California State University

San Marcos

Department of Social Work

Pupil Personnel Services Credential Manual

2024-2025

Authorizations in School Social Work and Child Welfare and Attendance

Adopted from: San Jose State University
Manual Prepared by Holly Vugia, PhD, LCSW, PPSC; Updated April 2013 by R. Ghezzi, LCSW, PPSC
Adopted for use to CSUSM by: Leandro Galaz, MSW, PPSC, Michelle Santiago, LCSW, PPSC, & Blake Beecher PhD. LCSW

California State University
SAN MARCOS

Table of Contents

Introduction…… 3
PPSC Faculty & Staff…… 3
School Social Work: The Context and the Discipline…… 3
Obtaining the SSW & CWA PPSC at CSUSM…… 4
I. Developing a PPSC Portfolio…… 4
II. Completing MSW Courses and Field Work…… 6
III. Submitting a PPSC Application…… 7
PPSC Field Instructor Qualifications…… 8
Post-MSW PPS Certificate Information…… 10
Guidelines and Forms…… 11
PPSC Student Timeline…… 11
Portfolio Log for Student's Records…… 12
Notice of Intent to Pursue the PPSC…… 13
Field Education Learning Agreement: Authorization in School Social Work…… 14
Field Education Learning Agreement: Authorization in Child Welfare & Attendance…… 16
Field Hours Verification…… 17
Evaluation of Candidate in School Placement by Field Instructor Form…… 18
Contact Information Update Sheet…… 21
PPSC Activity Checklist…… 22
PPS Credential Application Checklist…… 24
Professional School Social Work Organizations…… 25

CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program

Introduction

This manual provides a guide for students pursuing the Department of Social Work Pupil Personnel Services Credential (PPSC) at California State University San Marcos. The State of California regulates four types of PPSCs:

1. School Counseling,
2. School Psychology,
3. School Social Work, and
4. Child Welfare and Attendance (largely relates to truancy issues).

Successfully completing the MSW Department of Social Work sequence makes one **eligible to apply** for the California State PPSC in two areas: 1) **School Social Work**, and 2) **Child Welfare & Attendance**. These credentials are awarded and administered through the *California Commission on Teacher Credentialing* (CTC) — not CSUSM. Once obtained, these credentials must be renewed every five years through the CTC. California public schools typically require these credentials for one to be employed as a preschool through 12th grade school social worker. The CSUSM MSW PPSC program is accredited by the CTC. The CTC assigns one department on each university campus as the coordinator of credentials; for CSUSM, this is the School of Education in the College of Education Health and Human Services (CEHHS). When students reach the point of applying for the credential, they will be interfacing with the Credential Student Services Coordinator in CEHHS.

This manual includes social work departmental forms and information sheets at the end. These will be referenced with specific notations. CTC and CSUSM Credentialing office forms are not duplicated in this manual but are referred to by website address. Students are encouraged to familiarize themselves with the CTC and CSUSM Credential Office websites (www.ctc.ca.gov and https://www.csusm.edu/cehhs/studentservices/graduate/current/index.html.)

PPSC Faculty and Staff

The PPSC Program has an appointed coordinator, Michelle Santiago, LCSW, PPSC. In addition, Jeannine Guarino, LCSW serves as the Director of Field Education. Their contact information is as follows:

Faculty Member	Role	Phone	Office Location	Email
Michelle Santiago	PPSC Coordinator	760.750.7373	ELB 625	msantiago@csusm.edu
Jeannine Guarino	Director of Field Education	760.750.7378	ELB 629	jguarino@csusm.edu

School Social Work: The Context and the Discipline

Many incoming MSW students are unfamiliar with the field of school social work, despite its existence since the 1900's. Then, often called "visiting teachers," school social workers served at the intersection of home and school, just as they do today. In 1978, the National Association of Social Workers (NASW) set forth its first set of Standards for School Social Work Services; most recently updated in 2012. These can be found at https://www.socialworkers.org/LinkClick.aspx?fileticket=1Ze4-9-Os7E%3d&portalid=0

In many states, school social work holds a relatively strong presence. In California, the use of school social workers varies by geographic area, a district's commitment to the social work role, and budget constraints. Proposition 13 drastically cut funding for services across the state. Some districts use school social workers heavily, while others hire primarily school counselors. Gains have been made regarding the education of administrators and legislators about the role of school social workers. This is largely the result of efforts by the California Association of School Social Workers (CASSW).

School social workers tend to be in frontline K-12 service positions. Some serve one or two schools in a district, while others will have large numbers of schools or full district responsibility. In addition, specific target programs on school campuses addressing such issues as drop-out prevention may hire school social workers. Tasks may include individual, family, group, classroom, school-system, district-wide, or community-wide intervention, depending on the nature of the challenge. School social workers frequently work with underserved and oppressed students, their families, and communities. In a large sense, the school social worker provides a link between the student, school, home, and community. The overall objective is to help students achieve their potential in a context of biopsychosocial wellbeing and reduce barriers to achievement or school success.

Reasons that school social workers like their jobs include the frontline and preventative nature of the position; the ongoing job stimulation and collaborative relationships; the potential for advocacy and change; the chance to work cross culturally; the variability in service delivery setting (office, classroom, playground, home, etc.); the opportunity to bring the social work perspective to the educational team; and the school calendar schedule. For some, school social work can feel isolating, as there is often only one social worker at a school site, and time is required to become an accepted/trusted part of any school team. Some MSWs serve in schools without being district employees and instead work for a contract agency such as county mental health or a community-based organization.

Obtaining the MSW and PPSC at CSUSM

There are essentially three components to successfully attain the school social work credential at CSUSM:

I. Developing a PPSC Portfolio
II. Completing MSW course and field work
III. Submitting a PPS credential application

I. Developing a PPSC Portfolio

The CSUSM MSW program maintains a PPSC Portfolio for all PPSC students. The PPSC Portfolio reflects and records student learning. It becomes important for verification of credential application documents and is essential if PPSC holders move out of California and want to obtain PPSC equivalency in another state. Even though this portfolio is maintained in the PPSC office, **students are advised to keep a copy of all documents for their own records**. Maintain a PPSC file at home, your office, or digitally. It will be invaluable for credential application, renewal, and in case of unforeseen loss of any records at the university or state.

To begin a PPSC Portfolio, current MSW students MUST:

1. Read this manual,
2. Submit a ***Notice of Intent to Pursue the PPSC*** (see form section) by November 15 of the foundation or second year, and
3. Either be in a school placement in their first internship or request a school placement for their second internship.

Eventually, the PPSC Portfolio will need to include the items listed in the chart below. The due dates are also noted, as well as the parties responsible for completing the documents. The student is ultimately responsible for seeing that copies of all documents of the PPSC portfolio are submitted to College or Department Administrative Support Coordinator as directed.

Table of Required PPSC Portfolio Documents

Document	Date Due	Responsible Party(s)*
Notice of Intent to Pursue PPSC	Nov.15th of Foundation or Second Year	Student
TB Clearance	Before School Placement	Student
CTC Certificate of Clearance	Before School Placement	Student
PPSC Learning Agreement (SSW & CWA sections)	Nov. 15 of School Internship	Student, Field Supervisor, CSUSM Seminar Instructor
✓ *CBEST	Satisfied with Bachelor's/MSW Degree	CSUSM MSW program
Evaluation of Candidate in School Placement by Field Instructor	End of 2nd Semester SSW Internship	Student, Field Instructor, CSUSM Seminar Instructor
PPSC Field Hours and PPSC Activities Checklist Verification	End of 2nd Semester SSW Internship	Student, Field Instructor, CSUSM Seminar Instructor, PPS Coordinator

*Note: Governor signed a bill recently that approves the use of a Bachelor's/Master's degree from an accredited institution to automatically meet the basic skills requirement.

Description of Required PPSC Portfolio Documents:

Items with an asterisk (*) require additional fees; current CTC fees may be found at http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf

Notice of Intent to Pursue PPSC: Announces student's commitment to joining SSW sequence (see Forms).

*TB Clearance**: A copy of negative TB Test or equivalent. Most schools will require this before the SSW internship can begin. A copy of this is acceptable. For the PPSC Portfolio, the TB test should be no more than 2 years old.

*CTC Certificate of Clearance/Fingerprinting**: You must complete these 3 steps prior to starting your PPS internship hours at a school placement.
Please follow the linked instructions to complete the 3 Steps for Certificate of Clearance and Fingerprinting here: https://www.csusm.edu/cehhs/studentservices/credential/brochures/certificate_of_clearance.pdf

PPSC Learning Agreement: Learning agreements completed specifically for school internship; one is for SSW credential, one is for CWA credential; these are separate from the learning agreements completed for the regular field program (see Forms); both must be signed by student, Field Supervisor & CSUSM Field Seminar Instructor. Students are required to complete these PPSC Learning Agreements *as well as* the regular MSW Field Education Program Learning Agreement.

**CBEST Results* Satisfied - Governor signed a bill recently that approves the use of a Bachelor's/Master's degree from an accredited institution to automatically meet the basic skills requirement.

Evaluation of Candidate in School Placement: An evaluation form completed by the SSW Field Supervisor (p. 18), and to be discussed with the student and the CSUSM seminar instructor. A copy must be submitted for the PPSC Portfolio. This is a separate evaluation from the regular program field evaluation form (See forms). Students must receive "Excellent," "Very Good," or "Good" ratings. Ratings of "Fair" or "Poor" will require remedial planning/conferencing between the student, field supervisor, and field seminar instructor, to include the PPSC Coordinator, if indicated.

PPSC Field Hours and PPSC Activities Checklist: A form verifying internship hours (see forms, p. 17).

Copy of CSUSM Transcript: The MSW transcript for the PPSC application **does not need be official if you graduate from the CSUSM MSW program**. If you **completed your MSW at another institution** (Post MSW candidates) **an official transcript will be required** in order for the credential analyst to keep on file. The form for transcripts for CSUSM can be accessed at https://www.csusm.edu/enroll/services/transcripts1/index.html. To request online (fastest path) log onto MyCSUSM.

Submit Completed Forms to Administrative Support Person as Directed: At the end of the MSW program, the candidate must complete all forms and submit to the Department/College Administrative Support Person as directed, in order to verify that all program requirements were fulfilled. It is the responsibility of the student to make sure that all documents are submitted and received by the support person.

Additional Forms that MAY be Used in the PPSC Portfolio

Contact Information Update Sheet: Students are encouraged to use this form to update their PPSC Portfolio if their contact information changes, such as personal email, address, phone, cell, or name.

Application for Credential Authorizing Public School Service (CTC form 41-4): This is the official PPSC application. It is not required in the PPSC Portfolio, however, students are encouraged to submit a copy for their PPSC Portfolio, so it is clear that the application has gone forward, and to aid in future paperwork requests, such as out-of-state equivalencies. This form is at the CTC website; specifically, at https://educatortools.ctc.ca.gov/CredentialApplication/Create.

Forms to Help Organize the PPSC Sequence

PPSC Student Timeline: A task-focused timeline to serve as a PPSC student guide (see forms).
PPSC Checklist: Created as a tool for students to keep track of their portfolio contents and progress through the program.

II. Completing MSW Course and Field Work

Students must demonstrate competencies as set forth by the CTC PPSC Standards. There are generic standards shared by all PPSC categories (including counseling and psychology) and specific standards for School Social Work (SSW) and Child Welfare & Attendance (CWA). These represent the guiding principles for the curriculum, along with the Council on Social Work Education (CSWE) guidelines. Students are occasionally requested to complete surveys to fulfill assessment requirements to maintain PPSC accreditation with the CTC.

In addition to the satisfactory completion of all MSW program requirements, school social work sequence students must take the following 2 classes (current MSW students):

1. MSW 652 – Advanced Social Work Practice in Schools I
2. MSW 653 – Advanced Social Work Practice in Schools II

Students must complete one year of field work (MSW 541-542 or MSW 642-643) in an educational setting. The specific requirements of the PPSC field experience are outlined below.

Field Hour Requirements

For the PPSC in School Social Work and Child Welfare & Attendance students must have:

- A minimum of **1000** hours of field education, which include:
  - **450** school site hours required for the authorization in School Social Work, which is supervised by a PPS Practitioner. (The CSUSM Department of Social Work requires this practitioner to also be an MSW two years post-graduation. Exceptions to this must be discussed with the PPSC Coordinator and Field Director.) Of the 450 school site hours:
    - **350** hours must be completed at one age level (preschool, elementary, middle, high school);
    - minimum of **100** hours completed at a different age level; and
    - at least **100** hours must be with at least 10 students who are from a background (cultural, ethnic, socioeconomic, National origin, etc.) different than the candidate;
  - **150** additional hours required for authorization in Child Welfare and Attendance engaging in supervised practice in the following areas: student attendance, student enrollment and discipline, educational records, parent engagement, and legal and ethical compliance related to pupil services.

  - Total of **600** hours and the remaining **400** hours will come from the student's internship in a **non-school setting from their foundation or second year.**

III. Submitting a Pupil Personnel Service Credential Application

After MSW graduation and all program requirements have been fulfilled, students apply for the actual PPS Credential. Students must complete all forms and submit to the Department/College Administrative Support Person as directed. The University will confirm completed packets to the CTC, then the CTC will then contact the student for the next required steps in the process. For the application, MSW PPSC applicants will be required to have:

☐ Successful completion of MSW 652 – Advanced Social Work Practice in Schools I & MSW 653 – Advanced Social Work Practice in Schools II
☐ PPSC Field Hours Verification Form--verifies 450 PPS & 150 CWA field hours (p. 17 in PPSC Student Manual)
☐ Copy of Field Instructor's/Supervisor's valid PPSC #
☐ Copy of Certificate of Clearance (Important: Your personal profile must be created on the CTC website on or before the day you get your fingerprints taken. You must answer the personal fitness questions and pay for your Certificate of Clearance.)

Students will be required to pay a processing fee for each credential, online. There is a link at (CSUSM website).

Generally, it takes 2-6 weeks to obtain the credential after application is completed online. When graduates finally obtain the credential, they are encouraged to send a copy to the CSUSM MSW PPSC office to place in their PPSC Portfolio for record keeping purposes. When graduates apply for their first school social work position, before they have obtained their official PPSC, employers will often want proof that the PPSC application is in process--this can be requested from the Department Chair**.** Credentials must be renewed through the CTC every 5 years.

PPSC Field Instructor Qualifications

The social work department has an established review process to screen potential field placement sites. The screening process includes applications that are reviewed by the Field Director who also conducts an interview and a site visit with potential field placement agencies. All field placement sites must provide on-site supervision and those field instructors must also undergo a screening process.

Field instructors possess a master's or PhD. in a related field, have at least two years of continuous work within their agency and are in good standing with their agency and state licensing board. Field instructors within the PPSC program must also have a valid PPS credential in both School Social Work and Child Welfare and Attendance. All field instructors complete 20 hours of mandatory orientation and training in order to understand how to best incorporate the social work competencies into the field experience.

Field instructor standards as outlined in the Field Manual state:

1. **Field Instructors**: The agency field instructor is the primary supervisor in the field that supports the educational experience of the student assigned to the agency. In order to be qualified to supervise students, the field instructor must possess an MSW degree from an accredited School of Social Work, and at least two years of demonstrated post-degree social work practice experience. If the field instructor is supervising PPSC candidates, they will possess credentials in School Social Work and Child Welfare and Attendance. If the field instructor is not an MSW, the Social Work Department provides specialized training in social work values and ethics, and in the unique social work perspective. NOTE: Only non-MSW's with a master's or Ph.D. in a related field (counseling, psychology) and at least 2-years post-degree practice experience are eligible to supervise.

   In addition to the mandatory credentials and professional experience outlined above, field instructors are responsible for the following:

   a. **LEARNING AGREEMENT:** In collaboration with the student, the field instructor develops a learning agreement that addresses several educational goals and objectives to be accomplished during the placement, according to EPAS standards. The Learning Agreement must contain specific, quantifiable, and relevant practice experiences that support student mastery of the nine EPAS competencies. The student learning agreement serves as a guide for both the student and field instructor to determine the extent to which the student has mastered core social work competencies as set forth by the Council on Social Work Education.
   b. **SUPERVISION:** Providing weekly individual and group supervisory conferences with students. **Requirements include a minimum of one hour of weekly individual supervision** and if possible, two hours of group supervision, for a total of three hours of supervision weekly.
   c. **EVALUATE STUDENT PERFORMANCE:** Field instructors must also submit semester-end and year-end evaluations of student progress to the Department, with a recommendation for a grade of Credit/No Credit to the Field Director, based on the student's performance vis-a-vis the learning agreement.
   d. **INVOLVEMENT WITH THE CSUSM DEPARTMENT OF SOCIAL WORK:** New field instructors are required to participate in a mandatory 20-hour Field Education Workshop provided by the MSW program to help ensure a thorough understanding of the CSWE Competencies and corresponding practice behaviors, as well as all CSUSM field education processes, requirements, and deadlines. Continuing field instructors must attend a mandatory yearly training in order to be recertified as a field instructor in the subsequent year. Field instructors must be available each semester for a site visit from a CSUSM field faculty liaison who monitors the student field internship experience. Field instructors are also expected to share relevant information and expertise that will enhance the MSW program at CSUSM.
   e. **CODE OF ETHICS:** The field instructor must practice according to the standards and values outlined in the *NASW Code of Ethics*.

Agency expectations for field supervision can be found in the Field Placement Processes and Monitoring Students in Field section in the Field Educational Manual.

Approved field instructors are provided with a series of mandatory orientations and trainings, totaling 20 hours. These trainings highlight ways to integrate the EPAS and PPSC and Child Welfare and Attendance knowledge and competencies and practice behaviors into direct practice in the field setting as well as other important topics. An outline of the Field Instructor Training Program at CSUSM is listed below.

Field Instructor Training Content and Format:

Module I (4 hours):

Part 1: Orientation and Mission of CSUSM MSW Field Education Program and Requirements of Field Education
Part 2: Competency-based education; EPAS competencies and corresponding practice behaviors
Part 3: Developing the Learning Agreement

Module II (4 hours):

Part 4: The Integration of Theory and Practice Loop Model of Field Instruction (Bogo & Vayda, 1998)
Part 5: Providing Effective Supervision (Dettlaff, 2003)
Part 6: Integrating Theory and Practice (Dettlaff, 2002)
Part 7: Feedback and Evaluation (Bogo & Vayda, 1998)

Module III (4 hours):

Part 8: Educating for Cultural Competence: Tools for Training Field Instructors (Peterson, et al., 2006)
Part 9: Identifying and Addressing Challenging Situations with Students in field (Dettlaff, 2003)

Module IV (4 hours):

Part 10: Ethics in Practicum (Gambrill, 2007; NASW Trust, 2000; Reamer, 2005)
Part 11: Evidence-Informed Practices in Field (Tuchman & Lalane, 2011)

Module V (4 hours):

Part 12: NASW Code of Ethics
Part 13: The Social Work Perspective – The Empowerment Perspective

To ensure a quality learning experience from the field placement, field faculty conduct agency site visits at least once a year and keep in contact with field instructors throughout the placement. Field faculty also monitor adherence to PPS and Child Welfare and Attendance standards. More information about field agency monitoring can be found in the Field Placement Processes and Monitoring Students in Field section in the Field Educational Manual.

In order to gain more insight on the quality of experience candidates are receiving at their field placement, candidates are required to complete an evaluation of the field experience at the end of each academic year.

CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program

POST-MSW PPS CERTIFICATE INFORMATION

The purpose of the School Social Work Certificate is to assist post-MSW candidates in meeting the Pupil Personnel Services Credential (PPSC) requirements and to prepare them to have the necessary knowledge and skills to be employed as competent school social workers (preschool through 12 grade) in California schools. Candidates who complete this credential are eligible to apply for the California State PPSC in two areas: 1) School Social Work, and 2) Child Welfare and Attendance. These credentials are awarded and administered through the (CTC).

This certificate is for applicants who have:

1. Already earned an MSW degree from an accredited program; and
2. Completed the required PPS internship hours at a qualifying public school setting at 2 different age levels and associated PPS documentation.

Candidates in this certificate will take the two CSUSM school social work elective courses: MSW 652 Advanced Social Work Practice in Schools I, and MSW 653 Advanced Social Work Practice in Schools.

Candidates are required to complete an application to determine eligibility for this certificate. The application deadline is November 15th each year. If admitted, the 2 PPS classes would be taken in spring semester.

Application Requirements

1. Posted MSW Degree from an Accredited Program
2. Cumulative GPA of 3.0 or higher
3. PPS Field Hours Verification Form (or equivalent)
4. PPSC Personal Statement

PPSC Personal Statement Guidelines

Post-MSW students applying for the Pupil Personnel Services Credential Program (PPSC) must submit a Personal Statement by the application deadline on Nov.15th each year. This statement describes the student's interest in and readiness to participate in competent school social work practice.

Format Instructions

1. Include the student's name, list the institution where MSW was completed, and date of graduation;
2. Be typed in 12-point standard font (such as Times New Roman, etc.);
3. Be double-spaced with one-inch margins;
4. Be no more than 1000 words;
5. Be proofread and considered a strong example of the student's writing; and
6. Be directed at the content listed below.

Content of Personal Statement

The Personal Statement must address the applicant's:

1. Commitment to education and to working with at-risk groups in schools;
2. Ability to work with people from diverse backgrounds, including racial, ethnic, religious, and socio-economic groups; as well as, diverse sexual orientation, gender identity, age, and physical and mental health conditions;
3. Awareness of social barriers that affect educational achievement;
4. Experience in an educational and school setting from a micro, mezzo and macro perspective; and
5. Career goals in pre-K – 12 educational settings.

California State University
SAN MARCOS

Guidelines and Forms Appear in the Following Order

PPSC Student Timeline
Portfolio Log for Student's Records
Notice of Intent to Pursue the PPSC
Field Education Learning Agreement: Authorization in School Social Work
Field Education Learning Agreement: Authorization in Child Welfare & Attendance
Field Hours Verification
Evaluation of Candidate in School Placement by Field Instructor Form
Contact Information Update Sheet
PPSC Activity Checklist
PPS Credential Application Checklist
Professional School Social Work Organizations

CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program
PPSC Student Timeline
Keep copies of all documents

Date	Task	Documentation
Before School-based Internship (Year 1 or Year 2)	TB Test Live Scan	Obtain copy of results; save this
Before School-based Internship	Fingerprints for the internship—all schools require this	Follow the school's instructions
Before School-based Internship	Register with CTC and obtain Certificate of Clearance	Email of "Certificate of Clearance" Granted
Fall of First Semester of School-based Internship	Complete *School Social Work Learning Agreement*; Complete *Child Welfare & Attendance Learning Agreement*	Print 3 copies and submit to the PPSC Coordinator; your Seminar Instructor & Agency Field Supervisor should also have signed copies
November 15 Foundation or Advanced Year	Complete *Notice of Intent* & submit to PPSC Coordinator	*Notice of Intent* *Submit to PPSC Coordinator*
Near the end of School-based Internship	Have field instructor complete *PPSC Student Evaluation by Field Instructor*	Submit signed copy to PPSC Coordinator
At the end of School-based internship	Have field instructor complete *PPSC Field Hours Verification*	Submit signed copy to PPSC Coordinator
Spring Registration Deadline for 2nd Year	Register for MSW 652 Adv SW Practice in Schools I & MSW 653 Adv SW Practice in Schools II	
Spring of 2nd Year (or before)	Order Official transcripts from your Undergraduate degree	Needed for credential application
End of June/Early July	Apply for CSUSM MSW or other institution MSW Transcripts after MSW degree posts	Copy for Credential Application
Upon Completion of Internship, coursework, and MSW Program - *with Official Transcripts*	Apply for PPS Credential	Documentation provided to the Administrative Coordinator as directed

CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program

Portfolio Log for Student's Records

Student Name _____

Complete this form and use it as the cover sheet for all documents submitted to the credential analyst. Students are encouraged to keep a copy of all documents for their own records as well.

Document	Date Completed	Included in Packet
Notice of Intent		
TB Clearance		
Certificate of Clearance		
PPSC Learning Agreement: School Social Work		
PPSC Learning Agreement: CWA		
PPSC Student Evaluation by Field Instructor		
PPSC Field Hours and PPSC Activities Checklist		
MSW Transcript		



CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program

Notice of Intent to Pursue the Pupil Personnel Services Credential (PPSC)

(Form Due November 15th of MSW Foundation or Second Year)

I, _____, intend to pursue the PPSC with authorizations in School
Print Name
Social Work and Child Welfare and Attendance.

I understand that the PPSC requires the following course of study:

1. a completed field placement of one academic year in an approved school setting, and
2. enrollment in the School Social Work courses (MSW 652 & MSW 653) in the final year of the program.

Signature _____Date _____

Address _____
Street Address

_____
City State Zip Code

Home Phone _____ Cell Phone _____

CSUSM Email _____ Expected Graduation Date _____

Personal Email _____

Optional For Statistical Purposes:

Ethnicity _____ Gender: M__ F__ Transgender__ Non-Binary__

Languages spoken other than English _____

California State University
SAN MARCOS

CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program

PPSC Field Education Learning Agreement: Authorization in School Social Work

Candidates & field instructors should refer to the *School Social Work "Field Requirements*" in the *PPSC Manual* before completing the Learning Agreement. Tasks/ Assignments may also include the candidate's field experience in the school placement.

Student _____ School Site_____ Field Supervisor_____

Performance Expectation	Tasks/ Assignments which Demonstrate Knowledge (Must complete one task per requirement)
1. Ethical and Professional Behavior	Student Task:
2. Engage Diversity and Difference in Practice	Student Task:
3. Promote Social Justice and Equity	Student Task:
4. Engage in Practice-informed Research and Research-informed Practice	Student Task:
5. Engage in Policy Practice	Student Task:
6. Engage with Students, Families, Groups, Organizations, and Communities	Student Task:
7. Assess Students, Families, Groups, Organizations, and Communities	Student Task:
8. Intervene Collaboratively with:	Student Task:

Students, Families, Groups, Teachers, School Staff, Organizations, and the Community	
9. Evaluate Interventions with Students, Families, Groups, Teachers, School Staff, Organizations, and the Community	Student Task:
10. Growth and Development	Student Task:
Credential Requirement	**Tasks/ Assignments which Demonstrate Knowledge** **(The following are to be completed as described)**
11. Supervision	○ Weekly supervision with PPSC practitioner credentialed in School Social Work and Child Welfare and Attendance ○ Discuss cases with attention to developmental norms, strengths, & cultural competence, using a holistic approach in the service of achieving positive educational outcomes ○ Discuss & evaluate effectiveness of interventions ○ Use process recordings, audio, video taping, as available for learning, and as requested by supervisor
12. SSW Hour Requirements	○ Overall, **1000** hours of fieldwork experience (including 1st and 2nd year internship) for the authorization in School Social Work; of which a minimum of **450** are in a school-based setting supervised by a PPSC practitioner ○ Minimum of **100** of these 450 hours are with at least 10 pupils of a background (cultural, ethnic, socioeconomic, National origin, etc.) different than the candidate. ○ School hours must be in at least two age groups settings (preschool, elementary, middle, high), with **a minimum of 100** hours at each setting
13. Placement Completion Date	○ If the candidate must remain in placement beyond the last field day as scheduled by CSUSM Dept. of Social Work, the date of the last day must be agreed upon by the candidate & listed here. Malpractice insurance must be provided by the school/agency for these extended days. ○ Final placement date: _____

Candidate Signature | Agency Field Supervisor Signature | Date

CSUSM Seminar Instructor Signature | PPSC Program Coordinator Signature

CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program
PPSC Field Education Learning Agreement:
Authorization in Child Welfare & Attendance

Candidates and field instructors should refer to the *Child Welfare & Attendance "Field Requirements*" in the *PPSC Manual* before completing the Learning Agreement. Tasks/ Assignments may also include the candidate's field experience in the school placement.

Student _____ School Site_____ Field Supervisor _____

Credential Requirement	**Tasks/ Assignments which Demonstrate Knowledge (Must complete one task per requirement)**
1. Work with issues related to CWA history, philosophy, and trends	Student Task:
2. Work with issues related to CWA related regulations, laws and ethics	Student Task:
3. Work with issues related to attendance and development of goals and objectives	Student Task:
4. Work with issues related to inter and intra agency collaboration with involved systems	Student Task:
5. Work with issues related to organizational culture and politics	Student Task:
6. Work with issues related to assessment and intervention of barriers	Student Task:
7. Work with issues related to alternative education pathways	Student Task:
Credential Requirement	**Tasks/ Assignments which Demonstrate Knowledge (The following are to be completed as described)**
CWA Hour requirement	○ A minimum of 150 clock hours of field experience under a PPSC supervisor

_____ _____ _____
Candidate Signature | Agency Field Supervisor Signature | Date

_____ _____
CSUSM Seminar Instructor Signature | PPSC Program Coordinator Signature

California State University
SAN MARCOS

CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program

Field Hours Verification

Candidate's Name _____ Date _____

First Year Field Placement: _____ Second Year Field Placement _____
Total Hours Total Hours =1,000

Authorization in School Social Work

1. Primary School Site: _____

Address _____

Grade Level _____If applicable, please check: □ Special Ed □ Alternative Ed

2. Secondary School Site: _____

Address _____

Grade Level _____If applicable, please check: □ Special Ed □ Alternative Ed

3. Field Education Hours for School Social Work Authorization
Please list candidate's hours for each level.
A minimum of 350 primary site hours and 100 secondary site hours is required (total 450).

Pre-School_____ Elementary_____ Middle School_____ High School_____

4. Work with students of a background (cultural, ethnic, socioeconomic, National origin, etc.) different from the candidates.
Ten (10) students minimum / 100 hours required (can be part of the required 450 hours).

Candidate's Identified Background: _____ # of students served: _____

Authorization in Child Welfare & Attendance

150 hours must relate to child welfare, attendance, student rights, discipline, and/or child labor issues.
Total Hours related to Child Welfare & Attendance _____/150 required

Candidates Signature: _____ Date:_____

_____	_____	_____	_____	_____	_____
Agency Field Supervisor (I)	Date	Agency Field Supervisor II (if different districts)	Date	Field Seminar Instructor	Date

California State University
SAN MARCOS

CSUSM Department of Social Work
Evaluation of Candidate in School Placement (PPSC) by Field Supervisor

Candidate's Name _____

Agency Name:_____

PPSC Field Supervisor's Name: _____

Please evaluate the candidate's overall performance and demonstration of knowledge during both semesters in the school placement. Please be as specific as possible.

1. Ability to demonstrate ethical and professional behavior from the transcultural perspective.

☐ Excellent (5)	☐ Very Good (4)	☐ Good (3)	☐ Fair (2)	☐ Poor (1)
Comments:				

2. Ability to engage diversity and difference in practice with cultural humility and self-reflection.

☐ Excellent (5)	☐ Very Good (4)	☐ Good (3)	☐ Fair (2)	☐ Poor (1)
Comments:				

3. Promote social justice and equity with underserved and marginalized groups of students by working collaboratively to address barriers.

☐ Excellent (5)	☐ Very Good (4)	☐ Good (3)	☐ Fair (2)	☐ Poor (1)
Comments:				

4. Engage in practice informed research and research informed practice by utilizing data to inform specific school-based interventions.

☐ Excellent (5)	☐ Very Good (4)	☐ Good (3)	☐ Fair (2)	☐ Poor (1)
Comments:				

5. Engage in policy and practice by analyzing the impact of policies and funding sources on school programs.

□ Excellent (5)	□ Very Good (4)	□ Good (3)	□ Fair (2)	□ Poor (1)
Comments:				

6. Engage with students, families, groups, organizations, and communities by facilitating effective communication, collaboration, and coordination in a culturally responsive manner.

□ Excellent (5)	□ Very Good (4)	□ Good (3)	□ Fair (2)	□ Poor (1)
Comments:				

7. Assess students, families, groups, organizations, and communities by building from multidisciplinary theoretical frameworks (e.g., human behavior and the social environment, person-in environment) to identify barriers to attendance, learning, behavior, and wellness.

□ Excellent (5)	□ Very Good (4)	□ Good (3)	□ Fair (2)	□ Poor (1)
Comments:				

8. Intervene collaboratively with: students, families, groups, teachers, school staff, organizations, and the community by selecting evidenced informed, culturally responsive social work interventions in counseling, case management, group work, community organization and crisis intervention that fit with an ecological perspective

□ Excellent (5)	□ Very Good (4)	□ Good (3)	□ Fair (2)	□ Poor (1)
Comments:				

9. Evaluate interventions with students, families, groups, teachers, school staff, organizations, and the community by understanding and utilizing quantitative and/or qualitative feedback from various sources to inform future practice.

□ Excellent (5)	□ Very Good (4)	□ Good (3)	□ Fair (2)	□ Poor (1)
Comments:				

10. Demonstrates understanding that growth and development occurs through a strength-based and ecological perspective and incorporates many factors such as development, language, spirituality, impact of trauma and oppression, resiliency, and diversity.

□ Excellent (5)	□ Very Good (4)	□ Good (3)	□ Fair (2)	□ Poor (1)
Comments:				

Adapted with 2020 standards and social welfare and schools of social work from: UCLA, Azusa Pacific, USC, SDSU, CSULB

Candidate Comments:

Candidate Signature_____ Date _____

Agency Field Supervisor Signature _____ Date_____

CSUSM Seminar Instructor Signature _____ Date _____

CSUSM Department of Social Work MSW; Pupil Personnel Services Credential Program

Contact Information Update Sheet

Name (print) _____ **Date**_____

Address _____
Street Address

_____
City State Zip Code

Home Phone _____ **Cell Phone** _____

Personal email _____

Employer _____

Job Title _____

Year MSW Graduation is expected _____**or year MSW was completed** _____

If applicable, year PPSC obtained _____

California State University, San Marcos
Department of Social Work
School Social Work and Child Welfare and Attendance
PPSC Activity Checklist

Credential applicants will participate in field experience in a local school district in at least two of the three school-aged populations: pre-K-elementary, middle, and high. A minimum of **100** hours of the **600** total hours will be in a secondary population placement. Additionally, of the 600 hours required, **450** will be in School Social Work activities, while the remaining **150** hours will be in Child Welfare and Attendance activities. The remaining 400 hours of the 1000 hours required for the credentials will come from a non-school Internship as part of the MSW program.

Field Instructors: Please initial as many of the activities as possible for the student intern this academic year: Note: not all activities must be initialed.

Candidate Name_____

	Diversity Experience Candidate has had a broad base of experience, including but not limited to: families and pupils identified for FREE and Reduced Priced Meals, English Language Learners, Homeless, Foster Youth, Students in need of Special Education and Section 504 plans, pupils who have been expelled from school, sexual minority youth (LGBTQ+), pupil and families of color, and students with mental health needs. Engaged with at least 10 students of different racial and/or ethnic backgrounds and apply cultural considerations for the needs of the pupils	Field Instructor Initials

School Social Work Activities (450 hours)	Field Instructor Initials

1.	Attended and/or participated in school staff meetings (e.g. 504, IEP, SST, COST)	
2.	Attended a parent engagement event (e.g., Coffee with the principal, Back to School Night, school site council meeting, PTA, school board meeting)	
3.	Created and/or facilitated a classroom lesson	
4.	Consulted and collaborated with school personnel, including teachers, regarding classroom management and behavioral interventions with pupils	
5.	Facilitated individual and/or group school-based counseling which included evidenced based practices	
6.	Created and/or facilitated one parent group, workshop and/or class	
7.	Provided a range of intervention services such as crisis intervention, case management, including alternative discipline approaches	
8.	Assisted in analyzing data from interventions (MTSS, PBIS, etc.)	
9.	Researched district, local and state policies impacting or related to special or protected youth: foster, homeless, LGBTQ youth	

10.	Participated in planning prevention activities such as mental health month, Red Ribbon Week, etc.	
11	Conducted a classroom or recess/break observation	
12.	Reviewed community resources, collaborated with/referred to outside providers, and reviewed at least one MOU with the school district	

Child Welfare and Attendance Activities (150 hours)	Field Instructor Initials

1.	Attended or participated in a SART and/or a SARB meeting	
2.	Reviewed, and discussed in supervision, the district policies on attendance and other legal mandates	
3.	Assisted in reviewing and analyzing attendance data and developing effective interventions and plans to address attendance related issues.	
4.	Assisted in conducting home visits to assess attendance related issues, including verification of address, correspondence, and interventions to address truancy issues and barriers to attendance, etc.	

Additional Activities	Field Instructor Initials

1.	Attended a meeting of a professional association and/or professional development given by the association to increase networking and mentoring in the profession	
2.	Reviewed, and discussed in supervision, the district/site's plan for crises and student safety	
3.	Provided an in-service training to school staff	
4.	Provided conflict resolution with pupils	
5.	Reviewed and utilized the school information system and documented the work with pupils	
6.	Participated in or became aware of crisis response and/or risk assessment	
7.	Reviewed demographics of site/district and visited neighborhoods served	
8.	Made appropriate CPS reports and provide support for pupils	
9.	Provide behavioral interventions such as student directed goals and objectives, self-monitoring and contingency contracts to assist students in developing responsibility for their own learning.	

Adapted from SDSU and CSULB Social Work Departments, PPS competencies and activities checklist

Field Instructor Name _____

Signature_____ **Date** _____

Candidate Signature _____ **Date** _____

PPS Coordinator_____ **Date**_____

PPS Credential Application Checklist

☐ Successful completion of MSW 652 – Advanced Social Work Practice in Schools I & MSW 653 – Advanced Social Work Practice in Schools II
☐ PPSC Field Hours Verification Form--verifies 450 PPS & 150 CWA field hours (p. 17 in PPSC Student Manual)
☐ Copy of Field Instructor's/Supervisor's valid PPSC #
☐ Copy of Certificate of Clearance (Important: Your personal profile must be created on the CTC website on or before the day you get your fingerprints taken. You must answer the personal fitness questions and pay for your Certificate of Clearance.)

By signing below, we verify that all the above items have been reviewed and successfully completed.

Candidate: _____ **Date** _____

PPS Program Coordinator: _____ **Date** _____

Professional School Social Work Organizations

California Association of School Social Workers

http://cassw.net/

School Social Work Association of America

http://www.sswaa.org/

International Network for School Social Work

http://internationalnetwork-schoolsocialwork.htmlplanet.com/Index.html