

Fresno State Department of Social Work Education
Pupil Personnel Services Credential Program Requirements
2019 Standards

The current requirements for the PPS credential program with specializations in school social work and child welfare and attendance (CWA) are listed below.

1. Admission to the MSW program at Fresno State.
2. Participation in the School Social Work Track during the specialization year of the MSW program. Students will also need to be assigned to a public school setting which meets all of the requirements of the PPS program for the second year field placement, SWrk 282/283.
3. Meet the Basic Skills Requirement (BSR) by taking **one** of several examination options outlined below **prior to enrollment in SWrk 282**. The California Commission on Teacher Credentialing requires all credential holders to demonstrate proficiency in basic skills. There are several examination options available to credential candidates:
 - a. Original score report showing a score of “college ready” or “exempt” in the English and Math sections of the Early Assessment Program (EAP)
 - b. Original score report showing a score of 50 on the Entry Level Math (ELM) exam and 151 on the English Placement Test (EPT).
 - c. A combination of the scores from the EAP and the EPT/ELM as long as you have passed a section of the English and a section of the Math.
 - d. Verification of passing the College Board SAT English (500) and SAT Math (550).
 - e. Verification of passing the ACT English (22) and ACT Math (23).
 - f. Verification of a score of 3 or higher on the College Board AP English Language and Composition or the AP English Literature and Composition exam and a score of 3 or higher on the AP Calculus or Statistics exam.
 - g. Take all 3 sub-tests of the California Basic Educational Skills Test (CBEST) and submit verification of having passed.
 - h. Verification of passing the California Subject Exam for Teachers (CSET): Writing Skills exam and CSET: Multiple Subject exam.
 - i. Meet the Basic Skills Requirement by Coursework:
Individuals may meet the requirement by providing official transcripts to a Commission-approved preparation program. The transcripts must show passage of courses in reading, writing, and mathematics as outlined below. Courses must have been taken at a regionally-accredited college or university for credit, passed with a grade of B or better, be degree applicable, and be at least 3 semester units (or equivalent quarter units). *Qualifying coursework does not include professional development or continuing education units or in-service training or workshops or courses where credits do not apply toward the requirements for an associate’s degree, baccalaureate degree, or higher degree.* Qualifying coursework includes the course listed in the link below:

<https://kremen.fresnostate.edu/teaching-credential/documents/bsr.appd.cswk.pdf>

A course that does not fall within the indicated areas may still qualify with additional letter of explanation. A letter from the registrar or relevant department chair of the college or university must state that a course passed by the applicant covered reading, writing, or mathematics at the same level as one of the listed courses. Such a letter could also attest that a single course sufficiently indicates proficiency in reading and writing combined.

- j. Meet the Basic Skills Requirement by Coursework and Exam:
The Basic Skills Requirement can be met through a combination of applicable courses and qualifying exams. This option is only available through a Commission-approved preparation program. The qualifying coursework must meet the requirements as described above. The mixing-and-matching of relevant component or components from all exam options permitted under current law is acceptable.

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 for C-BEST are available online at www.cbest.nesinc.com. **You must provide verification that you have taken a basic skills proficiency exam prior to enrollment in SWrk 282.** Once you pass, provide the PPS Coordinator with a copy of your C-BEST verification card or passing scores/transcripts from the other BSR options.

4. Complete the application for Character and Identification Clearance prior to enrollment in SWrk 282. Specific instructions for obtaining the Certificate of Clearance will be provided at a credential candidate orientation in late spring. You must submit evidence of your Certificate of Clearance to the PPS Coordinator 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 Policy, Theory and Practice in Schools Track I (3 units) concurrently with SWrk 282 (Fall) and SWrk 275, Advanced Social Work Practice in Schools Track 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 hours of social work field placement experience in school-based practice supervised by an MSW with a PPS credential.** Candidates must work in multiple school levels and have a broad base of experiences including but not limited to designated pupil groups, such as homeless youth, foster youth, etc. (Those candidates interested in obtaining the additional specialization in school counseling need to complete a minimum of 200 clock hours at each setting. They also need to complete a minimum of 150 hours with diverse pupil groups as listed above.)
7. Completion of **150 clock hours of school-based field placement experience in child welfare and attendance supervised by an MSW with a PPS credential in CWA.** Experience shall be in the following areas: student attendance; student enrollment & discipline; educational records; parent engagement; and, ethical compliance related to pupil services. **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 which is the same hour requirement for all MSW 2 students.

8. **UPDATE:** MSW/PPS candidates have the option to also obtain the PPS in school counseling. Candidates need to apply to the program by July 1 for the coming academic year and follow a specific process to be provided at the PPS Candidate orientation. Only candidates who have passed the Basic Skills Requirement (BSR) are eligible to apply. Admitted students must take three classes: Coun 203, Assessment in Counseling; Coun 220, Career Development Theory; and, Coun 240, Counseling Exceptional Children and Their Parents. Availability of these classes is limited and not guaranteed. **NOTE:** MSW students may be approved for overload to take one counseling class per semester up to 18 units to support student success.
10. Completion of all requirements for the MSW degree and a 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). Candidates normally have a 10 year limit from the time they begin their graduate program to apply for the credential. If the credential standards change, that time frame may be shortened. Application materials may be obtained from the Credential Analyst.
12. Once you have completed the MSW program and applied for the PPS credential fill out a PPS Program Completion Form and submit it to the PPS Coordinator. 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 3 months. Therefore, be sure to complete all application requirements within 3 months or your file will be closed.