1) **Curriculum Requirements:**

- MSW from a CSWE accredited program. You must complete a minimum of 45 semester units/67.5 quarter units. Advanced Standing students are not eligible.
- Micro/clinical/direct practice focus with Children & Youth (or 1 year post-MSW work with Children and Youth)
- A graduate-level course with child & adolescent DSM content (e.g., 4 units, at least 25 hours of instruction).
- Training with School Social Work content (fulfilled by UCLA training: “Social Work in School Settings”, which is offered during summer contingent on interest and enrollment). You cannot take this training until you have completed the required field experience (see below). The cost of this course is $1,500.00.\(^1\)
- Official transcripts of all the above items, and course descriptions/syllabi as needed.
- All coursework has to be at a MSW level or post-MSW.

2) **Certificate of Clearance (COC) through the California Commission on Teacher Credentialing (CCTC)**

- State law requires that all candidates for a credential must hold a Certificate of Clearance prior to the first day of directed field experience. **If you do not have the COC (or other relevant clearances through the CCTC), your hours will not count.** The fee for the actual fingerprinting (Livescan) is approximately $49.00 for both the FBI ($17.00) and DOJ ($32.00), and there may be a fee for the service (e.g., UCLA PD charges $25). There is also an application fee of $52.50 through the California Commission on Teacher Credentialing. So the total cost of COC processing is approximately $130.00.\(^2\) Please see: [https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-(cl-900)](https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-(cl-900))

3) **Basic Skills Requirement:** CBEST or Other Tests. All candidates for the Pupil Personnel Services School Social Work and/or Child Welfare and Attendance credentials

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\(^1\) All fees are subject to change.
must pass the Basic Skills Requirement prior to applying for the actual PPSC/SSW/CWA.

- California Basic Educational Skills Test (CBEST). Register for the exam using the CBEST registration bulletin. If you would like to obtain more information regarding the CBEST, you can call directly to Educational Evaluation Services at (916) 928-6150 or check out their website: http://www.ctcexams.nesinc.com. The cost of the test is $41 (paper) - $30/per section (computer).

- In addition to the CBEST, the CCTC will allow other tests to meet the “Basic Skills Requirement” See:

If candidates have any questions about whether they met the Basic Skills Requirement via one of the tests listed they should contact the CCTC, not UCLA. If you have met the requirement through one of the tests, you have to provide a hard copy documentation of this.

4) **Field hours** in a public school setting, with regular education students. Upon completion of the field hours, the PPSC Standards checklist must be signed by the PPSC/SSW supervisor who must also check off that the candidate successfully completed the hours and is being recommended for the PPSC. Finally, the candidate must complete a written summary of the field experience. All field hours have to be obtained while acquiring your MSW or acquired post-MSW. UCLA does not accept SSW field hours acquired outside CA.

- Credential applicants must gain experience working with multiple (at least two) school-aged populations: pre-K, elementary, middle and high school. The distribution of hours should be decided in collaboration with the candidate, field supervisor, and university supervisor. Of the 600 hours required, 450 hours must be spent performing School Social Work activities, while the remaining 150 hours must be spent performing Child Welfare and Attendance activities. Applicants must work with students of various identifiable subgroups or identities.

- In order to receive the PPSC with a specialization in Child Welfare and Attendance each candidate must complete a minimum of 150 hours of field practice, performing child welfare and attendance activities, under the supervision of someone with a CWA credential. The child welfare and attendance activities should include: obtaining knowledge of attendance laws and policies, and intervention with pupils having attendance problems (i.e., individual and group, home visits, parent outreach, SARB, etc.). This is in addition to the 450 hours required for the School Social Work Specialization. Note: We do NOT offer a stand-alone CWA.

- Your total field hours in your MSW program must be at least 1000 hours.

- UCLA **cannot** assist PPSC candidates in acquiring an approved PPSC field experience, and ensure that the candidate fulfills the field requirements. In order for the candidate to complete an approved field experience it is suggested that: 1) They find a supervising MSW with a PPSC in SSW (and CWA, if you wish to
obtain this); 2) have their own malpractice insurance (check with the district if this is necessary); 3) complete a Memorandum of Understanding (or Learning Agreement) so that mutual expectations are clear; 4) complete the COC process before beginning the field experience; and, 5) complete any necessary processing required by the district’s personnel department.

5) You must meet the PPSC Standards, set by the CCTC, through your field experience and coursework, and document this through the PPSC Comprehensive Standards Evaluation and by completing a written summary of your work.

6) When items #1-5 are completed and documented, the PPSC candidate should complete the final PPSC application and meet with UCLA MSW/PPSC Coordinator or Assistant Coordinator to review all documentation.

7) After step #6, the candidate will meet with the UCLA GSE&IS credentialing person to complete the final review before the PPSC application is sent to the CCTC. GSE&IS has a $30.00 processing fee. The total fee for the PPSC processing with the CCTC is approximately $60.00.

**Contacts:**

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