

**The Pupil Personnel Services Credential Program Requirements****2001 Standards  
Revised April, 2009**

The Requirements for the PPS credential program with specializations in school social work and child welfare and attendance (CWA) are listed below. These requirements become effective for individuals who earn the MSW degree after 6/30/03.

1. Admission to the MSW program at California State University, Fresno.
2. 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. First year MSW students should indicate their interest in school social work and the PPS program in both their SWrk 282/283 application and their field placement interview with the Field Coordinator. All interested students will be allowed to interview for the PPS field placement slots. Only those students who obtain a PPS placement for SWrk 282/283 should proceed with the remaining requirements.
3. Meet the Basic Skills Requirement (BSR) by taking **one** of several examination options outlined below **prior to enrollment in S Wrk 282**. The California Commission on Teacher Credentialing requires all credential holders to demonstrate proficiency in basic skills. There are now **three** examination options available to credential candidates:
  - a. Pass the CBEST examination (all sections).
  - b. Pass the CSU Early Assessment Program (EAP) Placement Test (taken in spring of 11<sup>th</sup> grade ) or the CSU Placement Tests (ELM of 50 and EPT of 151) .
  - c. Pass a Basic Skills Test from another state.

If you do not pass the basic skills proficiency requirement, make an appointment to meet with the PPS Coordinator prior to the beginning of the PPS internship. Registration and testing information are available in the office of Testing Services, first floor of the FFS Building, 278-2457. **You must provide verification that you have taken a basic skills proficiency exam prior to enrollment in S Wrk 282.** Once you pass, provide the Department of Social Work Education with a copy of your C-BEST verification card or passing scores from the other BSR options.

4. Complete the application for Character and Identification Clearance prior to enrollment in S Wrk 282. You must submit evidence of your Certificate of Clearance to the Department of Social Work Education prior to beginning SWrk 282. If you have not received your clearance when classes begin in the Fall, see the PPS Coordinator immediately.
5. Enroll in SWrk 274, Advanced Social Work Practice in Schools (3 units) concurrently with SWrk 282 (Fall) and SWrk 275, Advanced Social Work Practice in Schools II (3 units) concurrently with SWrk 283 (Spring). You must earn a grade of “B” or higher in both of these classes in order to be recommended for the credential.
6. Completion of 450 clock hours of field placement experience doing school-based practice supervised by a credentialed practitioner. One hundred clock hours should be with at

- least ten pupils of a racial/ethnic background different from that of the candidate. Hours shall be provided in at least two of the four settings (preschool, elementary, middle, high school), with a minimum of 100 clock hours at each setting. Those candidates interested in obtaining the additional specialization in school counseling need to complete a minimum of 200 clock hours at each setting.
7. Completion of 150 clock hours of field placement experience in child welfare and attendance supervised by a credentialed practitioner. Ninety (90) clock hours must be school based; 30-60 of the 150 clock hours must be in interdisciplinary experiences in a setting outside the field of education and will be arranged for each individual PPS placement. **Students interested in both the school social work and child welfare and attendance specializations will need to complete a total of 600 hours of field placement.**
  8. Students who participate in the PPS credential program with specializations in school social work and child welfare attendance may also elect to obtain an additional specialization in school counseling through the Kremen School of Education and Human Development. Obtain an application for this program from the Department of Social Work Education secretary that is labeled “school social work only.” You will need to complete their program admission requirements and take three classes: Coun 203, Assessment in Counseling; Coun 220, Career Development Theory; and, Coun 240, Counseling Exceptional Children and Their Parents. See your academic advisor for specific program planning. PPS candidates from the Department of Social Work Education are required to be cleared by the PPS Coordinator in order to secure their enrollment in these courses.
  9. Completion of a PPS Credential Program Portfolio. The Portfolio is submitted to the PPS Coordinator at the completion of the program and is reviewed as part of the recommendation for the PPS credential.
  10. Completion of all requirements for the MSW degree and recommendation for the PPS credential from the PPS Coordinator. You must complete the MSW program before your application for the PPS can be completed.
  11. Completion of all application requirements for the PPS credential. The applicant is responsible for applying for the PPS credential. Your application cannot be completed until you meet all of the requirements for the MSW program (i.e., graduate). Application materials may be obtained online at [http://education.csufresno.edu/applications/pdf/PPS\\_Coun\\_Swrk.pdf](http://education.csufresno.edu/applications/pdf/PPS_Coun_Swrk.pdf)
  12. Once you have completed the MSW program and applied for the PPS credential be sure to fill out a PPS Program Completion Form and submit it to the PPS Coordinator for verification that you have completed all of the requirements for the MSW degree and the PPS credential. The Program Completion Form will be forwarded directly to the Credential Analyst office at CSUF. Student files in the Credential Analyst office remain open for only 4 months. Therefore, be sure to complete all application requirements within 4 months or your file will be closed.