Pupil Personnel Services Credential (PPSC) Program

Berkeley Social Welfare MSW students who complete the required academic and field curriculum in School Social Work along with their MSW degree requirements may be eligible for a recommendation from Berkeley Social Welfare for the Pupil Personnel Services Credentials ("PPSC") issued by the California Commission on Teacher Credentialing (CTC). The PPS credential is usually a requirement for employment as a school social worker in California K-12 public schools.

Summary of Eligibility Requirements for the PPSC
In addition to meeting core and specialization requirements for the MSW degree, PPSC candidates must also complete specific course work and field education experiences expressly directed to certification standards in school social work and child welfare and attendance services.

Required Courses
In addition to all core and specialization requirements for the MSW degree, PPSC candidates must also complete two required credential program courses:

- ❑ SOC WEL 232 – Social Work and Education Policy (2 units)
- ❑ SOC WEL 250T – Social Work Practice in School Settings (2 units)

Field Experience Requirements
- ❑ Minimum total of 450 hours in approved PPSC field placement setting, under the supervision of a person holding the PPSC credential; with:
  - o At least 100 hours with at least 10 pupils of diverse ethnic background.
  - o At least 100 clock hours in at least two different age group settings.

Berkeley Social Welfare MSW students typically satisfy the PPSC field experience requirements through a combination of both first and second year MSW field placements. MSW students pursuing the PPS credentials will typically need to have **a second year field placement in a school-based setting.** This arrangement is most meaningful in terms of synchronizing required academic course work with field experiences.

Certificate of Clearance
Before beginning any school-based field placement that will be used to satisfy PPSC field requirements, credential-seeking students **MUST** complete a LiveScan fingerprinting and background check process, and obtain a Certificate of Clearance issued by the CTC.

Basic Skills Requirement
All credential candidates must satisfy the state's Basic Skills Requirement, which is usually done by taking and passing the California Basic Education Skills Test (CBEST).

PPSC Program Application Process and Timeline

Acceptance into the School Social Work credential program is contingent on both a clear statement of interest, **and arranging for field placements that meet the program requirements.** The PPSC Program application cycle is thus typically timed to the second year field placement process.

1. **Attend a School Social Work/PPSC Orientation and Information Session:**
   PPSC Information Sessions are usually held each fall and spring semesters. Dates and times are announced to all students at the start of the semester. These sessions are an opportunity to learn more about school social work, and the requirements for obtaining the PPS credentials.

   ➢ For complete information about all PPSC program and credential requirements, please see our *Guide to the School Social Work Credentialing Program,* available online at http://socialwelfare.berkeley.edu/ppsc.

2. **Submit a completed PPSC Program Application and Goal Statement:**
   PPSC Program Applications are **due March 1** each year. Submit to Social Welfare Office of Admissions and Student Services Office in 120 Haviland Hall.

   ➢ Application forms are available online at http://socialwelfare.berkeley.edu/ppsc.

   Goal Statement: Attach to your completed application form a brief (1-2 typed pages) personal goal statement, addressing 1) development of your interest in school social work and your goals in applying to the PPS credential program; 2) how you see that earning a PPSC will advance your professional practice; and 3) how you intend to utilize this credential to serve disadvantaged pupils.

3. **Obtain Certificate of Clearance from Commission on Teacher Credentialing (CTC):**
   Students are informed of provisional acceptance to the PPSC Program around April 15. Once accepted, you should complete the LiveScan fingerprinting and background check process to apply for and obtain the required Certificate of Clearance. You **must** get the Certificate of Clearance issued by CTC **before beginning your school-based field placement.**

   ➢ For instructions and information regarding the LiveScan fingerprint clearance process, please see http://www.ctc.ca.gov/credentials/leaflets/cl271.pdf.

   ➢ For instructions and information regarding the CTC-issued Certificate of Clearance, please see https://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf.

4. **Satisfy the Basic Skills Requirement:**
   This is most commonly done by taking the CBEST (California Basic Education Skills Test) exam. Students are encouraged to take the CBEST Exam in the summer between the first and second years in the MSW program. You must supply a copy of your CBEST (or acceptable alternative test) score report before your PPSC recommendation can be submitted.

   ➢ For information about the CTC Basic Skills Requirement, including acceptable alternatives to the CBEST, please see http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf.

   ➢ For information about the CBEST exam, please see http://www.cbest.nesinc.com/.

5. **Submit Request for Online Credential Recommendation Form:**
   Once you have completed your MSW degree and all PPSC requirements, you will submit a final Request for Online Credential Recommendation form. The School of Social Welfare will submit your recommendation for the PPS credential via CTC Online once transcripts with posted degrees are available. The CTC issues credentials when you respond to e-mail from CTC with instructions on how to complete online application for credential and pay the required application fee. At this point both you and potential employers will be able to see the status of your credential recommendation through CTC's Online Services for Educators ("CTC Online").