



**Azusa Pacific University**  
**Department of Social Work, MSW Program**

**PUPIL PERSONNEL SERVICES CREDENTIAL**  
**SCHOOL SOCIAL WORK and CHILD WELFARE AND ATTENDANCE**

**General Program Requirements**

Current students enrolled in the 60-unit MSW Program, who are in the Clinical Practice Specialization, and who have obtained clearance from the Commission on Teacher Credentialing (CTC) are eligible to apply for the PPSC Program.

- 1) Attend PPSC Orientation prior to applying to Specialization Field Internship. Complete field placement procedures as outlined in the Field Education Manual.
- 2) Submit the [PPSC Application](#) no later than January 6 (current MSW students) and March 1 (newly admitted Advanced Standing students).
- 3) A two-page, single-spaced personal statement must be included with the application by the deadline. The discussion will serve to assess student interest in school social work and will include a response to each question as follows: a) why do you want to complete the PPSC and intern in a school based social work setting? b) what prior experience have you had working or volunteering with school-aged children and/or their families that supports your application to be referred to a PPSC field site? c) what other information would you like to share that will strengthen your application?
- 4) Obtain a **Certificate of Clearance (COC)** through the Commission on Teacher Credentialing (CTC). Total cost is approximately \$100 (includes at minimum, live scan and application fees). Please review and follow the [Certificate of Clearance information](#) on the [State of California website](#). Students may begin monitoring their clearance status on the State of California website approximately two to four weeks after filing their application. A copy of your COC must be provided to the APU MSW Program before accruing PPSC field hours.
- 1) Meet [Basic Skills Requirement](#) by passing the **California Basic Educational Skills Test (CBEST)** or other method as specified in the [CTC Basic Skills Requirement information sheet](#). If completing the CBEST, proof of registration before beginning school social work coursework is required. In order to apply for the actual PPS credential candidates must pass all three sections of the CBEST. For information about the CBEST, see website: <http://www.ctcexams.nesinc.com/>
- 5) Complete SOCW 537 Child & Adolescent Behavioral Health and Diagnosis.



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- 6) Enroll in PPSC field education course sequence: SOCW 553 Field V Clinical – School Social Work; SOCW 554 Field Seminar V Clinical – School Social Work; SOCW 555 Field VI Clinical – School Social Work; SOCW 556 Field Seminar V Clinical – School Social Work Complete. Accrue a total of 600 field hours in a qualified school setting; 450 hours are applied for School Social Work activities; 150 hours toward Child Welfare and Attendance activities. Students must be supervised by a qualified field instructor who possesses an MSW with a PPSC in School Social Work and Child Welfare and Attendance. Students must accrue experience in at least two different school aged populations: elementary, middle, and/or high school; with a diverse pupil caseload (minimum 10 students of a racial or ethnic background that is different than your own), which includes individuals in regular and special education.
- 7) Students will refer to the [PPSC Field Placement Activities Checklist](#) and use it to track required activities. In addition to completing the checklist, field instructor and student will complete the [PPSC Comprehensive Skills Evaluation](#) (which is required in addition to the MSW Program Comprehensive Skills Evaluation).
- 8) Successfully complete required PPSC courses: SOCW 563 School Social Work (3 units) and SOCW 540 Educational Policy (3 units).
- 9) Maintain academic standing as outlined in the MSW Student Handbook, including 3.0 grade point average and attain a B- or better in all courses.
- 10) Schedule meeting with PPSC Program Coordinator to review documentation, complete the credentialing process, and submit credentialing fees.

*Questions regarding the PPSC Program may be directed to:*

Olivia Sevilla, Ed.D., LCSW  
Interim PPSC Coordinator  
(626) 857-2401  
[oesevilla@apu.edu](mailto:oesevilla@apu.edu)