Process for Submitting Credential Application Documents

1) Please contact Prof. Palencia and Ervin Huang to verify completion of all of your PPS credential requirements.

2) Prof. Palencia will need to approve your PPSC checklist (verification of your credential requirements), and the required letter (applicable only if you’re taking a Spring/Summer course and did not complete your MSW program at UCLA).

3) Ervin will forward the approved PPSC checklist and letter (if applicable) to you and to the PPS credential counselors, with the last name of the student in the subject line (via email at PPSCredential@gseis.ucla.edu), and steps 4-6 below in the email.

4) Once you receive the approved documents from Ervin, send official electronic transcripts to PPSCredential@gseis.ucla.edu. Transcripts must be sent directly from the respective educational institutions to this email address (transcripts coming directly from applicants will not be accepted).

   a. Official BA transcripts are required of all applicants.
   b. Official MSW transcripts are required for those applicants who did not complete the MSW program at UCLA.

5) In addition to the transcripts, please also send the Basic Skills Requirement (BSR) information to PPSCredential@gseis.ucla.edu. Information regarding BSR submission and the required documentation is included below at the end of this document.

   For all materials sent via email, in the subject line, please write: YOUR NAME, PPSC MATERIALS.

6) Simultaneously, while submitting your documentation for PPSC, please also mail the credential application processing fee payment of $30 at the following address (we only accept cash, cashier’s checks and money orders addressed to UC Regents; NO PERSONAL CHECKS please):

   UCLA SE&IS
   Office of Student Services
   Attn: PPSC
   1009 Moore Hall, Box 951521
   Los Angeles, CA 90095-1521

7) Any questions regarding the PPS credential application process may be directed to PPSCredential@gseis.ucla.edu.
Candidate: ____________________________________________________________

Social Security Number ________________________________________________

Date of Birth: ________________________________________________________

Email Address: ________________________________________________________

The candidate has assembled the following items to apply for the PPSC:

1. $30.00 cash or money order paid to “UC Regents” for SE&IS credential processing
2. Certificate of Clearance (COC) on file with CCTC online database
3. Verification of successful completion of the Basic Skills requirement (BSR) - official report of the CBEST exam or an alternative option, as listed at https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)
4. Official BA Transcript
5. Official MSW Transcript if the program was not completed at UCLA (official BA transcript will still be required)
6. Letter from Hector Palencia regarding successful completion of Summer SSW training (if you are a Post-MSW PPSC candidate)
7. PPSC Standards & Field Hours Checklist. Candidates must submit a brief summary of how you fulfilled each standard.

In addition, Hector Palencia must verify that you have completed the appropriate School Social Work Curriculum.

1. Curriculum verified
2. The candidate has fulfilled the requirements for:
   ______ SSW  ______ CWA

The above PPSC Candidate has completed all requirements.

Hector Palencia, LCSW, PPSC – PPSC Program Co-Director  Date
Basic Skills Requirement (BSR)

This is to inform you that the Governor of California recently signed a law that allows candidates to meet the basic skills requirement via college level coursework. This new provision allows Commission approved educator preparation programs to verify that a candidate has demonstrated basic skills proficiency by accepting qualifying college level coursework from a regionally accredited institution of higher education as long as the following conditions are met:

The coursework for satisfying Basic Skills Requirement (BSR) must meet the following:

- Earn a grade of "B" or better (B- would be acceptable)
- Have been taken at a regionally accredited college or university
- Three semester units or four quarter units (or equivalent quarter units)
- Been taken for academic credit (earned units)
- Be degree applicable (AA degree applicable is OK)
- For Reading, be in the subject of critical thinking, literature, philosophy, reading, rhetoric, or textual analysis
- For Writing, be the subject of composition, English, rhetoric, written communications, or writing
- For Mathematics, be in the subject of algebra, geometry, mathematics, quantitative reasoning, or statistics

The following coursework is NOT acceptable:

- Professional development or continuing education units
- In-service training or workshops
- Courses where credits do not apply toward the requirements for an associate’s degree, baccalaureate degree, or higher degree

A course that does not fall within the indicated areas may still qualify with additional letter of explanation. A letter from the registrar or relevant department chair of the college or university must state that a course passed by the applicant covered reading, writing, or mathematics at the same level as one of the listed courses. Such a letter could also attest that a single course sufficiently indicates proficiency in reading and writing combined.

In addition, Commission approved programs may use combination of available options for candidates as well. For example, a candidate who has passed the CBEST subtests in reading and writing but not mathematics may use the two passed CBEST subtests and coursework that meets the mathematics criteria as listed above so long as the candidate earned a B or higher in that course and it was taken at a regionally accredited institution of higher education.

Steps to Approve Coursework for PPSC
If you think you meet the basic skills requirement via college-level coursework you will need to do the following so that the program can review your courses:

1. In a single email, please list all of courses you wish to reviewed by category: Reading, Writing, Mathematics. In each category include the name of the institution, course number, course title, and course description. You can also include the links the course catalog in case we need to reference it during the review process. If from the course description it is not clear that the class meets the requirement, then a course outline or syllabus from the institution must be submitted.

   This is an example on how you should list the information on the email:

   **Reading**
   
   Institution: **UCLA**
   
   Course Information: **ENGL 000- English For BSR**
   
   Course Description: [copy and paste the official course description]
   
   Link to the class catalog: [copy and paste the link to the class catalog]

   Please do the same for **Writing** and **Mathematics** courses.

2. If the courses were taken as part of your Bachelor’s degree, at a community college, or from a different institution than where you earned your undergraduate degree, an official electronic transcript must be submitted directly to PPSCredential@gseis.ucla.edu, by the respective educational institution. A transcript coming directly from you will not be accepted.

3. If you are combining coursework with a CBEST subtest(s) then make sure to submit the official CBEST score report that shows the score of the subtest(s).

4. For all applicable tests, such as SAT, ACT, and more (per the link below), you can send us official test reports that you’ve received in the mail at PPSCredential@gseis.ucla.edu. We will accept legible pdf scanned copies.

5. You must submit the required documentation to me at least 2 weeks before you wish to have your credential application submitted to have coursework reviewed. Please note that incomplete requests will be returned.

   For additional details regarding BSR options, please visit https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667).

   Please know that the final decision to approve the BSR applicable coursework/ combination of coursework and tests, and your credential application, rests with the CTC.
California Commission on Teacher Credentialing (CCTC) Online Recommendation Process

1) After the credential application team in SE&IS receives and reviews your documents and the processing fee payment, they will initiate your online recommendation with the CCTC.

2) The CCTC website will then generate an email to you, consisting of instructions to complete the online recommendation process. This email will prompt you to login to the online recommendation system with a username and password. After logging in, please complete your online credential application.

3) Once you’ve completed the online application, please be sure to print the confirmation page or the last page of the application. If you have technical difficulties while completing your application, please contact the CCTC right away to make sure your online application has been received. After completing your application, you’ll receive another email from CCTC, letting you know that they’ve received your application.

4) The CCTC estimates that it will take approximately 15 business days to process your credential from the time you submit your portion of the online application.

5) The CCTC no longer provides hard copies of state credentials. Your credential can be verified by visiting http://www.ctc.ca.gov/ > search for an educator.

6) If you have any questions, please contact the PPS credential counselors at PPSCredential@gseis.ucla.edu.