

PUPIL PERSONNEL SERVICES (PPS) CREDENTIAL

This is a 48-unit program designed to prepare students to be counselors in a public school setting, grades K-12 in which the PPS Credential is a requirement. Completion of the credential program satisfies the educational requirements for the PPS Credential. This credential may be attained in conjunction with the MS degree or by itself. Some school districts prefer that applicants possess prior teaching experience or a Masters degree or both to be employed as a counselor, but this is not mandated by law.

PUPIL PERSONNEL SERVICES (PPS) CREDENTIAL PREREQUISITES AND COURSE REQUIREMENTS

<u>Prerequisites</u>		<u>Units</u>
ERA 153	Educational Statistics	3
COUN 174	Introduction to Counseling	<u>3</u>
	Total prerequisite units	3
<u>Course Requirements</u>		
COUN 150	Laws Relating to Children	3
COUN 200	Counseling Techniques	3
COUN 201	Multicultural Aspects of Counseling	3
COUN 202	Group Counseling	3
COUN 203	Assessment in Counseling	3
COUN 206	Seminar in Lifespan Development	3
COUN 208	Practicum in Counseling	4
COUN 220	Career Development Theory	3
COUN 233	Therapeutic Methods with Children	3
COUN 240	Counseling Exceptional Children and Their Parents	3
COUN 241	Organization of Counseling Services.	3
COUN 242	Parent Education, Pupil Advocacy and Consulting	3
CI 285	Educational Psychology	3
COUN 249	Field Practice in School Counseling	<u>8</u>
Total required units		48

Field Practice for the PPS Credential

The student must complete six hundred (600) clock hours of field practice in order to be eligible to apply for the PPS Credential. The student must complete field practice in any two of the following grades; the elementary, the middle, or secondary school setting. Field placement courses are approved for *Credit/No Credit* grading and students must receive a grade of *Credit* in order for the field practice course to count toward the completion of the program. Students must complete three hundred (300) clock hours for four (4) units of field practice.

Students must have completed a minimum of fifteen (15) units in the PPS program prior to enrolling in a field placement course; they will receive a letter grade for the course, not credit, pass or fail grade. If a student wants to apply for a field placement course prior to completing fifteen (15) units in the program, special permission is required from the University Field Placement Supervisor. A student who wants to participate in a field practice course for the PPS Credential needs to make provisions for the assignment the semester **prior** to enrolling in the course. In that manner, the supervisor will be more able to assist the student in receiving an assignment in line with the student's needs. Both 249 and 219 are offered each semester for the student and when special needs arise, students may complete the assignment in the summer through extended education. ***Completion of 219 will not count toward the PPS Credential.***

WHEN ENROLLING IN COUN 249, THE FOLLOWING ITEMS NEED TO BE COMPLETED:

1. Certificate of Clearance

This is a form required by the State of California and must be applied for at the time of enrollment in the program. The Certificate of Clearance is not required if the student holds a valid teaching credential from the State of California or has been approved to work as a substitute teacher in the schools. A STUDENT MUST HAVE CERTIFICATE OF CLEARANCE, OR, A VALID CALIFORNIA TEACHING CREDENTIAL WHEN THE PPS CREDENTIAL IS ORDERED OR THE STATE WILL NOT HONOR THE APPLICATION.

2. CBEST

Each student wanting to receive a PPS Credential must offer proof of having passed ALL THREE SECTIONS of the CALIFORNIA BASIC EDUCATIONAL SKILLS TEST.

3. Field Placement Contract

A Field Placement Contract must be completed at the site, which the field placement student has chosen to complete the assignment. THE CONTRACT MUST INCLUDE THE DUTIES OF THE FIELD PLACEMENT AND MUST BE SIGNED BY THE STUDENT AND THE UNIVERSITY AND THE OFF CAMPUS SUPERVISOR.

4. Site Evaluation

This form is provided by the instructor and must be completed by the student prior to the field placement.

5. Program Checklist

The student is provided a program check-list for the elementary, middle and secondary schools; this checklist contains the types of activities the placement entails and is used in completing the log.

6. Completion Of The Field Placement

Each student must complete a log for the clock hours in the program; in addition the off campus supervisor must supply an evaluation of the work for the student's record.

7. Pupil Personnel Services Credential Program Completion Form

THIS FORM IS RECEIVED FROM THE UNIVERSITY COORDINATOR AND IT IS THE RESPONSIBILITY OF THE STUDENT TO COMPLETE IT AND RETURN IT TO THE COORDINATOR. The University Supervisor is responsible for clearing the student for the credential once the form has been received. (See Appendix I for a copy of the form.)

Credential Authorization

The State of California issues the credential and the approval for the credential is provided by the University since the CSUF program has been received and cleared by the State. Students are asked to complete an application for the PPS Credential during the first two weeks of their last semester of credential coursework. The Office of the Credential Analyst in the Student Services Office, ED 151, provides the application; students must pay state fees plus a \$25.00 KSOEHD processing fee.