**Process for Submitting Credential Application Documents**

The document review and submission process goes through two departments at UCLA. Social Welfare will review your eligibility after the completion of the training while GSE&IS will process your application with the CCTC.

1. Please send the following documents to Social Welfare (ervin@luskin.ucla.edu) after the completion of the training:
   a. Checklist – Please complete the top half and check off all required items.
   b. Certificate of Clearance
   c. Basic Skills Requirement – CBEST or alternatives. The CCTC has approved alternatives found on their website: [https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)). Please review the section below on how to request coursework to satisfy the BSR.
   d. Field evaluation form
   e. Standards explanation – Only Social Welfare requires this document.
   f. MSW and undergraduate transcripts – Unofficial copies will suffice for Social Welfare’s review while you will need to order official transcripts for GSE&IS.

2. Prof. Palencia will send you a signed checklist and letter (if applicable) after his review.

3. Once you receive the approved documents from Social Welfare, please send official 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.

4. 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.**

5. Simultaneously, while submitting your documentation for PPSC, please also mail the credential application processing fee of $30 at the following address (GSE&IS only accepts cash, cashier’s check and money orders addressed to the “UC Regents”; **NO PERSONAL CHECKS**):

   UCLA GSE&IS  
   Office of Student Services  
   Attn: PPSC  
   1009 Moore Hall, Box 951521  
   Los Angeles, CA 90095-1521
6. Any questions regarding the PPS credential application 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:

_____ $30.00 cash or money order paid to “UC Regents” for SE&IS credential processing

_____ Certificate of Clearance (COC) on file with CCTC online database

_____ 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)

_____ Official BA Transcript

_____ Official MSW Transcript if the program was not completed at UCLA (official BA transcript will still be required)

_____ Letter from Hector Palencia regarding successful completion of Summer SSW training (if you are a Post-MSW PPSC candidate)

_____ 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.

_____ Curriculum verified

_____ 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)](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.