

# Berkeley Social Welfare

## Frequently Asked Questions about the Pupil Personnel Services Credentials (PPSC) Program

### Eligibility and Application

#### **Who is eligible to apply to the PPSC Program?**

Current Berkeley Social Welfare MSW students in all concentration areas *EXCEPT Aging* may apply to participate in the PPSC Program. Students in the Management and Planning (MAP) concentration must have field placements that fulfill the PPSC requirements pre-approved by Field Consultants that oversee both the MAP and PPSC programs.

#### **Who is eligible to apply to the Post-MSW PPSC Program?**

Applicants to the Post-MSW PPSC Program must have received a Master of Social Work/Social Welfare (MSW) degree from a graduate program accredited by the Council on Social Work Education (CSWE), and the degree program must have included documented coursework in social work practice with diverse populations. Students with master's degrees other than the MSW degree are not eligible.

#### **How and when do I apply? When do I have to decide?**

##### ➤ **For current Berkeley MSW students:**

The PPSC Program Application and Goal Statement is due MARCH 1<sup>st</sup> each year. Acceptance into the PPSC program is contingent on having secured field placements that will allow you to complete the necessary field experience, so you should decide if you wish to pursue the PPSC by the time you accept your second year field placement.

##### ➤ **For the Post-MSW PPSC Program:**

Complete application packages are due APRIL 1<sup>st</sup> each year prior to the start of Berkeley Summer Sessions, or until the required Summer Sessions courses reach their enrollment limit.

#### **How much does it cost?**

There are no additional fees or tuition imposed by UC Berkeley or the School of Social Welfare for current Berkeley MSW students in the PPSC program. There are supplementary fees associated with additional CTC requirements (fingerprinting and background check; application processing fees payable to CTC; CBEST testing fees, etc.) For current CTC fee information please see the CTC's Fee Information Leaflet at [www.ctc.ca.gov/credentials/leaflets/cl659.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf).

**For the Post-MSW PPSC Program**, there is a **\$450 program fee** assessed by the School of Social Welfare, in addition to course registration and enrollment fees paid to Berkeley Summer Sessions. For current Berkeley Summer Sessions fee information please see <http://summer.berkeley.edu/registration/fees>.

#### **If I decide not to obtain a PPSC while I am in the MSW program can I get it later?**

Yes, you may apply to the Post-MSW PPSC Program Option. If necessary you would complete the required course work through Berkeley Summer Sessions or UC Berkeley Extension Concurrent Enrollment.

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### Can students in the Title IV-E Child Welfare Training Program obtain a PPSC?

PPSC students typically do not also participate in the Title IV-E Child Welfare Training Program. Under limited circumstances, however, **it may be possible but not guaranteed** for some Title IV-E students to jointly earn the PPS credential. These candidates must meet particular eligibility criteria, including a full review and approval by the School Social Work Steering Committee. You should consult with the Title IV-E Program Coordinator AND the current School Social Work Committee Chair if you are a Title IV-E Program participant interested in the PPSC.

### Can students in the MSW/MPH Concurrent Degree program obtain a PPSC?

Yes; however, careful planning and consultation with faculty advisors is essential to successfully completing all program requirements.

### I am receiving a Mental Health Services Act stipend. Can I also get the PPSC?

Yes, as long as you complete the required course work and your field placement(s) satisfy the school-based practice and clock hour requirements for the PPSC. Some school based programs are funded to provide mental health services through contracts with Public County Mental Health agencies. Those agencies would be eligible to host MHSA Stipend Program participants. Your Field Consultant should be able to provide information as to whether specific field placement agencies are able to meet requirements of both programs.

## Fingerprinting and Certificate of Clearance

### What is the Certificate of Clearance and how do I get it?

The Certificate of Clearance is a document issued by the CTC to an individual who has completed the required fingerprint and background check process. The Certificate of Clearance provides no authorization, only verification that you have completed a professional fitness review. **You must obtain the Certificate prior to beginning any school-based field placement that will be used to satisfy PPSC field requirements.** Obtaining it is a two-step process: first you complete LiveScan fingerprinting, and then you apply to CTC Online for the Certificate.

### Where do I get the “CTC-specific LiveScan Form 41-LS?”

Download the CTC-required LiveScan Form from CTC Online at: <https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf>.

### What if I have a conviction on my record?

When you apply online for your Certificate of Clearance, you will be asked about arrests, convictions, changes in education employment status as a result of misconduct, and disciplinary actions taken against a teaching or other license. Failure to disclose any required information is falsification of your application and the CTC may reject or deny your application or take disciplinary action against your credential. The CTC will evaluate your fitness to be granted a credential based on your answers to the professional fitness questions and a criminal history review. For more information see “How to Complete the CTC Online Professional Fitness Questions” available at <http://www.ctc.ca.gov/educator-discipline/files/prof-fitness-instructions.pdf>.

### Can I use the fingerprints I provide for the CTC Certificate of Clearance for my internship or other jobs, or vice versa?

**NO.** Agencies/organizations requiring fingerprinting and background checks require you to follow their specific procedure, and the results are confidential. Agencies requiring background checks may not share the results reported to them with each other or anyone else. Also, individuals who have received fingerprint clearance from a school district, other California state agencies, or in other states are NOT exempt from the CTC LiveScan background check or Certificate of Clearance requirements.

### Basic Skills Requirement

#### **How do I submit verification that I have met the Basic Skills Requirement?**

You must provide a copy of your CBEST core card, or alternative exam score report, at the time you submit your *Request for Online Recommendation Form*. You may submit hard copy score reports to the Office of Admissions and Student Services in 120 Haviland Hall. You may submit electronic copies by email to [swppsc@berkeley.edu](mailto:swppsc@berkeley.edu). Please note that “screen shots” are not acceptable: you must submit a copy of an official score report. Instructions and testing agency contacts for obtaining duplicate score reports are listed in the CTC’s Basic Skills Requirement Leaflet, available online at <https://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf>.

#### **I am graduating but haven’t met the Basic Skills Requirement. Can I still get my PPSC?**

Yes, if you have completed all other requirements. Your recommendation will be submitted to CTC upon receipt of a valid score report confirming that you have satisfied the Basic Skills Requirement.

### Post-MSW PPSC Program

#### **My master’s degree is in Counseling. Can I get my PPSC from your program?**

No. Berkeley’s program is accredited only for the PPSC in School Social Work, so only those with the MSW degree are eligible.

#### **Is there financial aid available for the Post-MSW PPSC Program?**

No. Since the post-master’s program is not a degree program, no financial aid is available.

#### **How do I complete the field requirements if I am in the Post-MSW PPSC Program?**

If you did not complete field experience in your MSW program that satisfies PPSC requirements, you must secure your own field placement. In most cases this is done by completing PPSC-eligible field experience hours through employment in a public school setting. The supervising field instructor must complete and sign the PPSC Field Experience Requirement Verification and Evaluation Form, which must be submitted either at the time of application (if already completed), or upon completion of the required field hours (if in progress).

#### **How long do I have to complete the required field experience hours?**

You have three years from the time of acceptance into the Post-MSW PPSC Program to satisfy all requirements for a credential recommendation. This includes required field hours.

#### **I am currently enrolled in an MSW Program at another school that does not offer a School Social Work/PPSC Program. Can I participate in Berkeley’s summer PPSC program?**

Yes, if it is a CSWE-accredited MSW program in the state of California only. You will not be eligible for a credential recommendation until your MSW degree is conferred. You will be required to provide an official transcript indicating your MSW degree conferral in order to receive a credential recommendation from Berkeley. You will also be required to submit documentation verifying your field experience hours meet all requirements for the PPSC.

#### **If I am unable to enroll in summer classes, can I still complete the Post-MSW PPSC Program?**

You may be able to enroll in PPSC course work during the fall or spring semesters through University Extension Concurrent Enrollment. However, seats are prioritized for current Berkeley students and may not be available in any given term.