

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

UC Berkeley's School of Social Welfare offers a fully accredited School Social Work Program designed to educate master's-level social workers to assist public schools in achieving their educational and developmental missions. Students pursuing the Master of Social Welfare (MSW) degree who complete the required academic and field curriculum in school social work are 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.

A Post-MSW PPSC Program is also offered for certain qualified school social work credential seekers who did not complete a school social work program as part of their regular MSW degree.

Eligibility

Applicants to the Post-MSW PPSC Program must have already received a master's degree in social work/social welfare (MSW) from a graduate program accredited by the Council on Social Work Education (CSWE). The MSW degree program must have included documented coursework in child and adolescent development, and social work practice with diverse populations.

Berkeley Social Welfare's School Social Work program prepares students in the PPSC specialization areas of School Social Work, and the Child Welfare and Attendance add-on specialization. Thus participation in the Post-MSW PPSC Program is limited to those possessing the **MSW degree only**; students with other master's degrees are not eligible.

How the Post-MSW PPSC Program Works

Credential-seeking students accepted to the Post-MSW PPSC Program enroll in Berkeley Summer Sessions to complete the required coursework during the summer. Two graduate-level courses (2 units each) are required, and both courses are offered each summer.

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.

PPSC candidates must also satisfy certain additional credential prerequisite

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

socialwelfare.berkeley.edu/ppsc

Email: swppsc@berkeley.edu

requirements, including completing 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). 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>.

After completing all program requirements, candidates request a credential recommendation by submitting a *Request for Online 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).

Program Costs

Registration and Course Enrollment Fees:

The Post-MSW PPSC Program is a non-degree program. Candidates must complete two, 2-unit graduate-level courses during the summer. Students enroll in Berkeley Summer Sessions as "Visiting Domestic Students." **Registration and course enrollment fees** are paid through Berkeley Summer Sessions. For current registration details and fee information please see <http://summer.berkeley.edu/registration/fees>.

Program Fee:

There is a **non-refundable program fee of \$450**, 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.

Additional Fees:

There are **additional fees associated with credential 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.

Financial Aid:

Because the Post-MSW PPSC Program is a non-degree program, financial aid is not available from UC Berkeley or the School of Social Welfare for Visiting Students.

Application Process and Timeline

The priority deadline to submit an application to the Post-MSW PPSC Program is **April 1 each year** prior to the start of Berkeley Summer Sessions, **or until the required courses reach their enrollment limit**. We encourage all applicants to submit materials in plenty of time to be notified of acceptance in advance of enrollment for Berkeley Summer Sessions, which generally begins in **mid-February each year**.

A complete application package includes the application form and program fee; a PPSC Goal Statement; official transcripts documenting both baccalaureate and MSW degrees; Field Experience Verification; CTC Certificate of Clearance documentation, and verification of satisfying the CTC Basic Skills Requirement. All application instructions and materials are online at <http://socialwelfare.berkeley.edu/ppsc>

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) or the School Social Work Association of America (www.sswaa.org).