

**Online Post-Masters Pupil Personnel Services Credential (PM-PPSC)
Child Welfare and Attendance (CWA) Program
San José State University - School of Social Work Application Process**

Applicants need to meet the following criteria for admission:

- A. Applicants must hold an MSW and active PPSC in Social Work. (Please include your name as it appears on your credential and CTC document #, or a screenshot of CTC webpage with your active credential status)
- B. Applicants must provide a transcript with the Post-Masters PPSC application that documents the completion of their MSW degree and lists all courses taken. Applicants may also be asked to provide information on specific course content.
- C. Applicants must provide a current resume to demonstrate their work experience in the area of Child Welfare and Attendance. For specific examples: See attached checklist “CWA Credential Requirements Tasks/Assignments which Demonstrate Knowledge”
- 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 elaborate on their MSW program CWA-related course content and school social work services they have provided that meet the criteria for the CWA credential, if any
- E. All candidates will need to complete a CWA seminar course (3 units) and may be required to also complete additional PM-PPSC courses if content has not been met in their MSW program. The Post-Masters PPSC Program Review Board will determine course equivalencies from reviewing the applicant’s MSW transcript, resume and other required documentation such as course syllabi or course catalog descriptions. Transcript reviews will be done upon receipt of the application and then the applicant will receive information about required course work at the time of admission and prior to enrolling or paying for any courses.

Please send documents listed above (A-D) when applying to the program.

Fall Applications are due by August 27, 2021

- 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.

- 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. The required seminar course is a 3 unit course; the cost is \$450.00 a unit; there is no financial aid available for this program. The course is taught on-line in the evenings, will be one day a week for 5 weeks, and will require one and one-half hours live/synchronous instruction and 5-6 hours asynchronous learning weekly.
- In the event a candidate needs additional CWA field experience to meet the CTC CWA standards, they must be responsible for securing their own eligible placement.
- For questions or more information contact: Jeanine Davis: jeanine.davis@sjsu.edu

SJSU School of Social Work Post-Masters PPSC **Applications should be returned by submitting electronic copies of application with all required documents included, by the posted deadline and emailed to the following address:**

**School of Social Work
Attn: Jeanine Davis, CWA Post-Masters
PPSC Coordinator
San José State University
Email: socialwork-post-masters@sjsu.edu**

CWA Credential Requirement

Tasks/ Assignments which Demonstrate Knowledge

1. Work with issues related to Child Welfare 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 attendance	<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 (Journal)
3. Work with issues related to Student Rights	<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 discipline	<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 delinquency	<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? • Review, diversity, anti-racism and inclusion practices and policies in your school settings

