USC Suzanne Dworak-Peck School of Social Work

Ver. 9.10.21v1

11 STEP PPSC CREDENTIALING PROCESS

Virtual Academic Center

1. CYF Enrollment

Enroll in the Children, Youth and Families (CYF) Department with the School of Social Work track

2. PPSC-Eligible School Placement

You are confirmed at a PPSC-eligible school site with a PPSC-credentialed supervisor overseeing your hours

3. Attend a PPSC Orientation

Offered Quarterly

Attend a PPSC Orientation session prior to starting internship to review the PPSC requirements in detail

4. PPSC Program Enrollment Confirmation

Receive a PPSC Program enrollment confirmation email with program documents attached.

5. Security Clearance

Complete LiveScan and submit Certificate of Clearance to vacfield@usc.edu prior to starting field

6. Site Visit

Attend a site visit scheduled by your Field Liaison and Field Instructor

7. PPSC Evaluation

Field Instructor completes PPSC Evaluation, due at the end of each semester in field

8. PPSC Package Submission

Submit completed PPSC packet via email to Jenny Kim, Administrative Assistant II (kim156@usc.edu or vacfield@usc.edu)

9. PPSC Package Submission Review

Your file will be reviewed and submitted to the USC Rossier School of Education Credentialing Office upon completion of PPSC requirements

10. PPSC Credential Payment

Once file is submitted, pay PPSC credential fee of $28

11. PPSC Credential Renewal

Receive PPSC Credential, renewable every 5 years