



PUPIL PERSONNEL SERVICES CREDENTIAL

This credential authorizes any of the following four specializations: school counseling, school social work, school psychology, and school child welfare and attendance services. The authorization and requirements for each specialization are listed below.

SCHOOL COUNSELING

The Specialization in School Counseling authorizes the holder to perform the following duties:

- Develop, plan, implement, and evaluate a school counseling and guidance program that includes academic, career, personal, and social development
- Advocate for the high academic achievement and social development of all students
- Provide schoolwide prevention and intervention strategies and counseling services
- Provide consultation, training, and staff development to teachers and parents regarding students' needs
- Supervise a district-approved advisory program as described in California Education Code, Section 49600

Requirements for the Specialization in School Counseling

Applicants must satisfy **all** of the following:

1. Complete post baccalaureate degree study consisting of a minimum of 48 semester units in a Commission-accredited professional preparation program specializing in school counseling, including a practicum with school-aged children
2. Obtain the recommendation of a California college or university with a Commission-accredited Pupil Personnel Services program specializing in school counseling
3. Pass the California Basic Educational Skills Test (CBEST) (For more information, contact the CBEST Program, National Evaluation Systems, Inc., P.O. Box 340880, Sacramento, CA 94834-0880, 916-928-4001, or www.cbest.nesinc.com or see CBEST leaflet [CL-667](#) available on the Commission's website.) (Out-of-state applicants who have not passed the CBEST may contact their California employer about the possibility of getting a One-Year Nonrenewable [OYNR] Credential pending the passage of CBEST.) Prelingually deaf applicants for the school counseling authorization are exempt from the CBEST requirement.
4. Submit a completed application (form 41-4), Character and Identification Clearance Application (form 41-CIC), either a Livescan receipt (form 41-LS) or two fingerprint cards (FD-258) and the current application processing fee

Individuals prepared outside of California may satisfy requirements 1 and 2 by verifying completion of a professional preparation program consisting of at least 48 semester units of post baccalaureate study and a minimum of 600 clock hours of supervised field experience in a public school at two of three school levels (elementary, middle and high school). Up to 150 of the 600 clock hours need to be devoted to issues of diversity. A letter verifying practicum must be on original, official letterhead from the college or university's education department and must accompany the application packet. The applicant must also verify eligibility for the equivalent credential authorization in the state where the program was completed. If the out-of-state preparation does not fit this pattern, the applicant must contact a California college or university with a Commission-accredited school counseling program for an evaluation.

SCHOOL SOCIAL WORK

The Specialization in School Social Work authorizes the holder to perform the following duties:

- Assess home, school, personal, and community factors that may affect a student's learning
- Identify and provide intervention strategies for children and their families, including counseling, case management, and crisis intervention
- Consult with teachers, administrators, and other school staff regarding social and emotional needs of students
- Coordinate family, school, and community resources on behalf of students

Requirements for the Specialization in School Social Work

Applicants must satisfy **all** of the following requirements:

1. Complete post baccalaureate degree study consisting of a minimum of 45 semester units in a Commission-accredited professional preparation program specializing in school social work, including a practicum with school-aged children
2. Obtain the recommendation of a California college or university with a Commission-accredited Pupil Personnel Services program specializing in school social work
3. Pass the California Basic Educational Skills Test (CBEST) (For more information, contact the CBEST Program, National Evaluation Systems, Inc., P.O. Box 340880, Sacramento, CA 94834-0880, 916-928-4001, or www.cbest.nesinc.com or see CBEST leaflet CL-667 available on the Commission's website.) (Out-of-state applicants who have not passed the CBEST may contact their California employer about the possibility of getting a One-Year Nonrenewable [OYNR] Credential pending the passage of CBEST.) Prelingually deaf applicants for the school social work authorization are exempt from the CBEST requirement.
4. Submit a completed application (form 41-4), Character and Identification Clearance Application (form 41-CIC), either a Livescan receipt (form 41-LS) or two fingerprint cards (FD-258) and the current application processing fee

Individuals prepared outside of California may satisfy requirements 1 and 2 by verifying completion of a professional preparation program consisting of at least 48 semester units of post baccalaureate study and a minimum of 1000 clock hours of supervised field experience, of which 450 clock hours must be school-based practice. A letter verifying practicum must be on original, official letterhead from the college or university's education department and must accompany the application packet. The applicant must also verify eligibility for the equivalent credential authorization in the state where the program was completed. If the out-of-state preparation does not fit this pattern, the applicant must contact a California college or university with a Commission-accredited school social work program for an evaluation.

SCHOOL PSYCHOLOGY

The Specialization in School Psychology authorizes the holder to perform the following duties:

- Provide services that enhance academic performance
- Design strategies and programs to address problems of adjustment
- Consult with other educators and parents on issues of social development and behavioral and academic difficulties
- Conduct psycho-educational assessment for purposes of identifying special needs
- Provide psychological counseling for individuals, groups, and families
- Coordinate intervention strategies for management of individuals and schoolwide crises

Requirements for the Specialization in School Psychology

Applicants must satisfy **all** the following requirements:

1. Complete post baccalaureate degree study consisting of a minimum of 60 semester units in a California Commission-accredited professional preparation program specializing in school psychology, including a practicum with school-aged children
2. Obtain the recommendation of a California college or university with a Commission-accredited Pupil Personnel Services program specializing in school psychology
3. Pass the California Basic Educational Skills Test (CBEST) (For more information, contact the CBEST Program, National Evaluation Systems, Inc., P.O. Box 340880, Sacramento, CA 94834-0880, 916-928-4001, or www.cbest.nesinc.com or see CBEST leaflet [CL-667](#) available on the Commission's website.) (Out-of-state applicants who have not passed the CBEST may contact their California employer about the possibility of getting a One-Year Nonrenewable [OYNR] Credential pending the passage of CBEST.) Prelingually deaf applicants for the school psychology authorization are exempt from the CBEST requirement.
4. Submit a completed application (form 41-4), Character and Identification Clearance Application (form 41-CIC), either a Livescan receipt (form 41-LS) or two fingerprint cards (FD-258) and the current application processing fee

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Individuals prepared outside of California may satisfy requirements 1 and 2 by verifying completion of a professional preparation program consisting of at least 60 semester units of post baccalaureate study and a minimum of 450 clock hours of practicum, of which 300 clock hours must be in a preschool to grade 12, and 150 hours must be through on-campus or community agencies, and 1200 clock hours of supervised field experience. A letter verifying practicum must be on original, official letterhead from the college or university's education department and must accompany the application packet. The applicant must also verify eligibility for the equivalent credential authorization in the state where the program was completed. If the out-of-state preparation does not fit this pattern, the applicant must contact a California college or university with a Commission-accredited school psychology program for an evaluation.

CHILD WELFARE AND ATTENDANCE

The Specialization in Child Welfare and Attendance authorizes the holder to perform the following duties:

- Access appropriate services from both public and private providers, including law enforcement and social services
- Provide staff development to school personnel regarding state and federal laws pertaining to due process and child welfare and attendance laws
- Address school policies and procedures that inhibit academic success
- Implement strategies to improve student attendance
- Participate in schoolwide reform efforts
- Promote understanding and appreciation of those factors that affect the attendance of culturally-diverse student populations

Requirements for the Specialization in Child Welfare and Attendance

Applicant must satisfy **all** of the following requirements:

1. Complete a professional preparation program specializing in school counseling, school social work, or school psychology and a professional preparation program specializing in school child welfare and attendance services consisting of a minimum of 9 semester units including a practicum with school-aged children
2. Obtain the recommendation of a California college or university with a Commission-accredited Pupil Personnel Services program specializing in school child welfare and attendance services program
3. Pass the California Basic Educational Skills Test (CBEST) (For more information, contact the CBEST Program, National Evaluation Systems, Inc., P.O. Box 340880, Sacramento, CA 94834-0880, 916-928-4001, or www.cbest.nesinc.com or see CBEST leaflet [CL-667](#) available on the Commission's website.) (Out-of-state applicants who have not passed the CBEST may contact their California employer about the possibility of getting a One-Year Nonrenewable [OYNR] Credential pending the passage of CBEST.)
4. Submit a completed application (form 41-4), Character and Identification Clearance Application (form 41-CIC), either a Livescan receipt (form 41-LS) or two fingerprint cards (FD-258) and the current application processing fee

Individuals prepared outside of California may satisfy the requirements for adding the school child welfare and attendance specialization to an existing Pupil Personnel Services Credential by verifying completion of a professional preparation program consisting of nine (9) semester units of post baccalaureate study and 150 clock hours of supervised field experience. Within the 150 clock hours of supervised field experience, 90 clock hours must have been completed in a school setting in direct contact with pupils, 30 clock hours of interdisciplinary experience must have been completed in a setting that is outside the field of education, such as, but not limited to, law enforcement juvenile justice, child health and welfare, mental health, social services, child protective services and community based organizations, and the remaining 30 hours can be at the discretion of the out-of-state university program. A letter verifying practicum must be on original, official letterhead from the college or university's education department and must accompany the application packet. The applicant must also verify eligibility for the equivalent credential authorization in the state where the program was completed. If the out-of-state preparation does not fit this pattern, the applicant must contact a California college or university with a Commission-accredited Pupil Personnel Services program specializing in school child welfare and attendance for an evaluation.

Reference: California Education Code, Section 44266 and Title 5, California Code of Regulations, Sections 80049-80049.1 and 80632-80632.5

[Click here for Professional Preparation Programs for Pupil Personnel Services Credentials](#) or visit the Commission's web site at www.ctc.ca.gov.