

# Berkeley Social Welfare

## Post-MSW PPSC Program Application Instructions and Checklist

The priority application deadline is April 1<sup>st</sup> each year.

“Priority” means that complete application packages received by this date will be given priority consideration.

Applicants are strongly encouraged to submit a complete application package in plenty of time to be notified of acceptance well in advance of enrollment for Berkeley Summer Sessions courses, which generally begins in mid-February each year.

A complete application package includes ALL of the following:

- Completed Post-MSW PPSC Program Application Form:**  
The application 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 the form. You do not need to include a copy of this checklist.
- Program Fee **check for \$450**, made payable to “UC Regents”
- Official transcript** documenting conferral of your **BACHELOR’S degree**
- Official transcript** documenting conferral of your **MSW degree:**  
To be eligible for the Post-MSW PPSC Program, you must have a Master’s degree in Social Work/Social Welfare (MSW) from an accredited program. Other master’s degrees are not accepted for this program.
- A current résumé/CV
- PPSC Program Goal Statement:**  
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.
- Field Experience Verification - include ONE of the following in your application package:**
  - (1) A completed Field Experience Verification and Evaluation Form (available online at <http://socialwelfare.berkeley.edu/ppsc>), signed by the supervising field instructor who holds the PPSC; *or*,
  - (2) A letter of reference on agency letterhead, from a PPSC-holding supervisor, verifying that field hours are in progress, or will be in progress while in the Post-MSW PPSC Program; *or*,
  - (3) A brief written statement outlining your intended plans for completing the required field experience hours if you still need to arrange for field placement.
- Certificate of Clearance Verification:**  
You must obtain the Certificate of Clearance prior to beginning any school-based field placement hours you wish to have count towards the PPSC field experience requirement. A copy of your [CTC LiveScan Form 41-LS](#) is required in order to access your Educator Record. ***Please include a completed LiveScan Form 41-LS with your application.***
- Basic Skills Requirement Verification:**  
You must satisfy this requirement before your credential recommendation can be submitted. Please include copy of your CBEST (or acceptable alternative test) score report with your application. “Screenshots” are not acceptable. Instructions and testing agency contacts for obtaining duplicate score reports are listed in the CTC’s Basic Skills Requirement Leaflet (<https://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf>).

**SUBMIT HARD COPIES AND PROGRAM FEE CHECKS BY MAIL TO:**

Berkeley Social Welfare  
ATTN: POST-MSW PPSC PROGRAM  
120 Haviland Hall, #7400  
Berkeley, CA 94720-7400

Email electronic copies of application materials and other documents to [swppsc@berkeley.edu](mailto:swppsc@berkeley.edu).  
Application forms and other materials may also be dropped off in person at the UC Berkeley School of Social Welfare, Dean’s Office, 120 Haviland Hall, during regular business hours (8a-5p, Mon. – Fri.).

Questions? Contact a PPSC program adviser via email to [swppsc@berkeley.edu](mailto:swppsc@berkeley.edu).