

Form 2: HSU PPSC-SW Program Application Checklist

Successful completion of the HSU PPSC-SW Program allows a social worker to apply to the California Commission on Teacher Credentialing (CTC) for the California State Pupil Personnel Services Credential (PPSC) in School Social Work.

A student file will be maintained by the PPSC-SW Program Coordinator. Students are responsible for making sure copies of required documents get turned into the Program Coordinator in the Department of Social Work Office.

To apply for the HSU Department of Social Work PPSC-SW Program:

- Review the PPSC-SW Program Handbook available on the HSU Department of Social Work website.
- Confer with the PPSC-SW Program Coordinator to discuss your interest in the program and review eligibility requirements.
- Submit a completed application packet to the HSU Department of Social Work between January 1 and March 30 before the summer in which you will take the required additional coursework.

To apply for the PPSC from the California Commission on Teacher Credentialing (CTC), candidates must also:

- ☐ Complete and pass SW 670 and SW 671
- ☐ Complete the required hours of school-based practice
- ☐ Pass the CBEST (California Basic Educational Skills Test) or satisfy the Basic Skills Requirement (BSR)
- ☐ Obtain a TB test
- ☐ Obtain live scan fingerprinting (separate from any that is required for your internship) and Certificate of Clearance
- ☐ Obtain official transcripts
- ☐ Pay all required state application fees (fingerprints, applications, CBEST, etc.)
- ☐ Submit the following items as a complete packet to the Department of Social Work PPSC-SW Program Coordinator. The program coordinator cannot initiate the credential recommendation process until all materials have been received.
- ☐ School-based field learning agreement and evaluation
- ☐ Copy of passing score on the California Basic Education Skills Test (CBEST) or satisfaction of the Basic Skills Requirement (BSR).
- ☐ Certificate of Clearance (refer to Livescan and Certificate of Clearance Instructions)
- ☐ HSU Request for Credential Check form
- ☐ Official Baccalaureate transcript(s)
- ☐ Official MSW transcript(s)