

**Post-Masters Pupil Personnel Services Credential (PPSC)
San Francisco State University School of Social Work
Application and Admissions Process Summer Cohort
2017**

Admissions Process:

Applicants should meet the following criteria:

- A. Have graduated from a CSWE accredited MSW program. Official copies of the MSW transcript and transcripts for all other graduate level work must be provided.
- B. Have completed the necessary field experience required for the PPSC while in the MSW program or after having received the MSW. If the internship is not complete, the applicant should be in the process of completing field experience through employment or volunteer work in a public school setting. (Field placements are the applicant's responsibility to obtain.) The internship must meet the following requirements of the PPSC:
 1. The school site/ internship experience must be under the supervision of a person holding a PPS credential. That person must be willing to sign off on written documentation of the hours completed, to verify the type of settings, and to provide a copy of their valid PPSC.
 2. The field supervisor must be able to verify that the applicant has completed, or is in the process of completing, at least 450 clock hours of school-based practice under his/her supervision, of which a minimum 100 hours are with at least ten (10) pupils of an ethnic background different from that of the candidate. The school assignment must take place with at least two age groups (preschool, elementary, middle, high school) with a minimum of 100 clock hours at the secondary site, not to exclude district services and programs or alternative school settings. Field supervisors also should document experiences in individual and group practice with male and female school aged children of diverse ethnic, cultural, and socio-economic backgrounds, and working with parents, school staff, and community resources. These tasks should be documented by utilizing the Verification of Standards form.
- C. Provide a one page cover letter that describes why they are pursuing the PPSC credential.

Post-MSW PPSC Application 2017

- All candidates will need to complete the courses currently required of PPSC students at San Francisco State University's School of Social Work program. The PPSC coordinator will determine course equivalencies from the applicant's transcript. Transcripts will be reviewed upon receipt of the application, and the applicant will receive information about required coursework at the time of admission. Applicants who did not earn their MSW from SFSU may need to take an additional course or courses depending on their transcript. Coursework in ethnic and cultural awareness is necessary (Equivalent to SW 770).

PART ONE: Apply to SFSU online at CSU Mentor (Cost \$55)

- [For domestic applicants](#)
- If you experience any problems with CSU Mentor please consult Gradstop, either by phone or email

GradStop

Email: gradstedy@sfsu.edu

Phone: 415.338.2234

Online applications are uploaded to SFSU Student Systems in 24 hours.

- Submit one set of official transcripts from all post-secondary (post-high school) programs attended to the University (San Francisco State University, Graduate Admissions, 1600 Holloway Avenue, ADM 254, San Francisco, CA 94132).

PART TWO:

- Complete the SFSU School of Social Work Application which requires an **unofficial** copy of your MSW transcript.
- Applications are due by **April 15, 2017**.
- Candidates will register and pay fees for required classes through Open University/the College of Extended Learning. (Students must obtain a university identification number.)
- *After receiving notice of admission*, candidates must pay the application/administration expense of \$950 in the form of a check or money order addressed to CEL/PPSC Program. **The non-refundable fee is due by May 15, 2017 in order to guarantee your space in the cohort. Financial aid does not cover this \$950 expense. Financial aid for the tuition costs is determined by the CEL financial aid office.**

Post-MSW PPSC Application 2017

Candidates must successfully complete any necessary field experience and pass all of the required classes within *three* years (from time of admission to the PPSC).

- Candidates are responsible for securing their own internships.
- You will need to check to make sure you are covered under the school district liability insurance for its personnel or volunteers. If you want to obtain your own insurance, you can do so through NASW or the School Social Work Association of America (SSWAA). The SF State Post-Masters PPSC Program is not providing liaison assistance, oversight, or responsibility for your field work. (You are not registering for or paying for field work credit.)
- Candidates must pass the CBEST test in order to obtain the PPSC. Even with successful completion of coursework and internship, the Credentialing Office at SFSU cannot process the applicant's paperwork until the applicant can provide a copy of the CBEST card.

SFSU Post-MSW PPSC Application

Applicant Contact Information

Last Name_____First Name_____

Address:_____

Phone: Home_____Cell_____

Email Address: _____

(Applicants must utilize email)

PART ONE: Apply to SFSU online at CSU Mentor (Cost \$55)

- [For domestic applicants](https://secure.csumentor.edu/admissionapp/grad_apply.asp)
https://secure.csumentor.edu/admissionapp/grad_apply.asp

Online applications are uploaded to SFSU Student Systems in 24 hours. Submit one set of official transcripts from all post-secondary (post-high school) programs attended to the University (San Francisco State University, Graduate Admissions, 1600 Holloway Avenue, ADM 254, San Francisco, CA 94132).

PART TWO:

The following items should be submitted with this form by April 15, 2017:

- Unofficial transcript from MSW Program. Name of MSW program and year of graduation_____

A print out of your unofficial transcript is sufficient for part two. Official transcripts are required for Grad Division

- Statement of interest in PPSC.

Only if you have completed your field work requirement, you may include

- The Verification of Standards form with appropriate signatures from your PPSC supervisor(s).

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- Print out from the Commission on Teacher Credentialing of the primary field instructor's PPS Credential/number

Primary Setting, if completed (minimum 350 hours):

Name of school and address: _____

Dates of Employment: _____

Job Title: _____

Name of PPSC Supervisor: _____

- Verification of Standards

Secondary Setting, if completed (minimum of 100 hours):

Name of school and address: _____

Dates of Employment: _____

Job Title: _____

Name of PPSC Supervisor: _____

- Verification of Standards

- Internship must include 100 hours with at least 10 pupils of diverse, ethnic backgrounds
- Internship must include the facilitation of at least one group

SFSU School of Social Work Applications should be returned electronically and in hard copy by April 15, 2017 to the following address:

San Francisco State University
School of Social Work
HSS 217
1600 Holloway Ave.
San Francisco, CA 94132
Attn: Christina Feliciano

Fax: (415) 338-0591

Email: cfeli@sfsu.edu (a scanned copy is preferred since there can be problems with the office fax machine)