



Pupil Personnel Services Credential Individuals Prepared in a State or U.S. Territory other than California

What will this authorize me to do?

Not everyone can use this online direct application process:

If the out-of-state preparation program does not fit the pattern described in the relevant checklist or if the individual was prepared in another country, the applicant cannot use this online application process and must contact a California college or university with a Commission-approved program in the desired specialization for evaluation and formal recommendation.

Online Direct Application Requirements Checklist

Submit this checklist and the required supporting materials listed below within thirty (30) calendar days of completing the online portion of your application for the Pupil Personnel Services Credential for individuals prepared out-of-state. Late submission of supporting materials will result in the application being denied (5 California Code of Regulations section 80487).

Print and mail this checklist, the Online Direct Application Coversheet, and all supporting materials to:

Commission on Teacher Credentialing
Attn: Online Direct Applications
1900 Capitol Avenue
Sacramento, CA 95811-4213

Requirements checklist for all types of Pupil Personnel Service Credentials:

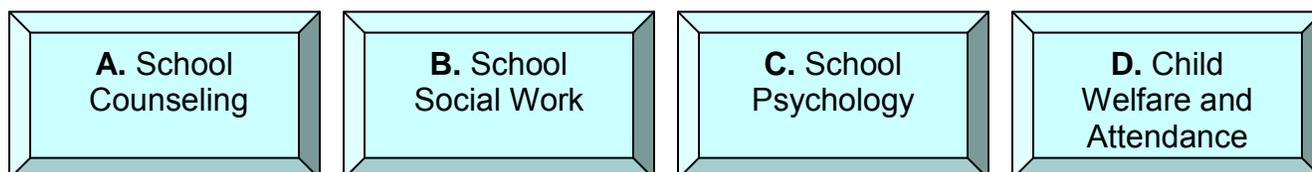
- Include this checklist;
- Confirmation coversheet (this will be available for printing after you complete Step 2 of the Online Direct Application Process);
- Official (original) transcripts showing an earned bachelor's or higher degree from a [regionally-accredited](#) college or university;
- A photocopy of your out-of-state credential (front-and-back as applicable) with an equivalent authorization. In lieu of a photocopy of your out-of-state credential, the Commission will accept a signed, official letter from the agency responsible for certification in the state where you completed your program verifying your eligibility for such a credential;
- Photocopy of passing scores to satisfy the California Basic Skills Requirement ([BSR](#));

If you have not yet satisfied this requirement, you cannot use this online application process. Please contact your California public school employer to discuss the possibility of obtaining a one-year nonrenewable credential.

Indicate how you will or did meet the [fingerprint](#) clearance requirement:

- First-time applicants: submit form [41-LS](#), or
- Previously applied for California credential, certificate or permit and have completed the Commission fingerprint requirement; and
- Applicable documentation as required for [Personal and Professional Fitness questions](#) (pdf) (these questions will be displayed as part of Step 2 of the Online Direct Application Process).

Applicants must satisfy all of the requirements listed above. The remaining requirements vary depending on the type of service. Please click the following buttons or simply scroll down to go to the correct checklist of remaining requirements.



A. 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 school-wide 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.

- Submit an original letter on letterhead from the Education Department of the college or university where you completed your program, verifying your program included a practicum with school-age children
- Official (original) transcripts verifying completion of a professional preparation program of post baccalaureate degree study consisting of 30 semester units specializing in school counseling, including a supervised field experience. Programs accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) meet this requirement (the letter detailing your practicum should specify this accreditation).

Certification

I verify I have met the requirements, printed this checklist and am ready to complete the Online Direct Application Process, which will require me to make a nonrefundable payment via Visa or MasterCard.

At the conclusion of the Online Direct Application Process, print the Online Direct Application Coversheet.



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B. 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.

- Submit an original letter verifying your field experience on letterhead from the Education Department of the college or university where you completed your program
- Official (original) transcripts verifying completion of a professional preparation program of post baccalaureate degree study consisting of a minimum of 45 semester units specializing in school social work, including a supervised field experience with school-age children

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C. 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 school-wide crises.

- Submit an original letter detailing your practicum and field experience on letterhead from the Education Department of the college or university where you completed your program
- Official (original) transcripts verifying completion of a professional preparation program of post baccalaureate degree study consisting of a minimum of 60 semester units specializing in school psychology, including a practicum requirement and supervised field experience with school-age children. Programs accredited by the National Association of School Psychologists (NASP) meet this requirement (the letter detailing your practicum should specify this accreditation).

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D. 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 school-wide reform efforts, promote understanding and appreciation of those factors that affect the attendance of culturally-diverse student populations.

- Possess a valid California Pupil Personnel Services Credential in School Counseling, School Psychology, or School Social Work;

- Submit an original letter detailing your field experience on letterhead from the Education Department of the college or university where you completed your program
- Official (original) transcripts verifying completion of a professional preparation program consisting of nine (9) semester units of post-baccalaureate study specializing in child welfare and attendance, including a supervised field experience with school-age children

Certification

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Authorization

The Pupil Personnel Services Credential authorizes any of the following four specializations: school counseling, school social work, school psychology, and school child welfare and attendance services.

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