

**WESTERN MICHIGAN UNIVERSITY**  
**School of Social Work**  
**School Social Work Eligibility Process**

The school social work certification program assists WMU students and graduates to meet the criteria for certification as Michigan School Social Workers. The criteria for certification established by the Michigan State Board of Education are:

1. A completed M.S.W. degree.
2. Successful completion (grade of "B" or better) of a course in child development (SWRK 6310).
3. Successful completion (grade of "B" or better) of at least one direct interpersonal practice course (SWRK 6360, 6660, 6680).
4. Successful completion (grade of "B" or better) of additional courses in:
  - a) Social services in the schools (SWRK 6200),
  - b) Diagnostic tests and measurement (CECP 6030), and;
  - c) Education of children with special needs (SPED 5300).
5. Written proof, on agency letterhead, and signed by your Field Instructor, stating that 500 hours of field education working primarily with children and families has been completed.

At WMU, course-work is considered applicable for a period of six years from the date the degree was conferred (or the class completed). Thus, if the period since graduation or course completion is more than six years, the course-work above must be re-taken, or evidence provided to show that work experience or other educational work has kept the knowledge and skills involved current.

In some instances, courses specified in #4 can be met through other academic work if the applicant can show that the course content is equivalent. In addition, applicants may take equivalent courses through other universities if approved by the Coordinator of School Social Work Training (Nancy McFadden in Kalamazoo and John Nielsen in Grand Rapids). Work experience **can not** be used to replace this course-work.

Upon completion of the requirements mentioned above, the Coordinator of School Social Work Training must be notified through a completed formal application (attached to this document), and must be provided with verification of the completed requirements. After the application is received, applicants will be issued a school social work certification form (REC: SSW-310) certifying that she/he is eligible for "Temporary Approval as a School Social Worker". Eligibility is good for five years. Applicants bring this eligibility certification to prospective employers when applying for school social work positions.

Once employed in a school system, the school district sends this school social work certification form (REC: SSW-310) to the State Department of Education. Temporary approvals are not granted until employment as a School Social Worker has been secured in a Michigan public school. Final school social work approval is granted after the completion of one school year of full-time employment as a School Social Worker. Employment must be supervised by an Approved School Social Worker. Ongoing approvals are arranged by the employing school system with the Michigan State Board of Education.

In order to ensure that WMU students, graduates, and area school systems are informed about the process of certification; two faculty members serve as school social work coordinators. The Director of Admissions and Student Services, Ms. Nancy McFadden (269) 387-3200, is the coordinator for the main campus and the Benton Harbor campus, and the Grand Rapids Program Coordinator, Dr. John Nielsen (616) 771-9480, coordinates for the Grand Rapids campus. In addition to certifications, they provide a wide range of informational and consultation services, including educating students about the process through organized informational sessions, speaking to graduate classes, and consulting and advising individuals. Consultation is also available to area professionals and WMU graduates who wish to pursue certification.

## Required School Social Work Courses

**Semesters Offered** (these dates are not guaranteed, but rather have been offered during the following semesters/sessions in the past):

### WMU Kalamazoo Campus

	Fall	Spring	Summer I	Summer II
<b>CECP 6030</b>	1 section	2 sections		
<b>SWRK 6200</b>		1 section		
<b>SPED 5300</b>	1 sections	1 section	1 section	1 section

### WMU Extended University Programs

	Fall	Spring	Summer I	Summer II
<b>CECP 6030</b>		Grand Rapids: 1 sect.	Traverse City: 1 sect.	Grand Rapids: 1 sect.
<b>SWRK 6200</b>			Grand Rapids: 1 sect.	
<b>SPED 5300</b>		Grand Rapids: 1 sect. Traverse City: 1 sect.		Grand Rapids: 1 sect.

## Course Alternatives for Current MSW Students and MSW Graduates

### Current MSW Students and Graduates:

**Michigan State University** offers all required School Social Work courses within their Social Work program. These courses may be taken by WMU students for full credit; which can be transferred to WMU to meet the elective requirements in the MSW program. They can also be taken as continuing education classes, which cannot be transferred and used toward the MSW degree, but can be used toward the SSW certification. All three courses are on-line courses. Students can register for these classes as a “guest student” with the approval of the MSU School of Social Work. Information about current fees and enrollment can be found at [www.vu.msu.edu](http://www.vu.msu.edu). The three courses and their WMU equivalents are as follows:

Michigan State University	Western Michigan University
SW 873: Social Work in Educational Settings	SWRK 6200: Social Services in Schools
SW 875: Children with Special Needs	SPED 5300: Introduction to Special Education
SW 874: Assessment and Testing in School SW	CECP 6030: Tests and Measurements

### MSW Graduates

The **University of Michigan** offers all School Social Work courses through their continuing education program. MSW graduates are eligible to take these courses and use them toward eligibility for SSW certification. Current MSW students are not eligible to transfer credit from these courses toward their MSW degree. All courses are provided to students as weekend classes, either all day one Friday and Saturday, or all day for two Saturdays. Information about fees and class registration can be found at [www.ssw.umich.edu/swinschools](http://www.ssw.umich.edu/swinschools). The three courses and their WMU equivalents are as follows:

University of Michigan	Western Michigan University
SW 642: Social Work in Educational Settings	SWRK 6200: Social Services in Schools
SW 612: Mental Health and Mental Disorders In Children and Youth	SPED 5300: Introduction to Special Education
SW 614: Uses and Implications of Psychological Testing in Social Work	CECP 6030: Tests and Measurements

### Those Needing to Renew Certification

The University of Michigan and Michigan State University each offer a refresher course required to renew certification for those whose certification has expired. Course information can be found at <http://www.ssw.umich.edu/conted/refresher.html> for U of M and <http://vu.msu.edu/preview/sw890-dev/> for MSU.

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**APPLICATION FOR:**  
**RECOMMENDATION FOR TEMPORARY APPROVAL AS A**  
**SCHOOL SOCIAL WORK**

*The following application applies only to Western Michigan University, M.S.W. graduates. All others must contact their graduating university. If WMU graduates completed any of their requirements through another Michigan university, a copy of each grade report must be attached.*

Applicants must complete the following application in its entirety.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Current Home Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_

City State Zip Code

\_\_\_\_\_

Work Phone Home Phone E-mail Address

\_\_\_\_\_

Date of Graduation from WMU Social Work Concentration

**Social Work Practicum**

(First and Second Year Placements)

*If practicum did not provide 500 hours of MSW supervised, direct services to children and their families, you must include a current resume.*

Agency	School Social Work? (yes or no)	Total Hours	Date Completed

## Required Course-work

Course #	Graduate Level Course Title	Grade	University	Date Completed
	Human Behavior and the Social Environment, Individual Growth and Development, Child Development, or SWRK 6600 (for Advanced-standing students)			
	Direct Interpersonal Practice Course (PP&A students must take a direct practice course such as: SWRK 6360, or SWRK 6660.)			
	(Social Services in Schools)			
	(Psychological Testing and Measurements)			
	(Education of Children with Special Needs)			

### Application Check List:

1. All application information completed.
2. Copy of grade reports for all relevant classes taken outside of WMU.
3. Letter from a field instructor or employment supervisor, documenting a minimum of 500 hours of completed, MSW level, **direct services** (PP&A field placements cannot be applied) with children and their families (preferably in a school)  
**OR**  
 A copy of your current resume detailing MSW level employment, providing direct services for children and their families.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

(Last revised 2/1/2007)