

## Post-Master's Pupil Personnel Services Credential (PPSC) Program

For social work professionals who already hold the Master's in Social Work (MSW) degree, Berkeley Social Welfare offers a post-master's program leading to eligibility 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. Berkeley Social Welfare's School Social Work program, fully accredited by the CTC, prepares students in the PPSC specialization areas of School Social Work, and Child Welfare and Attendance.

### **Eligibility**

Applicants to this program must have received their 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.

### **Academic Requirements**

The required course work is taken in the summer through Berkeley Summer Sessions. Two, 2-unit courses are required: SOC WEL 232-Social Work & Education Policy; and SOC WEL 250T-Social Work Practice in School Settings. Transfer credit is not accepted.

### **Field Experience Requirement**

Post-MSW PPSC candidates must have either completed the necessary field experience requirement for the PPSC while in their MSW program, or after receiving their MSW, or be in process of completing field experience through employment in a public school setting that meets the CTC field experience requirements for the PPS credentials.

### **Administrative Requirements**

All credential candidates must complete a fingerprinting and background check process and obtain a Certificate of Clearance issued by CTC. All candidates must also satisfy the state's Basic Skills Requirement, which is usually done by taking and passing the California Basic Education Skills Test (CBEST).

## Program Costs

There is a **non-refundable program fee of \$250**, payable at the time a complete application package is submitted. The fee is assessed to defray costs associated with application processing, transcript evaluation, verifying field experience hours and final evaluation of credential eligibility.

**Registration and course enrollment fees** are paid through Berkeley Summer Sessions. For current fee information please see <http://summer.berkeley.edu/registration/fees>.

There are **additional fees associated with CTC program requirements** include the fingerprinting and background check process, CTC application processing fees, and CBEST testing. For current fee information, 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).

## Application Process and Timeline

The deadline to submit an application to the Post-MSW PPSC Program is **May 15 each year** prior to the start of Berkeley Summer Sessions, or until the required courses reach their enrollment limit. We encourage applicants to submit materials in plenty of time to be notified of acceptance in advance of enrollment for Summer Sessions courses, which generally begins in February each year.

Applicants to the Post-MSW PPSC Program must submit the following in one complete package:

1. A completed **Post-MSW PPSC Program Application and Applicant Goal Statement**.
2. A non-refundable **program fee check for \$250**, made payable to "UC Regents."
3. **If field experience hours have been completed:**  
A completed Post-MSW PPSC Program Field Experience Verification and Evaluation Form, submitted by the verifying Field Instructor/PPSC Supervisor.
4. **If field experience hours have NOT been completed:**  
Verification that field experience hours are in progress, generally provided in the form of a letter of reference from the PPSC supervisor(s), on agency letterhead.
5. **Transcripts** documenting all completed college and university course work:  
An official transcript is required for documenting conferral of the MSW degree; an official transcript documenting conferral of a baccalaureate degree is also required if that degree is not noted on the MSW degree

## Where to Submit Applications

Application packages should be submitted to:

Berkeley Social Welfare  
ATTN: Academic Coordinator  
120 Haviland Hall #7400  
Berkeley, CA 94720-7400

transcript. Unofficial transcripts are acceptable for all other coursework.

## Credential Recommendations

After completing the all program requirements, candidates request a credential recommendation by submitting a *Verification of Standards and Request for Credential Recommendation Form* and official transcripts documenting successful completion of any additional required course work. Once Berkeley Social Welfare completes final verification and submits an online credential recommendation to the CTC, candidates complete the application process via CTC Online Services and pay the appropriate application processing fee(s).

## Field Experience Information

Post-MSW PPSC Program participants **are responsible for securing their own field placement/ internship to obtain the required field experience hours**. Berkeley Social Welfare does NOT provide any field placements, liaison assistance, oversight, or liability insurance coverage to post-master's students, who do not register or pay for field practicum credit.

Past field experience hours completed prior to acceptance into the Post-MSW PPSC program may be used upon verification from the Field Supervisor(s) that the hours meet PPSC requirements; previous hours will be verified upon acceptance into the Program. Candidates may also begin accruing PPSC-eligible field experience hours upon acceptance into the Post-MSW PPSC Program. Post-MSW PPSC candidates must complete all field requirements within three years from acceptance into the Program in order to be eligible to request a credential recommendation.

Candidates requiring malpractice liability insurance while completing field requirements may obtain coverage through NASW ([www.socialworkers.org](http://www.socialworkers.org)) or the School Social Work Association of America ([www.sswaa.org](http://www.sswaa.org)).

This form is designed to be completed as a fillable PDF document, and it is fully functional in the free Acrobat Reader (<http://www.adobe.com/products/reader.html>). Please avoid using in-browser viewers such as Preview (Mac) or File Viewer (Windows) to complete this form.

**Application Deadline: May 15 each year**

Summer Sessions enrollment generally begins in February each year, so applicants are encouraged to submit materials well in advance.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Applicant Full First and Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Permanent Email Address

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Institution Where You Received Your MSW Degree

\_\_\_\_\_  
Month & Year MSW Received

\_\_\_\_\_  
Concentration Area

**Field Experience Requirement – Please check appropriate box below:**

- I have previously completed all field experience hours that satisfy PPSC requirements and have included my Field Experience Verification and Evaluation Form with this application.
- I will need to arrange to complete some or all of my required field hours while in the Post-MSW PPSC Program.

**Goal Statement**

In the space below and on reverse as needed, please provide a PPSC Program 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.

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