



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

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

Last Updated: Fall 2023

Table of Contents

<u>Introduction</u>	3
<u>PPSC Coordinator</u>	3
<u>PPSC Field Practicum Faculty Liaison</u>	3
<u>School of Education</u>	3
<u>PPSC Field Practicum Internships</u>	4
<u>PPSC Field Practicum Seminar</u>	4
<u>PPSC Practicum Application Process (for Current MSW Students-Embedded Program)</u>	5
<u>General Program Requirements (for Current MSW Students)</u>	5
Post-MSW Program Requirements: Admissions Requirements for Post-MSW PPSC Program	7
Post-MSW PPSC Program Course and Practicum Requirements	8
Post-MSW PPSC Field Practicum Education	8
Post-MSW PPSC Not Requiring Practicum Education: Entering program with field practicum hours completed	10
<u>PPSC Resources and Forms</u>	11

PPSC Auxiliary Student Handbook

For Post-MSW PPSC and Embedded MSW PPSC Programs

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 Practicum Manual, which contains information relevant to field practicum education.

PPSC Coordinator

The PPSC Coordinator is a member of the faculty who oversees the PPSC program, including admissions, coursework, and credentialing requirements. In addition, the PPSC Coordinator carries out the following responsibilities:

- Conducts Information Meetings to Potential Candidates
- Conducts Orientation to the PPSC Program for those Enrolled.
- Conducts Orientation to PPSC Documentation Requirements for those Enrolled.
- Conducts Monthly PPSC Student Gatherings (Information sharing)
- Monitors Individual Student Compliance With Program Requirements.
- Communicates with the School of Education related to PPSC concerns.

PPSC Practicum Faculty Liaison

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

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

PPSC field practicum internships are approved practicum education sites which have been vetted by the field practicum faculty and PPSC Coordinator. These sites meet criteria to provide supervised PPSC field practicum 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 (e.g., elementary, middle, and/or high school). The field practicum instructor possesses a qualifying MSW degree and/or licensure, along with a PPSC in SSW and CWA.

PPSC Field Practicum Seminar

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

PPSC Field Practicum Application Process (For Current MSW students - Embedded Program)

Students in the Clinical Practice Specialization who are interested in completing a PPSC field practicum may complete the PPSC Application when completing the *Application for Specialization Year field practicum internship*. Please see the Specialization Year field practicum placement process referenced in the [Field Practicum Education Manual](#).

General Program Requirements (For Current MSW students)

Current APU Students

Current students admitted to and enrolled in the 60-unit MSW Program, who are in the Clinical Practice Specialization are eligible to apply for the embedded PPSC Program. Advanced standing applicants can apply 30 units towards total units granted. The following are the application procedures for the embedded PPSC program:

- 1) Attend PPSC Orientation prior to applying to Specialization Field Practicum Internship. Complete Field Practicum placement procedures as outlined in the Field Practicum Manual (p.60-68).
- 2) Submit the PPSC Application when applying for Specialization Field Practicum Internship (current MSW students and newly admitted Advanced Standing students).
 - A personal statement must accompany the application, with discussion of the following: a) why do you want to complete the PPSC and intern in a school based social work setting? b) what prior experiences have you had working or volunteering with school-aged children and/or their families that supports your application to be referred to a PPSC practicum site? c) what other information would you like to share that will strengthen your application?
- 3) Once PPSC placement is confirmed by the Field Practicum Director and you are notified of acceptance into the embedded PPSC program, submit the University's MSW PPSC Program Application found on the MSW Website.
- 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 (CA CTC.gov) 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 practicum hours.
 - Although not required to enter the PPSC program, in order to complete the program and receive your credential, you must also meet the [Basic Skills Requirement](#) by any of the specified methods outlined on the CTC [website](#). If attempting to complete the CBEST, proof of registration before beginning school social

work coursework is required. In order to fully complete the PPS credential, candidates must pass all three subject areas whether by CBEST or by undergraduate grades (reading, writing, and mathematics). For information about the CBEST, see website: <http://www.ctcexams.nesinc.com/>. For information on meeting the requirements by submitting undergraduate grades or assessment scores, etc., contact the PPSC Program Coordinator.

- 5) Complete SOCW 537 Child & Adolescent Behavioral Health and Diagnosis.
- 6) Complete 600 practicum hours in a qualified school setting; 450 hours are applied for School Social Work activities; 150 hours toward Child Welfare and Attendance activities. MSW students must be supervised by a qualified field practicum 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 field education hours completed during the generalist social work year one, totaling a minimum of 1000 field practicum hours).
- 7) Students will refer to the [PPSC Field Placement Activities Checklist](#) and use it to track required activities. In addition to completing the checklist, Field Practicum Instructor and student will complete the [PPSC Comprehensive Skills Evaluation](#) (which is required in addition to the MSW Program Comprehensive Skills Evaluation).
- 8) *Students who are pursuing a PPSC and have been accepted into a qualified PPSC internship placement are required to complete:*
 - *SOCW 540*: Educational Policy (3 units) fulfills MSW elective/PPSC requirement*
 - *SOCW 563*: School Social Work (3 units) fulfills MSW elective/PPSC requirement*
 - *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)*

**Courses cannot be taken until the completion of generalist foundation curriculum, including generalist foundation year field/practicum internship. Beginning Fall 2024, SOCW 563 must be taken concurrent with specialization field/practicum internship. The course policy change applies to 2023-24 newly admitted students (except one-year Advanced Standing students) who will enter specialization field/practicum internship in 2024-25 or later.*

Course Description:

SOCW 563- This course uses an ecological perspective in teaching the practice of social work in schools. Topics include the historical, theoretical, legal, research, policy, and practice issues relevant to the delivery of school social work services; the roles and tasks performed by social

workers in public schools; school social work practice models; and the professional code of ethics. The purpose of this course is to develop the knowledge, skills, and abilities necessary for successful and competent practice with students, families, schools, and communities.

Prerequisite: Completion of generalist foundation curriculum; admission to the PPS program (required for students seeking the PPSC). **Note:** This course must be taken concurrently with SOCW 553-Field V/SOCW 554-Field Seminar V in the fall semester of specialization year.

SOCW 540- This course introduces policies and legislation that impact delivery of school social work services in the United States education system. Landmark local, state, and federal policies are presented for analysis and application to the public-school setting, critical for gaining an understanding of the challenges for school social work practice. Historical and current perspectives including racism, equality, and access to public education are discussed.

Prerequisite: Completion of generalist foundation curriculum; admission to the PPS program (required for students seeking the PPSC). **Note:** This course can be taken at any time after the generalist foundation year is completed. It is offered in summer and spring sessions.

- 9) 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.
- 10) Schedule meeting with PPSC Program Coordinator as needed to review documentation, complete the credentialing process, and when notified by the credential specialist from the School of Education, submit credentialing fees to the Commission on Teacher Credentialing (CTC).

POST-MSW Program Requirements

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 (program focus on other than children, youth, and families can be substituted by two years post-MSW work experience with children, youth, and families). Students must have completed a minimum of 45 semester units; advanced standing applicants can apply 30 units towards total units granted. (Note: Bachelor's degree must also be from a regionally accredited university or college).
- 2) A child psychopathology course (can be substituted by two years post-MSW work experience with children, youth, and families). Official transcripts, along with syllabi and course descriptions, as needed, to provide proof of completed prerequisite coursework.
- 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 practicum internship requirement.

Post-MSW PPSC Program Course and Practicum Requirements

Courses:

- 1) Successfully complete the required Field Practicum and core PPSC courses: SOCW 563 School Social Work (3 units) and SOCW 540 Educational Policy (3 units).

Students who are pursuing a Post-MSW PPSC, who required practicum placement, and have been accepted into a qualified PPSC internship placement are required to complete:

- *SOCW 540: Educational Policy (3 units)*
- *SOCW 563*: School Social Work (3 units)*
- *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)*

***SOCW 563 must be taken concurrent with specialization field/practicum internship.**

SOCW 563- This course uses an ecological perspective in teaching the practice of social work in schools. Topics include the historical, theoretical, legal, research, policy, and practice issues relevant to the delivery of school social work services; the roles and tasks performed by social workers in public schools; school social work practice models; and the professional code of ethics. The purpose of this course is to develop the knowledge, skills, and abilities necessary for successful and competent practice with students, families, schools, and communities.

Prerequisite: Completion of generalist foundation curriculum; admission to the PPS program (required for students seeking the PPSC). **Note:** This course must be taken concurrently with SOCW 553-Field V/SOCW 554-Field Seminar V in the fall semester of your Post-MSW PPSC program.

SOCW 540- This course introduces policies and legislation that impact delivery of school social work services in the United States education system. Landmark local, state, and federal policies are presented for analysis and application to the public-school setting, critical for gaining an understanding of the challenges for school social work practice. Historical and current perspectives including racism, equality, and access to public education are discussed.

Prerequisite: Completion of generalist foundation curriculum; admission to the PPS program (required for students seeking the PPSC). **Note:** This course can be taken at any time including the summer session or spring sessions.

Post-MSW PPSC Field Practicum Education

Field practicum placement process for Post-MSW PPSC Students as follows:

- 1) Student is accepted into the APU MSW program
- 2) Student completes Application for Practicum Internship
- 3) Student meets with PPSC Coordinator and/or Field Practicum Director to identify practicum placement and need for interview preparation. APU MSW Field Practicum Program will

facilitate placement in a qualifying PPSC field practicum internship site.

- 4) Student will be provided with one practicum placement option and will need to follow policies presented in the Field Practicum Manual.

Timely follow-through and response to scheduling the practicum interview are essential. Post-MSW PPSC students must follow the process outlined in the Field Practicum Manual (pp. 60-64)

Students who violate the field practicum placement interview process will lose their interview and/or internship slot and be at risk of becoming ineligible to obtain their post-MSW PPSC field practicum hours through the APU Field Practicum program.

Post-MSW PPSC Students will be provided one referral to a practicum site. If no placement offer is received after completing the pre-placement interview, the student will be asked to meet with the field practicum faculty to determine next steps. Students who do not secure a field practicum placement after interviewing may be ineligible for internship, which could result in postponement of enrollment in the Post-MSW PPSC program.

- 5) Complete an online Pre-practicum orientation (this counts toward practicum hours).
- 6) Once the placement is confirmed, students are instructed to contact their new assigned field practicum internship to complete any pre-placement and onboarding requirements. Field practicum agency will also receive notification of the placement decision and await student contact.
- 7) Refer to Field Practicum Manual for more information related to Additional Criteria for Field Practicum Placement (p. 64).
- 8) **Student will be assigned a field practicum seminar class.** Once assigned, student will enroll as follows:
 - **Fall semester:** SOCW 553 Field V – Clinical School Social Work (3 units), SOCW 554 Field Seminar V – Clinical School Social Work (1 unit).
 - **Spring semester:** SOCW 555 Field VI – Clinical School Social Work (3 units), SOCW 556 Field Seminar VI – Clinical School Social Work (1 unit).

Student will complete 600 field practicum 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 practicum 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: pre-K, K, 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.

- 9) 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 practicum hours.**
- 10) Although not required to enter the PPSC program, in order to complete the program and receive your credential, you must meet the [Basic Skills Requirement](#) by any of the specified methods outlined on the CTC [website](#). If attempting to complete the CBEST, proof of registration before beginning school social work coursework is required. In order to fully complete the PPS credential, candidates must pass all three subject areas whether by CBEST or by undergraduate grades (reading, writing, and mathematics). For information about the CBEST, see website: <http://www.ctcexams.nesinc.com/>. For information on meeting the requirements by submitting undergraduate grades or assessment scores, etc., contact the PPSC Program Coordinator.
- 11) Track PPSC required activities using the [PPSC Field Placement Activities Checklist](#). In addition to completing the checklist, Field Practicum Instructor and student will complete the [PPSC Comprehensive Skills Evaluation](#).
- 12) After completing program requirements, schedule a meeting with PPSC Program Coordinator to complete a final review. The coordinator will then forward your completion to the School of Education. A credential specialist from the School of Education will contact you to complete the credentialing process.

Post-MSW PPSC Not Requiring Practicum Education

Entering program with field practicum hours completed:

Candidates who complete required practicum hours outside of the program, must provide evidence of supervised hours by an authorized practicum instructor, and documentation of accrued experience in SSW and CWA activities. A total of 1000 practicum hours in your MSW Program is required (600 of those hours in a PPSC supervised school setting). The following documents (or comparable) are required as evidence of the 600 PPSC hours:

- **PPSC Activities Checklist** (indicates specific activities pertaining to SSW and CWA)
- **Standard 4 Form** (confirms hours completed in SSW and CWA, school sites worked in, diversity of caseload, and Supervisor qualifications).
- **Comprehensive Skills Evaluation** (final evaluation of competencies).
- **Certificate of Clearance** from the CTC (effective dates must cover the timeframe when hours were collected).

PPSC Resources and Forms

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

[Department of Social Work Field Practicum Manual](#)

[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](#)