



**Department of Social Work Program
Master of Social Work Program**

**Pupil Personnel Services Credential (PPSC)
Auxiliary Student Handbook**

Last Updated: Spring 2021

Table of Contents

Introduction	3
PPSC Coordinator	3
PPSC Field Faculty Liaison	3
School of Education	3
PPSC Field Internships	3
PPSC Field Seminar	3
PPSC Field Application Process	4
General Program Requirements	4
Admissions Requirements for Post-MSW PPSC Program	5
Post-MSW PPSC Program Requirements	6
PPSC Resources and Forms	7

PPSC Auxiliary Student Handbook

Introduction

The PPSC Auxiliary Student Handbook includes information, policies and procedures, forms, and resources for the MSW Program Pupil Personnel Services Credential (PPSC). The Handbook is supplemental to the Department of Social Work Field Education Manual, which contains information relevant to field education.

PPSC Coordinator

The PPSC Coordinator is a member of the faculty who oversees the PPSC program, including admissions, coursework, and credentialing requirements.

PPSC Field Faculty Liaison

The PPSC Field Liaison oversees the PPSC field experience for the student and field agency, and maintains contact with the PPSC Field Instructor as the primary university representative to the agency. In addition, the Liaison carries out the following:

- Conducts a minimum of one in-person field visit per semester to monitor student progress in the PPSC field internship and complete required PPSC field documentation
- Reinforces field policies
- Reviews student's PPSC fieldwork as follows: process recordings, time logs, process recording logs, and documentation of other school social work learning activities as specified in the learning agreement and PPSC Field Placement Activities Checklist
- Serves as primary contact for addressing student learning needs, issues, and concerns as needed in the course of field education. The Liaison will consult with the MSW Regional Campus Coordinator of Field Education or Director of Field Education as indicated
 - Drafts remediation document (Field Support Plan) as needed
- Facilitates PPSC field seminar course to engage students in discussion of the PPSC field internship experience and integration of knowledge within field internship activities.

School of Education

The APU School of Education is the designated university entity that communicates directly with the California Commission on Teacher Credentialing (CTC) on credentialing requirements.

PPSC Field Internships

PPSC field internships are approved field education sites which have been vetted by the field faculty. These sites meet criteria to provide supervised PPSC field experience in School Social Work (SSW) and Child Welfare and Attendance (CWA), which allows students to gain practice experience with diverse pupils of two age groups (i.e. elementary, middle, and/or high school). The field instructor possesses a qualifying MSW degree and/or licensure, along with a PPSC in SSW and CWA.

PPSC Field Seminar

PPSC candidates complete a field seminar course specific to school social work which acts as a bridge between classroom learning and applied learning in the field internship.

PPSC Field Application Process

Students in the Clinical Practice Specialization who are interested in completing a PPSC field internship may complete the PPSC Application when completing the *Application for Specialization Year field internship*. Please see the Specialization Year field placement process referenced in the [Field Education Manual \(p.45\)](#). Post MSW applicants apply through the university website.

General Program Requirements

Current APU Students

Current students admitted to and enrolled in the 60-unit MSW Program, who are in the Clinical Practice Specialization, and who have obtained clearance from the California Commission on Teacher Credentialing (CTC) are eligible to apply for the PPSC Program. Advanced standing applicants can apply 30 units towards total units granted. The following are the application procedures:

- 1) Attend PPSC Orientation prior to applying to Specialization Field Internship. Complete field placement procedures as outlined in the [Field Education Manual \(p.45\)](#).
- 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.
- 5) 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/>

- 6) Complete SOCW 537 Child & Adolescent Behavioral Health and Diagnosis.
- 7) Complete 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. (These hours are in addition to the 450 field education hours completed during the generalist social work year one, totally 1000 field internship hours).
- 8) 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).
- 9) Successfully complete required PPSC courses: SOCW 563 School Social Work (3 units) and SOCW 540 Educational Policy (3 units).
- 10) Maintain academic standing as outlined in the MSW Student Handbook, including 3.0 cumulative grade point average and attain a B- or better in all courses.
- 11) Schedule meeting with PPSC Program Coordinator to review documentation, complete the credentialing process, and submit credentialing fees.

Admissions Requirements for Post-MSW PPSC Program

- 1) MSW degree from a CSWE accredited program along with a micro/clinical/direct practice focus with Children, Youth, and Families (or two years post-MSW work experience with Children, Youth, and Families). Students must have completed a minimum of 45 semester units. (Note: Bachelor's degree must also be from a regionally accredited university or college.) Advanced standing applicants can apply 30 units towards total units granted.
- 2) A child psychopathology course, or evidence of 2 years of work experience with children and families.
- 3) Completed application to the university. Application due dates are March 1 for Summer enrollment, and June 1 for Fall enrollment. The March 1 deadline applies for all applicants needing to fulfill the PPSC field internship requirement.

- 4) Official transcripts, along with syllabi and course descriptions, as needed, to provide proof of completed prerequisite coursework.

Post-MSW PPSC Program Requirements

- 1) Successfully complete required PPSC courses: SOCW 563 School Social Work (3 units) and SOCW 540 Educational Policy (3 units).
- 2) Candidates who complete required field hours outside of the program, must provide evidence of supervisor credentials (through CTC) and documentation of accrued experience in SSW and CWA activities. A total of 1000 field hours in your MSW Program is required.
- 3) **If needing PPSC field experience:** APU MSW Program will facilitate placement in a qualifying PPSC field internship site. **Student will enroll in SOCW 553 Field V – Clinical School Social Work (3 units), SOCW 554 Field Seminar V – Clinical School Social Work (1 unit), SOCW 555 Field VI – Clinical School Social Work (3 units), SOCW 556 Field Seminar VI – Clinical School Social Work (1 unit)** and complete 600 field hours in a qualified school setting. Of the total hours, 450 hours will be applied for School Social Work activities and 150 hours toward Child Welfare and Attendance activities. Students must be supervised by a qualified field instructor according to CTC Standard 4 who possesses a PPSC in School Social Work or an MSW with another PPSC and a minimum of 2 years post MSW experiences. The supervisor must also possess the Child Welfare and Attendance Credential in order to meet CWA requirements. 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.
- 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.**
- 5) 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/>

- 6) Track PPSC required activities using the [PPSC Field Placement Activities Checklist](#). In addition to completing the checklist, Field Instructor and student will complete the [PPSC Comprehensive Skills Evaluation](#).
- 7) After completing program requirements, schedule a meeting with PPSC Program Coordinator to complete a final review, and then schedule a meeting with the School of Education Credential Analyst to complete the credentialing process.

PPSC Resources and Forms

[State of California Commission on Teacher Credentialing, PPSC Information Sheet](#)

[Department of Social Work Field Education Manual, 2020-21 Academic Year](#)

[State of California Commission on Teacher Credentialing, Certificate of Clearance](#)

[PPSC Required Experience Checklist](#)

[PPSC Comprehensive Skills Evaluation](#)

[PPSC Field Time Log](#)

[Program Standard 4: Field Practice Experience](#)