar course to ensure they receive school social work supervision not experienced in the regular MSW Program. This enrollment ensures that our university is safeguarding the credentialing requirements. **Please see FAQs (frequently asked questions) on the website for more details.**
- Candidates must successfully complete any necessary field experience and pass all of the required courses within two years from time of admission to the PM-PPSC program. Our program has two graded courses (ScWk 263 and ScWk 272) in addition to the field seminar classes. Candidates must pass both classes with a minimum grade of "B". They must also maintain a 3.0 minimum grade point average to complete the program. Candidates must also successfully pass the field course by receiving a "Credit" grade based on evaluated performance. Students are evaluated by their internship field instructors upon completion of their field hours. Student evaluations are reviewed and field hours are verified and then a grade of "Credit" is issued by the Post-Masters PPSC coordinator.
 - * **This is an "online" program.** Field experience is completed in-person in your geographic location, but the two other classes are exclusively online. Therefore, students should be prepared for an online learning environment including having the necessary technology and computer equipment, and familiarity with curriculum and pedagogy delivered through a Learning Management System and web conferencing.
- **Candidates are responsible for securing their own internships.** Students will need to ensure that our program has a practicum agreement in place BEFORE they start accruing their required internship hours.
- If you want to obtain your own professional insurance, you can do so through the National Association of Social Workers (NASW) or the School Social Work Association of America (SSWAA). The San José State Post-Masters PPSC Program does not provide any liaison assistance, oversight, or responsibility for your field work.

- Candidates must pass the CBEST or equivalent in order to obtain the PPSC. 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-Masters PPSC **Applications should be returned by submitting electronic copies of ALL application checklist materials included, by the posted deadline and emailed to:**

Email: socialwork-post-masters@sjsu.edu

Jeanine Davis, PM-PPSC Coordinator