

**UNIVERSITY OF KENTUCKY**

**Curriculum Contract Guide**

**School Social Work Professional Certificate Program (P-12)**

**To begin the process of application for one of the UK School Social Work Certificate Plans one must complete the top portion of this form, write a personal statement about her/his interest in school social work and schedule a meeting with the College of Social Work Coordinator for School Social Work**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

Phone home/ work \_\_\_\_\_, cell \_\_\_\_\_ E-mail \_\_\_\_\_

University awarding the MSW (must be CSWE accredited) \_\_\_\_\_ (must have a minimum 2.5 undergraduate GPA and a 3.0 on a 4.00 scale for graduate work)

Anticipated Date of Completion of required coursework \_\_\_\_\_

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**School Social Worker Plans (Identify One)**

\_\_\_ Plan 1: Advanced Standing Program (38 Credit Hours) leading to an initial certificate as a School Social Worker.

\_\_\_ Plan 2: Regular (60 Credit Hours) Program, leading to professional certificate as a School Social Worker and Rank I

\_\_\_ Plan 3: Certificate only program for those holding the MSW at the advanced standing level.

\_\_\_ Plan 4: Certificate with Rank I program for those holding the MSW at the regular or 2 year program level.

\_\_\_ Plan 5: Rank I Program (additional hours for a minimum of 60 hours of graduate credit) for those already holding School Social Work Certification, and Leading to a Rank 1 Classification as a School Social Worker.

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**STUDENT'S STATEMENT OF PERSONAL GOALS FOR THIS PROGRAM: (If plan 5, student must identify personal goals for advanced preparation as a School Social Worker and develop a course work plan.)**

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**CONTINUOUS ASSESSMENT**

**Initial Assessment**

Date \_\_\_\_\_ Student applying to the SSW Certificate Program

The following items were reviewed and discussed:

- |                                                                                 |                                                                                              |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| _____ Student's personal statement                                              | _____ NCATE Themes                                                                           |
| _____ NASW SSW Standards                                                        | _____ School Social Work Coursework Requirements                                             |
| _____ MSW transcript (if applicable)                                            | _____ Plan to complete coursework developed                                                  |
| _____ *Documentation of Work Experience<br>if seeking exemption from SW 740/741 | _____ Experience meets appropriate dispositions                                              |
| _____ **Portfolio requirements                                                  | _____ LCSW License # and clinical work experience<br>documentation for SW704 exemption _____ |

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_ SSW Program Coordinator \_\_\_\_\_

**Retention Assessment**

Indicate SSW courses completed and grade earned (must have 3.0 GPA)

School Social Work Core Requirements		Grade earned	Semester earned
_____ SW 616 Social Work Practice in a School Setting	3	___	___
_____ EDS 516 Behavior Management and Instruction or _____ (approved alternative)	3	___	___
_____ SW 704 Child and Adolescent Assessment and Treatment	3	___	___
_____ *SW 740 or 741 (Practicum in a School Setting)	8	___ ___	___ ___

**Documentation**

- \_\_\_\_\_ Identified areas of competence and deficiencies based on NASW SSW Standards
- \_\_\_\_\_ Discussed strategies to gain competence in areas of deficiencies
- \_\_\_\_\_ Reviewed NCATE themes in relation to coursework completed
- \_\_\_\_\_ Reviewed and updated plan to complete SSW course work

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_ SW Coordinator Signature \_\_\_\_\_

**Final Assessment**

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- |                                       |                                                             |
|---------------------------------------|-------------------------------------------------------------|
| _____ Reviewed grades                 | _____ Completed SSW Certificate course work                 |
| _____ Submitted Completed **Portfolio | _____ Reviewed NASW Standards of SSW Practice documentation |

\*\*Portfolio should contain the personal statement, documentation of attainment of SSW standards as identified in learning agreements, practicum evaluations if appropriate and examples of student's work.

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_ Coordinator's Signature \_\_\_\_\_

**RECOMMENDATIONS SECTION:**

**This candidate has completed his/her program plan, including all required assessments, and is being approved for the following recommendation:**

\_\_\_ Candidate should be recommended for the School Social Worker Certificate at the Rank 2 level (Plans 1 and 3)

\_\_\_ Candidate should be recommended for the School Social Worker Certificate at the Rank 1 level (Plans 2 and 4)

\_\_\_ Candidate should be recommended for the Rank 1 in School Social Work (Plan 5)

**School Social Work Program Chair**\_\_\_\_\_

**Date**\_\_\_\_\_

**To apply for KY School Social Work Certification the student must take this completed form to the office of Academic Services and Teacher Certification, 166 Taylor Education Building with a completed TCI form, and pay the required fees in order to secure the necessary recommendation from the College of Education to the KY EPSB that the desired certification action be completed.**