

PENN HOME/SCHOOL VISITOR CERTIFICATION APPLICATION

Date of Application: _____
Last 4 digits of SS# _____
Entry Date: _____
Expected Graduation _____
Program Status: ___ Two-Year Program
 ___ Three-Year Program
 ___ Advanced Standing Program
 ___ Not current Penn MSW student

Name: _____
(Last name, first name; please note any previous name used)

Address _____

E-mail address _____

Telephone: _____ Date of Birth: _____

Academic and professional education – transcripts of academic work should be mailed by college or university. (If current Penn MSW student, only a transcript for work done outside Penn after MSW admission is necessary)

College or University	Degree Awarded and Date
_____	_____
_____	_____
_____	_____

6 credits of Math (or equivalent) fulfilled by:

Course # _____	Title _____	Semester and year taken _____
Course # _____	Title _____	Semester and year taken _____
Course # _____	Title _____	Semester and year taken _____

6 Credits of English or American Literature/Composition on campus fulfilled by:

Course # _____	Title _____	Semester and year taken _____
Course # _____	Title _____	Semester and year taken _____
Course # _____	Title _____	Semester and year taken _____

Practicum or employment in the school setting	Position and Dates
_____	_____
(actual)	
_____	_____
(expected)	
_____	_____

Briefly give your reason for enrolling

References (3 current and previous employers) – references should be mailed from employer. (Not necessary for current Penn MSW students)

PLEASE SUBMIT A CHECK OR MONEY ORDER FOR \$50.00 WITH THIS APPLICATION made out to Trustees of the University of Pennsylvania. This fee is not returnable (**NO FEE FOR CURRENT PENN MSW STUDENTS**)

CERTIFICATION REQUIREMENTS

1. Finish MSW & graduate (Must take required electives and field placement. (Please see HSV application).
2. Take the 2-day Education Law and Policy Seminar. This is offered annually in January.
 - There is a fee of \$100.00 for non-SP2 students or graduates.
3. Take and pass social work licensure exam (you will need a copy of the license for the application).
4. Acquire the following clearances :
 - PA State Criminal History,
 - PA Child Abuse, and
 - Federal Criminal History Record.Submit the original clearances to SP2, along with a self-addressed stamped envelope. Originals will be returned to you. For more information on these clearances see:
<http://www.teaching.state.pa.us/teaching/cwp/view.asp?a=13&q=32413>
5. Complete the PDE-338G application. Note: Begin Step 6 only after completing Steps 1 – 5. The form is occasionally updated and you must submit the most recent form. Download the application from the PDE website. Be sure to download BOTH pages: the one YOU need to fill out and the one the School needs to fill out.
www.pde.state.pa.us
Search: PDE-338G
Click on Teach in PA: PDE-338G
Click on attached file for the forms and instructions.
 - The only instruction NOT printed on the form or instructions is that YOU MAY SUBSTITUTE A COPY OF YOUR SOCIAL WORK LICENSE for the Praxis Tests.
6. Send the completed form, supporting materials (copy of SW license) and a U.S. Money Order, in the amount of \$40, made payable to the Commonwealth of Pennsylvania to me at the School (address below).

ALTHOUGH THE FORM INDICATES YOU MAY USE A CREDIT CARD, YOU MAY NOT USE A CREDIT CARD. THE DEPARTMENT OF EDUCATION CHANGED ITS PROCEDURES BUT HAS NOT YET CHANGED THE FORM.

Joretha Bourjolly, Ph.D.
University of Pennsylvania
School of Social Policy & Practice (SP2)
Caster Building
3701 Locust Walk

HSV APPLICATION

REVISED 4-6-09

Philadelphia, PA 19104-6214

Tel: 215-898-5524 E-mail: jerri@sp2.upenn.edu

7. The School will complete its part of the application, write a cover letter, and send it to PDE.
8. You should receive notice of certification **directly from the PDE** within a month of the time the School sends the application.

ADVISING SHEET (FOR INTERNAL USE ONLY)

REQUIREMENT	DATE COMPLETED
SW601 History & Philosophy of Social Work	
SW602 Individuals and Families in the Social Environment	
SW603 American Racism and Social Work Practice	
SW604 + Field (Note if school-based)	
SW611 Contemporary Social Policy	
SW612 Groups, Organizations, and Communities in the Social Environment	
SW613 Understanding Social Change: Issues of Race and Gender	
SW614 + Field (Note if school-based)	
SW715 Introduction to Research	
SW7XX Research Option	
SW 704/708 + Field (Note if school-based)	
SW714/718 + Field (Note if school-based)	
SW722 Practice with Children and Adolescents OR SW742 Practice with Youth at Risk	
SW724 Developmental Disabilities	
Education Law and Policy Seminar	
Social Work License (copy) or Praxis Test Result Report (copy)	
PA State Criminal History Clearance	
PA Child Abuse Clearance	
Federal Criminal History Record	

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