

Pupil Personnel Services (PPS) Credential Program
New PPS Candidate
FLOW CHART
(2001 Standards)

The following steps must be completed in order to be eligible to participate in the PPS credential program and the accompanying field placement in the schools:

1. Assignment for the second year field placement, SWrk 282/283, at a public school setting which meets all of the requirements of the PPS program.
2. Meet the Basic Skills Requirement (BSR) by submitting passing scores for the CSU Early Assessment Program Placement test (College Ready or Exempt) or the CSU Placement tests (ELM of 50 and EPT of 151). If you did not pass either of these tests, take the C-BEST prior to enrollment in the second year field placement, SWrk 282/283 (mid-August).
3. Submit verification that you have either passed the CSU EAP Placement test or the CSU Placement tests **OR** that you have taken the C-BEST (either verification card or non-passing scores) to the PPS Coordinator before the fall semester begins.

NOTE: PPS field placement hours MAY NOT be counted until the BSR is met either by submitting passing scores or evidence that the C-BEST was taken and the evidence is on file in the Department of Social Work Education. It is your responsibility to submit the scores to the PPS Coordinator – they are not forwarded by other university offices.

4. Obtain a **Certificate of Clearance** from the California Commission on Teacher Credentialing. There are three parts of the application process and they must be completed in order.
 - a. **First**, complete the Request for Live Scan Service form (41-LS). It can be downloaded at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>. Take the completed form to an educational agency or police department that conducts Live Scan transactions. The CSUF campus police department provides Live Scan services for \$71.00. Call 278-2958, M-F 8:00 AM -5:00 PM to schedule an appointment. Electronic fingerprints will be taken.
 - b. **Second**, complete the on line application for a Certificate of Clearance by going to <https://teachercred.ctc.ca.gov/teachers/index.jsp>. Click on “Direct Application” (non recommendation only). Fill in all required information. The fee is \$29.50. Print out your payment verification. A paper certificate **will not** be mailed to you from CTC, only an emailed verification that your application was submitted. Please allow a minimum of two weeks for your Live Scan results to be processed. If you have had a misdemeanor/criminal conviction or other issues, the Commission may need additional documentation and processing will take longer. Depending on the time of year and your background check, it can take days to months.

- c. **Third**, check the CTC website at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> regularly to see when your Certificate of Clearance is issued. Print one copy and submit this verification to the PPS Coordinator.

Exemption: It is not necessary to apply for a Certificate of Clearance if you can present a copy of a valid California certificate or credential such as an emergency permit, teacher credential, Children’s Center permit or Adult Vocational Education credential

5. Submit to the PPS Coordinator a copy of the verification that the Certificate of Clearance has been issued prior to the beginning of the fall semester (see #4-c above).

NOTE: PPS candidates may not report to the schools until the Certificate of Clearance has been received by the Department of Social Work. If you have not received clearance from the Commission on Teacher Credentialing by mid-August, contact the PPS Coordinator at 278-3992

6. Obtain **school district level fingerprint clearance** through the school district where you will be placed for the second year of internship. Once your placement has been assigned, contact your proposed MSW/PPS field instructor **before the semester ends** for instructions on how to proceed. This district, or local, level of fingerprinting will also require the paper work and fees for another Live Scan. It is best to have this Live Scan done at the school district. If it is done elsewhere, be sure that the Live Scan form (41-LS) directs the results to be sent to the school district.
7. If you are interested in the specialization in school counseling, complete the application that is labeled “School Social Work Only” and turn it in to the Graduate Education Student Services office in the Kremen School of Education and Human Development, Room 151. Be sure to complete the application prior to enrollment in the counseling classes (Couns 203, Couns 220, Couns 240).
8. Provide the Department of Social Work Education/PPS Coordinator with a copy of the application for the school counseling program.
9. Enroll in S Wrk 274, Advanced Social Work Practice in Schools (3 units) for Fall, and S Wrk 275, Advanced Social Work Practice in Schools II (3 units) for Spring.

Be sure to complete all requirements. Failure to complete all steps may jeopardize your eligibility to participate in the PPS program and/or meet the requirements for the PPS credential. Contact the PPS Coordinator, Andrea Carlin, if you have any questions (PHS 128C, 278-3992, andreas@csufresno.edu).