

Berkeley Social Welfare

School Social Work Credentials (PPSC) Program Application

Submit this completed application form and required attachments to the Social Welfare Office of Admissions and Student Services in 120 Haviland Hall by March 1st.

Student Full First and Last Name

Student ID # (SID):

E-mail Address

Primary Phone Number

Specialization Area in the MSW Program

Expected Graduation Date

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

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

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

School Social Work Credentials (PPSC) Program Application Instructions

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 fill it out and print it. Do NOT complete the form using in-browser viewers such as Preview (Mac) or File Viewer (Windows). Submit completed applications to the Graduate Student Advisor in 120 Haviland Hall.

2. **Application Deadline:**

Acceptance into the School Social Work credential program is contingent on both a clear statement of interest, **and arranging for field placements that meet the program requirements**. The PPSC Program application cycle is thus typically timed to the second year field placement process. **PPSC Program Applications are due March 1** each year.

3. **PPSC Program Goal Statement:**

Attach to your completed application form 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.

4. **Fingerprinting, Background Check and Certificate of Clearance:**

Please attach a filled-out copy of your [CTC LiveScan Form 41-LS](#) to your application. This form is required in order to access your Educator Record to verify that you have a valid [Certificate of Clearance](#) issued by the California Commission on teacher Credentialing (CTC).

Students are typically informed of provisional acceptance to the PPSC Program around April 15. Once accepted, you should complete the LiveScan fingerprinting and background check process to apply for and obtain the required Certificate of Clearance. You must get the Certificate of Clearance issued by CTC **before beginning any school-based field placement hours you wish to have count towards the PPSC** field experience requirement.

5. **Basic Skills Requirement:**

You must satisfy the CTC's [Basic Skills Requirement](#) in order to be eligible for a PPSC credential recommendation. This is most commonly done by taking the California Basic Education Skills Test (CBEST). Students are encouraged to take the CBEST Exam in the summer between the first and second years in the MSW program. You must supply a copy of your CBEST (or acceptable alternative test) score report before your PPSC recommendation can be submitted.