

How to Apply for Your School Social Work Credential and Child Welfare and Attendance Specialization

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How do I submit my credential application to the CSUMB Credential Analyst?

1. Fill out the [Information Cover Sheet](#) and save as a PDF.
2. Collect the items listed on the [Application Checklist](#) for School Social Work and save them as PDF files.
3. You may need to order an official B.A. transcript and have it sent to Christy Hanselka in addition to the Application Checklist items. You will be notified if this is the case.
4. Send all PDFs in one email to: chjordan@csumb.edu (Allow 2-4 days for processing.)
5. Wait for an email from the Commission on Teacher Credentialing (CTC) with instructions to pay for the credential online. This email will arrive at the email address CTC has on file for you. Follow the instructions in the email to pay for the credential online, and an email receipt will arrive within the hour. You can show this email to potential employers while waiting for CTC to post your credential to your CTC Educator Page Login (approximately 10-15 days).
6. The application is then processed by the Commission on Teacher Credentialing (CTC). Normal processing time by CTC is 10-15 days. Once it is granted, the credential then posts to your Educator Page on the www.ctc.ca.gov website where it will stay forever. When you need to access it for job applications, just log in to your Educator profile on the www.ctc.ca.gov website using your username and password, click on the document number of the credential, then print the screen that shows all of the authorization codes.

Prior to applying for the credential, please be sure to Edit your CTC profile to use a non-CSUMB email address that you check regularly. Use the same email address on your Information Cover Sheet.

What does my School Social Work credential authorize?

The specialization in School Social Work authorizes the holder to perform the following duties:

- Assess home, school, personal, and community factors that may affect a student's learning
- Identify and provide intervention strategies for children and their families, including counseling, case management, and crisis intervention
- Consult with teachers, administrators, and other school staff regarding social and emotional needs of students
- Coordinate family, school, and community resources on behalf of students

What does my Child Welfare and Attendance specialization authorize?

The specialization in Child Welfare and Attendance authorizes the holder to perform the following duties:

- Access appropriate services from both public and private providers, including law enforcement and social services
- Provide staff development to school personnel regarding state and federal laws pertaining to due process and child welfare and attendance laws
- Address school policies and procedures that inhibit academic success
- Implement strategies to improve student attendance
- Participate in school-wide reform efforts
- Promote understanding and appreciation of those factors that affect the attendance of culturally-diverse student populations

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