State Level Credentialing

California Pupil Personnel Services Credential, School Counseling (PPS-SC)

The California Pupil Personnel Services Credential with a Specialization in School Counseling authorizes the holder to perform the following duties in California:

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

Requirements for the Credential in School Counseling

Applicants must satisfy all of the following:

1. Complete post baccalaureate degree study consisting of a minimum of 30 semester hours in a Commission-accredited professional preparation program specializing in school counseling, including a practicum.
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) (Out-of-state applicants who have not passed the CBEST may wish to contact their California employer about the possibility of getting a One-Year Nonrenewable [OYNR] Credential pending the passage of CBEST.)

The Department of Counselor Education does not evaluate applicants from out-of-state degree programs.

Pupil Personnel Services Internship Program

This program has been initiated to enable school districts and other educational agencies to place candidates in positions of responsibility requiring certification as a counselor prior to the completion of credential requirements. Students admitted to the program may obtain the University-recommended Pupil Personnel Services Internship Credential for a maximum of two years. Following the completion of all requirements, interns are then eligible to apply for the Pupil Personnel Services Credential. The credential authorizes "... services as a school counselor, K-12."

- Applicants to the PPS Internship Credential Program must first be officially admitted and enrolled as students in the Counselor Education Program in the School Counseling Specialization.

- No applicants will be considered for the Internship Credential Program until they have completed EDC 475, Practicum in Counseling (School), and its appropriate prerequisites, and, therefore, are eligible to begin EDC 480, Field Study in Counseling. (Students typically complete EDC 475 during their third or fourth semester in the program.)

- Candidates must submit to the PPS Internship Program Coordinator: (a) the district superintendent's
letter of request; (b) the job description of the position; and (c) an Internship Credential Program application. Requests to enter the PPS Internship Credential program must originate in writing from the district superintendent or other appropriate office stating that the applicant is being offered a position (for the duration of at least one year) which requires the authorization of a Pupil Personnel Services Credential. An official job description which includes a list of the applicant’s duties must accompany the request. Incomplete applications will be declined.

- **Additional** criteria for acceptance into the PPS Internship Credential program include: (a) Extensive experience working with children and youth (teaching and counseling experience are preferred) that will adequately prepare them for the position in which they have applied, and (b) Evidence of significant academic and school counseling competency during their first year of enrollment in the Department of Counselor Education.

- Students admitted to the PPS Internship Program may obtain the University-recommended Pupil Personnel Services Internship Credential for a maximum of two years. Therefore, the Department requires applicants to demonstrate the ability to complete all requirements for the PPS Credential in no more than TWO years following their admittance to the PPS Internship Program (i.e. The two years following their completion of EDC 475, Practicum in Counseling).

- Once an application is deemed complete, a qualified applicant will be interviewed by a subcommittee comprised of the Internship Credential Program Coordinator and another member of the school specialization faculty. Although the applicant may already be an employee of the referring school district, the PPS Program faculty are ultimately responsible for determining appropriateness of the applicant for the Internship Credential Program.

- Candidates must submit the following items to the CSUS Credentials Office: (a) the PPS Credential Application, and (b) proof of completion of the California Basic Educational Skills Test (CBEST) prior to receiving the Pupil Personnel Services Internship Credential.

- Students who are admitted to the Internship Credential Program are required to be enrolled in EDC 480: Field Study in Counseling and attend a weekly group seminar every semester to ensure they are receiving direct supervision from Department faculty. Contact is maintained on an ongoing basis, either face-to-face or via telephone, between the Department’s PPS Internship Coordinator, Department Field Study Instructors/Supervisors and the onsite supervisor where the Intern is employed.

- Adhering to California Commission on Teacher Credentialing Requirements (School Counseling Standard 31), students acquiring the Internship Credential must complete “A minimum of six hundred (600) clock hours in public school settings at two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours at each level. Two hundred (200) of the six hundred (600) clock hours may be completed in settings other than public schools. At least four hundred (400) clock hours must be completed in public school settings with k-12 pupils.” Thus, many Interns will be required to perform a portion of these required hours at a field study site other than their place of employment.

- Interns must devote at least 50% of their position time to school counseling responsibilities and be released for required courses during each semester that he or she continues as an intern. School districts or agencies making such requests must agree, in writing, to release the student without loss of salary or need for compensating time to cover participation in required courses.
Field Study Instructors and/or School Specialization faculty meet with site supervisors of all students in the Internship Credential Program once per semester. This may consist of a site visit and/or a group meeting of all site supervisors. Given the developmental level of students participating in the Internship Credential Program, the limitations of their expertise will be candidly communicated with the site supervisors.

Students will be required to document their completion of coursework that impart required skills and competencies prior to their being authorized to put those skills to practice in the field. For example, students will not run groups prior to completing EDC 219, Group Process in Counseling.

Applicants must do the following: a) obtain a PPS Internship Credential Application, b) complete the application and submit to the Department of Counselor Education for the appropriate signature, c) submit the final packet to the Credential Analyst’s Office in Eureka Hall Room 414.