

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, or 6600).
3. Successful completion (grade of "B" or better) of at least one direct interpersonal practice course (SWRK 6360, 6660, or 6680).
4. Successful completion (grade of "B" or better) of additional courses in:
 - a) Social services in the schools (SWRK 6200),
 - b) Assessment for School Social Workers (SWRK 6640) OR 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 or equivalent experience. Equivalent experience is defined in the following manner and should be on letterhead of the appropriate agency and signed by your supervisor at said agency:
 - Work (paid or unpaid) in a setting serving children or adolescents and their families, with supervision by a social worker with a LMSW license, for about 400 hours. The supervisor must provide a letter of recommendation attesting to the applicant's satisfactory work with this client population.
 - At least two years of post-Masters work in the field, with at least 300 documented hours of supervised work experience with this client population
 - Five or more years of post-Masters Social Work experience including 150 hours of supervised experience with this client population, and 150 documented hours of work with children, regardless of setting (e.g. parent volunteer, youth group leader/volunteer, recreation work like coaching)
 - Work as a public school teacher or paraprofessional may substitute for some of the required work experience**Please note that, while you may use equivalent experience, a field experience in the school setting is preferred.*

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 (Amy Vliek). Work experience **cannot** 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". Applicants bring this eligibility certification to prospective employers when applying for school social work positions. Eligibility is good for five years. If employment as a school social worker is not secured in five years applicants must take a refresher course and re-apply for temporary approval.

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 the Director of Admissions and Student Services, Ms. Amy Vlieg (269) 387-3200, serves as the School Social Work Coordinator. In addition to certifications, Ms. Vlieg provides 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.

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 life-long learning (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. The three courses and their WMU equivalents are as follows:

Michigan State University

SW 873: Social Work in Educational Settings
SW 875: SW Interventions: Children with Special Needs
SW 874: Assessment and Testing in School SW

Western Michigan University

SWRK 6200: Social Services in Schools
SPED 5300: Introduction to Special Education
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 continuing education courses and are offered on weekend s, 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. The three courses and their WMU equivalents are as follows:

University of Michigan

Social Work in Educational Settings (CR/NC)
Mental Health and Mental Disorders (CR/NC)
In Children and Youth
Psychological Testing (CR/NC)

Western Michigan University

SWRK 6200: Social Services in Schools
SPED 5300: Introduction to Special Education
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 WORKER

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 which clearly demonstrates your MSW level experience with direct services to children and their families.

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, or Seminar in SW Practice with Individuals, Families, and Groups (SWRK 631, 6310, 6600, or equivalent)			
	Direct Interpersonal Practice Course (PP&A students must take a direct practice course such as: SWRK 6360, 6660, 6680, or equivalent)			
	Social Services in Schools (SWRK 566, 6200, or equivalent)			
	Psychological Testing and Measurements (CECP 603, 6030, or equivalent)			
	Education of Children with Special Needs (SPED 530, 5300, or equivalent)			

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 which provides evidence of direct social work services for children and their families.

Applicant's Signature

Date