

## HSV Application Procedure

January, 2009

### Application Procedure for the Pennsylvania Department of Education (PDE) MSW/Home-School Visitor Certification

1. Complete HSV application and submit. There is a \$50.00 application fee for non-SP2 students and SP2 students who have graduated two years or more.
2. Finish MSW & graduate (Must take required electives and field placement. (Please see HSV application).
3. 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.
4. Take and pass social work licensure exam (you will need a copy of the license for the application).
5. 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>
6. 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](http://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.
7. 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.**
8. The School will complete its part of the application, write a cover letter, And send it to PDE.

9. You should receive notice of certification ***directly from the PDE*** within a month of the time the School sends the application.

Joretha Bourjolly, Ph.D.  
University of Pennsylvania  
School of Social Policy & Practice (SP2)  
Caster Building  
3701 Locust Walk  
Philadelphia, PA 19104-6214  
Tel: 215-898-5524 E-mail: [jerri@sp2.upenn.edu](mailto:jerri@sp2.upenn.edu)