Berkeley Social Welfare
UC BERKELEY SCHOOL OF SOCIAL WELFARE

School Social Work Program
Pupil Personnel Services Credentials in
School Social Work & Child Welfare and Attendance

Request for Online Pupil Personnel Services Credential (PPSC) Recommendation

Instructions:
To be recommended for your PPS Credential(s) you must complete this form and provide any additional required documentation as indicated. Please return to the Graduate Student Services in 120 Haviland Hall.

First Name _____

Last Name _____

*Permanent Email Address _____

Permanent Contact Phone Number _____

*Please provide a **valid and reliable permanent email address:** you will receive an automated email from CTC Online at this address with instructions on how to complete your part of the online application once your recommendation has been submitted.

VERIFICATION OF STANDARDS

Date (Month/Year) you **completed your MSW Degree:**	
Semester/Year you **completed SOC WEL 232:**	
Semester/Year you **completed SOC WEL 250T:**	
Date you submitted your **completed Final Field Evaluation:**	
Date you completed the **PPSC Student Online Competency Survey:**	

Are you also seeking the additional credential in **Child Welfare & Attendance?** ☐ Yes   ☐ No

Please complete the following table to indicate how you have satisfied the Field Experience Requirement:

School Site/Placement Setting	Grade Level	Placement Dates	Total Hours	100 hours with 10 pupils of diverse background?	100 hours in at least 2 different age group settings?
				☐ Yes	☐ Yes
				☐ Yes	☐ Yes
				☐ Yes	☐ Yes

LIVESCAN & CERTIFICATE OF CLEARANCE

The [CTC LiveScan Form 41-LS](#) contains information required in order to access your CTC Online record and submit your credential recommendation. **Please check the appropriate box below to verify how you have satisfied the LiveScan & Certificate of Clearance requirement:**

☐ I provided the School of Social Welfare with a copy of my LiveScan Form 41-LS when I received my Certificate of Clearance issued by CTC.

☐ I already have a valid Certificate of Clearance issued by CTC and a filled-out copy of my LiveScan Form 41-LS is attached to this request form.

BASIC SKILLS REQUIREMENT

Please check the appropriate box below to verify how you have satisfied the Basic Skills Requirement:

☐ I have provided the School of Social Welfare with a copy of my CBEST (or acceptable alternative test) score report.

☐ I already have a valid teaching credential issued by CTC and previously satisfied the Basic Skills requirement.

I certify that I have completed all of the requirements in order to be eligible to request an Online Credential Recommendation from the School of Social Welfare:

Signature _____

Date _____