

Dear Entering Full-Time Student:

Thank you for your interest in our Pupil Personnel Services Credential (PPSC) program. The University of Southern California, Suzanne Dworak-Peck School of Social Work offers a curriculum in school social work practice, leading to eligibility for the recommendation from the school for the PPSC issued by the California Commission on Teacher Credentialing (CTC). This application is only for MSW students entering their first year of field placement.

The credential covers pre-kindergarten through 12th grade service in public schools requiring the credential. Typical job titles within the state for holders of this credential include School Social Worker, Child Welfare and Attendance Counselor, Pupil Services and Attendance Counselor, Psychiatric Social Worker and a variety of other titles reflecting specific activity as may be designed by school districts. The PPS credential with the School Social Work and Child Welfare and Attendance Specialties authorizes the holder to be employed in the State of California in positions requiring such certification.

PPSC Information: Please review the information sheet on page 2 of this document which provides an overview of the requirements for the PPSC. Please be aware, students interested in pursuing this credential, will be required to enroll in **the Department of Children, Youth and Families**. It requires a genuine interest and intention to work within a school setting.

To be considered for the PPSC in the 1st Year of field placement, students are expected to submit their application by: **July 1st, 2017 at 5 pm.**

Please note that any applications received after the deadline will not be considered *even if the application was received by the student after the deadline.*

The PPSC 1st Year Placement Committee reviews each application and determines whether the student is eligible to pursue the credential during their first year of field placement. If a student is not eligible to pursue the PPSC during their first year of field placement, they are then encouraged to pursue the credential for their second year of field placement. Notifications are sent out via email to students.

If you have any questions or concerns, please email Professor Maria Hu, hucordov@usc.edu

PPSC Information Sheet for First Year in-field placement

1. Field Experience Requirements

Students pursuing this credential are required to be placed for **one academic year** at a PPSC approved school-based setting, completing a total of 600 hours by the end of their field placement.

Breakdown of 600 hours for the PPSC:

1. 450 clock hours in a school-based setting supervised by a PPS credentialed holder.
 - At least 100 hours with 10 pupils of an ethnic background different from your own.
 - At least 100 hours in at minimum, two age group settings: preschool, elementary, middle, and high school.
2. 150 additional clock hours of field experience under the supervision of a PPSC and CWA holder.
 - At least 30 field hours must be completed in a setting outside of field education (e.g., social services, law enforcement, mental health, and juvenile justice).

2. Prerequisite for the PPSC in School Social Work

Certificate of Clearance (COC) (Live Scan)

Prior to beginning any school-based field placement, the credentialed-seeking student must obtain a COC issued by the CTC. *Students are required to complete this requirement at least 4 weeks in advance from starting their field placement. Failure to do so, may result in hours not being eligible for the PPSC.* The COC is a document that is issued to the credentialed seeking individual who has completed the required fingerprint and background verification process.

3. Mandatory PPSC Informational Meetings

Students who have been approved to pursue the PPSC for their first year of field placement, are required to attend two informational meetings which are held in the fall and spring semester.

What information is reviewed at this meeting?

- Overview of the PPSC requirements:
 - Required Coursework, Hours, and Learning Activities
- Role of a School of Social Worker

How will I know when these meetings will take place?

- Approved First Year PPSC students will receive an invite via email.
- Tentatively scheduled during the month of August 2017 and the month of February 2018