

# Berkeley Social Welfare

## Post-MSW PPSC Program Application

Applicant Full First and Last Name

Mailing Address

City

State

ZIP Code

E-mail Address

Primary Phone Number

Name of School Where You Received Your MSW Degree

MSW Degree Conferral Date

How are you satisfying the supervised field experience requirement? Check one:

- I previously completed all field experience hours that satisfy PPSC requirements during my MSW program. My Field experience Verification and Evaluation Form is included with this application.
- I am currently working in a school and completing my PPSC field hours as part of my employment.
- I need to complete field experience hours and have a PPSC field placement already arranged.
- I will need to arrange to complete some or all of my hours while in the Post-MSW PPSC Program.

Please list the placement site(s) where you completed or will be completing required PPSC field experience hours:

Name of School/Placement Setting	Grade Level	Placement Dates	Total Hours	PPSC Supervisor Name

Please include the following attachments with your application:

**1. PPSC GOAL STATEMENT:**

Attach a brief personal goal statement (1-2 typed pages), 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.

**2. CERTIFICATE OF CLEARANCE VERIFICATION:**

Attach a completed copy of your [CTC LiveScan Form 41-LS](#). This form is required in order to access your CTC Educator Record to verify that you have a valid Certificate of Clearance issued by CTC.

**3. BASIC SKILLS REQUIREMENT VERIFICATION:**

Attach a copy of your CBEST score report or acceptable alternative test score report, **or** check the following:

- I will provide verification as soon as I have satisfied the Basic Skills Requirement.

I understand that I am applying to the non-degree Post-MSW PPSC Program, and certify that all application information I have provided is accurate:

Signature

Date

# Berkeley Social Welfare

## Post-MSW PPSC Program Application Instructions and Checklist

- 1. Application Form:** This application form is designed to be completed as a fillable PDF document, and it is fully functional in the free [Adobe Acrobat Reader](#). Please **download and save the application form** in order to complete it. Do NOT complete the form using in-browser viewers such as Preview (Mac) or File Viewer (Windows).
- 2. Application Deadline:** The priority application deadline is **April 1st each year**. 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.
- 3. Program Fee Payment:** A check for \$450, made payable to "UC Regents," must be included with your application.
- 4. Transcripts:** Official transcripts documenting conferral of your BACHELOR'S degree in a major other than education, AND conferral of your MSW degree, must be included with your application package. 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.
- 5. Résumé:** A current résumé/CV must be included with your application package.
- 6. PPSC Program Goal Statement:** Please include 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.
- 7. Field Experience Verification:** Include **ONE of the following** in your application package:
  - (1) A completed Field Experience Verification and Evaluation Form signed by the supervising field instructor who holds the PPSC.
  - (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.
  - (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.
- 8. 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. Please include a copy of your [CTC LiveScan Form 41-LS](#) with your application.
- 9. 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.**

### 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).**