



State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

PUPIL PERSONNEL SERVICES CREDENTIAL FOR INDIVIDUALS PREPARED OUT-OF-STATE

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. The authorization and requirements for each specialization are listed below.

The following information outlines the requirements for individuals who have completed their professional preparation program outside of California. Individuals prepared in California should refer to Commission leaflet [CL-606C](#), entitled *Pupil Personnel Services Credential for Individuals Prepared in California*. Individuals prepared outside of the United States or U.S. Territories must obtain the formal recommendation of a California college or university with a Commission-approved Pupil Personnel Services Program in the area of specialization they are seeking.

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 Clear Credential - Specialization in School Counseling

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

1. A baccalaureate degree or higher, except in professional education, from a regionally-accredited college or university
2. Complete a professional preparation program of post baccalaureate degree study consisting of a minimum of 30 semester units specializing in school counseling, including a supervised field experience with school-age children. Programs accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) meet this requirement.
 - A letter verifying field experience must be on original, official letterhead from the college or university's education department and must accompany the application packet
 - Applicants must verify eligibility for the equivalent credential authorization. A photocopy of the out-of-state credential is acceptable verification of this requirement, as is an eligibility letter from the institution where the program was completed or the state agency responsible for issuing the certificate.

- If the out-of-state preparation program does not fit this pattern, the applicant must contact a California college or university with a [Commission-approved school counseling program](#) for an evaluation and formal recommendation
3. Satisfy the [Basic Skills Requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information. Out-of-state prepared applicants who have not satisfied the basic skills requirement may contact their California employer about the possibility of obtaining a One-Year Nonrenewable (OYNR) Credential pending the completion of the basic skills requirement.
 4. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed Live Scan receipt ([form 41-LS](#)). Out-of-state residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet.
 5. Application processing fee (see [Fee Information leaflet CL-659](#))

National Board for Professional Teaching Standards Certification

Individuals holding certification issued by the [National Board for Professional Teaching Standards](#) in the area of Early Childhood to Young Adulthood – School Counseling may apply directly to the Commission for the clear credential. Those applying under this route are exempt from the basic skills requirement and all other credential requirements. Individuals may apply by submitting the following items by mail:

1. Photocopy of National Board Certification
2. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed Live Scan receipt ([form 41-LS](#)). Out-of-state residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet.
3. Appropriate application [processing fee](#)

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 Clear Credential - Specialization in School Social Work

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

1. A baccalaureate degree or higher, except in professional education, from a regionally-accredited college or university
2. Complete a professional 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

- A letter verifying field experience must be on original, official letterhead from the college or university's education department and must accompany the application packet
 - Applicants must verify eligibility for the equivalent credential authorization. A photocopy of the out-of-state credential is acceptable verification of this requirement, as is as is an eligibility letter from the institution where the program was completed or the state agency responsible for issuing the certificate.
 - If the out-of-state preparation does not fit this pattern, the applicant must contact a California college or university with a [Commission-approved school social work program](#) for an evaluation and formal recommendation
3. Satisfy the [Basic Skills Requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information. Out-of-state prepared applicants who have not satisfied the basic skills requirement may contact their California employer about the possibility of obtaining a One-Year Nonrenewable (OYNR) Credential pending the completion of the basic skills requirement.
 4. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed Live Scan receipt ([form 41-LS](#)). Out-of-state residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet.
 5. Application processing fee (see [Fee Information leaflet CL-659](#))

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 Clear Credential - Specialization in School Psychology

Individuals must satisfy **all** the following:

1. A baccalaureate degree or higher, except in professional education, from a regionally-accredited college or university
2. Complete a professional 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.
 - A letter verifying practicum and field experience must be on official letterhead from the college or university's education department and must accompany the application packet
 - The applicant must verify eligibility for the equivalent credential authorization. A photocopy of the out-of-state credential is acceptable verification of this requirement, as is as is an eligibility

letter from the institution where the program was completed or the state agency responsible for issuing the certificate.

- If the out-of-state preparation does not fit this pattern, the applicant must contact a California college or university with a [Commission-approved school psychology program](#) for an evaluation and formal recommendation
3. Satisfy the [Basic Skills Requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information. Out-of-state prepared applicants who have not satisfied the basic skills requirement may contact their California employer about the possibility of obtaining a One-Year Nonrenewable (OYNR) Credential pending the completion of the basic skills requirement.
 4. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed Live Scan receipt ([form 41-LS](#)). Out-of-state residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet.
 5. Application processing fee (see [Fee Information leaflet CL-659](#))

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 Clear Credential - Specialization in Child Welfare and Attendance

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

1. Possess a California Pupil Personnel Services Credential in one of the following specializations: school counseling, school psychology, school social work
2. Complete 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
 - A letter verifying field experience must be on original, official letterhead from the college or university's education department and must accompany the application packet
 - The applicant must verify eligibility for the equivalent credential authorization. A photocopy of the out-of-state credential is acceptable verification of this requirement, as is as is an eligibility letter from the institution where the program was completed or the state agency responsible for issuing the certificate.

- If the out-of-state preparation does not fit this pattern, the applicant must contact a California college or university with a [Commission-approved Pupil Personnel Services program](#) specializing in school child welfare and attendance for an evaluation and formal recommendation.
3. Satisfy the [Basic Skills Requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information. Out-of-state prepared applicants who have not satisfied the basic skills requirement may contact their California employer about the possibility of obtaining a One-Year Nonrenewable (OYNR) Credential pending the completion of the basic skills requirement.
 4. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed Live Scan receipt ([form 41-LS](#)). Out-of-state residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet.
 5. Application processing fee (see [Fee Information leaflet CL-659](#))

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.