

Fresno State
Department of Social Work Education

Pupil Personnel Services (PPS) Credential Program
Graduating PPS Candidate
EXIT FLOW CHART

Unless the CCTC Standards for the credential change, you have 10 years from the time you begin the MSW program to apply for your PPS credential. The following steps must be completed in order to obtain the Pupil Personnel Services Credential through the California Commission on Teacher Credentialing:

- 1. Complete **BOTH** the PPS Program Evaluation of Student Performance **and** the Dispositions Evaluation with the PPS Field Instructor at the end of your second semester of field placement. Be sure that completion of all PPS requirements is carefully and clearly documented.
- 2. Complete the KSOEHD Exit Survey and turn it in to the PPS Coordinator.
- 3. Complete the DSWE PPS Candidate Exit Survey and turn it in to the PPS Coordinator.
- 4. Compile the PPS Candidate Final Portfolio and turn it in to the PPS Coordinator by the end of the spring semester. The overall rating of the Portfolio must be 80% or higher to be recommended for the credential (see #6)
- 5. Complete all requirements for the M.S.W. degree
- 6. Fill out the PPS Program Completion Form (2001 Standards) verifying completion of all requirements for the PPS credential **when** you plan to apply for the credential. Turn this form into the PPS Coordinator for necessary signatures. If you meet all program requirements, you are eligible to be recommended for the credential. The signed form will be forwarded by the PPS Coordinator directly to the Credential Analyst.
- 7. Complete the CSUF Credential Application for Pupil Personnel Services. Application materials may be obtained at:
<http://fresnostate.edu/kremen/documents/cred-app/PPSapp.pdf> Follow the instructions for Clear PPS: Social Work/ Child Welfare and Attendance. You may also check off School Counseling on page 3 if you have completed the required three classes. Read the instructions thoroughly, complete the application and print.
- 8. The California Commission on Teacher Credentialing (CTC) has instituted a policy where universities process applications and submit them online to CTC. **A valid email address and credit/debit card are required to apply for a credential.** Once you have submitted a complete application packet to ED-100, it will be processed by the Credential Analyst. After submitting your complete application packet you will receive three email notifications:

1. Authorization to pay credential fee at <http://www.ctc.ca.gov/credentials/default.html>. Fee: \$102.50. You will only be allowed to pay your fee after you have received this email notification. A valid email and credit/debit card are required. *The fee will be less if you hold a current Certificate of Clearance.*

- Click the “Complete your Program’s Recommendation” button to begin your part of the online process.
- It is highly recommended that you review the instruction video before proceeding as you may apply for the incorrect credential and will have to pay the fee again as there are no refunds.

2. Payment Confirmation- Prior to receiving your final email, your local County Office of Education (COE) credentials department will accept this payment confirmation email as a temporary confirmation until your document number is issued. *If you have a conviction record or you have answered yes to any of the fitness questions, your application process may be delayed as CTC verifies your information.*

3. After CTC completes their review, you will receive your document number. You must register a copy of the final CTC email with your document number at your local COE credentials department. The average processing time is approximately 7-10 days after payment.

9. Submit all necessary documentation in support of the credential application directly to the Credential Analyst in ED 100 EXCEPT the Program Completion form:

- Copy of CBEST verification card or BSR verification.
- Proof of issuance of a valid Certificate of Clearance through the Commission on Teacher Credentialing.
- CSUF transcripts with all grades and Master’s degree posted. Unofficial transcripts are acceptable.
- Program Completion Form (signed by the PPS Coordinator and Department Chair and forwarded directly to the Credential Analyst).
- \$25 **Money Order/Cashier’s Check** payable to Fresno State (non-refundable processing fee). Print your name and CSUF ID number on the money order or check. **NO personal checks. Submit the payment to Fresno State Cashiering Services in Joyal along with page 3 only of the PPS application.**

10. Do **NOT** leave any application materials except the PPS Program Completion form with the PPS Coordinator. Submit all application materials and supporting documents directly to the Credential Analyst in ED 100 or mail to:

CSU, Fresno, Credential Analyst
5005 N. Maple Ave M/S ED 301
Fresno, CA 93740-8025

NOTE: Do not complete steps # 6-10 until you are ready to apply for the credential and all requirements are completed. The Credential Analyst office will only keep your file open for 3 months.