

Professional Educator License (PEL) in School Social Work

Revised 8/2023

To obtain a Professional Educator License Endorsed in School Social Work:

Students who are interested in the School Social Work Track, must meet with their Academic Advisor in January (or as soon as possible thereafter) of the year during which they plan to pursue a School Social Work field placement. Academic Advisors will review the requirements for successful completion of the PEL. Please note that the PEL track is quite rigorous with demanding academic work, and extensive writing assignments. Students must have strong writing skills and excellent time management skills. Students must be able to keep up with weekly assignments.

Course Requirements

Students are required to complete a total of 60 credit hours, which include the four field practicum classes assigned to the internships and the three school social work courses noted below:

- SPED 522 Characteristics of Exceptional Children (offered in Spring and Summer)
- SWK 664 Social Work Practice in the Public School (offered in Fall semester only)
 - Coursework on Literacy Across the Content Areas, required for the PEL, is embedded in SWK 664. The assignment that meets this competency must be passed at a C or above independent of the overall grade in SWK 664.
- SWK 610/655 Advanced Social Work Practice with Families – School Social Work Focus
- SWK 611/651 Field Practicum III and IV
- Students must acquire a B or better in the field practicum and practice classes.
- Students who have a C- or lower in any course cannot enroll or obtain their Professional Educator License Endorsed in School Social Work track. Students may retake any course with a grade B- or below at the expense of the student.

Post-MSW students are required to complete a total of 12 credit hours, which include the two field practicum classes and the two social work classes noted below:

- SWK 611 Field Practicum III
- SWK 651 Field Practicum IV
- SPED 522 Characteristics of Exceptional Children
- SWK 664 Social Work Practice in the Public School
 - Coursework on Literacy Across the Content Areas, required for the PEL, is embedded in SWK 664. The assignment that meets this competency must be passed at a C or above independent of the overall grade in SWK 664.
- Students must acquire a C or better in all courses except field, which requires a B or better grade
- Students who have a C- or lower in any course cannot enroll or obtain their Professional Educator License Endorsed in School Social Work. Students may retake any course with a grade below B- but at the expense of the student.

- If you are a Dominican alum and completed the SWK 664 prior to or in 2012, you will need to re-take the course as it contains new mandatory materials.

Internship Requirements:

1) Current MSW Student

- Have completed the 1st year supervised field internship with a minimum of **400 hours**. (Supervisor must have a master's degree or higher).
- 2nd year supervised internship with a minimum of **600 contact hours** in a public PreK–12 schools setting for the academic year (two semesters), as well as through June. Supervisor must possess a master's degree or higher and have a **Professional Educator License Endorsed in School Social Work**.

- 2) **Post-MSW Students** --If you already have an earned MSW degree from an accredited institution you must perform a minimum of two to maximum of 3 days per week in a Public PreK-12 school setting for the school placement's academic year (two semesters) which typically goes through June. Your Field Instructor must possess a master's degree or higher and have a **Professional Educator License Endorsed in School Social Work**. Externs also must take the four specific course requirements: SWK 664, SPED 522, SWK 611 and SWK 651. Internship hours requirement for Post-MSW Students is 480 hours split evenly over two semesters.

- 3) **Post-MSW Social Workers Seeking Admittance into the Short-Term Approval Process must complete specific requirements.** Contact the Graduate Admissions Department at gradinfo@dom.edu for more information. Short term approvals will no longer be issued by the State of Illinois after June 30th, 2026. <https://www.isbe.net/Pages/educator-licensure-approvals.aspx>

For eligibility to begin interviewing for a school-based field internship, students must:

- Be in good academic standing (Minimum GPA 3.0 overall and grade of B or better in all Generalist year practice and field classes).
 - Meet with their Academic Advisor in January (or as soon as possible thereafter) of the year during which they plan to pursue a School Social Work field placement to review the requirements for successful completion of the PEL and receive clearance for the School Track.
 - Complete the Track Declaration Form in MyDU: https://mydu.dom.edu/ICS/Resources/Student_Services/Registrar's_Office/Forms.jnz?portlet=Student_Forms
 - Follow all instructions on the Field Readiness CANVAS Site, including successful completion of a field readiness interview with the Director/Assistant Director of Field Education.
- Create an ELIS – Educator Licensure Information System Account with the link below: <https://www.isbe.net/elis>

Acceptance for Internship:

- Dependent on successful passing of criminal background check through the prospective school internship site.

Internship in Progress:

- **SWK 664 must be taken in the fall semester** of the student's school social work internship
- **SWK 610 (Schools Focus) must be taken in the fall semester** of the student's school social work internship
- Students must follow the school calendar of the district in which they are interning, which may require that they begin their placement in mid-August and end in June.
- ***Students must take and pass the School Social Worker (238) test in the fall of their internship*** and provide results from ELIS. Students will not be allowed to proceed into the spring semester internship without passing the 238 School Social Work test. Link to register is: https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL238_TestPage.html

Upon Completion of School Internship:

- Students must receive a passing field placement evaluation from their School Field Instructor and a grade of B or better in their field and practice courses.

Acceptance for Professional Educator License Endorsed in School Social Work applications:

- Students upload all requirements on a CANVAS site "School Social Work Endorsement." It is recommended that students upload requirements as soon as they receive the graded rubrics from their instructors. The School Social Work Track Coordinator reviews the requirements for completion.
 - Upon approval, the field office sends authorization to the DU Licensing Officer, who assists the student through the endorsement process. **Please do not attempt to seek the endorsement on your own. You must go through the University.**
- In order to receive approval from School Social Work Track Coordinator, students must submit the following documents on the Canvas site "School Social Work Endorsement." When submitting assignments, students must include the graded rubrics. A screen shot or PDF of downloaded rubric is acceptable. Please make sure all areas of the rubric are visible. Submissions will not be considered complete without the graded rubric.
 1. Field Evaluations for 611 and 651
 2. Case study evaluation
 3. Planning for instruction assignment: Here you must turn in two sample items that show your ability to plan interventions in your placement.
 - a. A **sample of IEP goals** with a one-page summary of the evidence-based justification for your goal and interventions.
 - b. A **sample of a group intervention**. This would be one page showing a group agenda and a one-page reflection on how your group session went.
 4. Snapshot assignment: You are to write a 2–3-page reflection about an activity you did during your internship that you believe had an impact on the learning environment. This is open to anything you want to present as a "snapshot" to the state about how you have impacted the learning environment. It could be a way that you helped to modify the classroom, a prevention activity you conducted, etc.

However, this activity must be focused on the learning environment and not the student or students as the target of intervention.

5. SWK 664 Comprehensive Final Exam
6. Example of a behavior intervention plan
7. Literacy Across the Content Areas Assignment (Grade of C or better required)
8. SWK 612 Single System Design paper (MSW students only; not required for Post-MSW)

Testing-Related Information and Resources

To register for the School Social Worker Content area 238 test:

Log onto the Illinois Certification Testing System webpage at https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL238_TestPage.html and follow the registration instructions.

IMPORTANT REMINDERS:

Students completing their School Social Work certification must not only complete the 600 hour minimum requirement but must commit to completing their assigned school's academic year (generally early June).

Furthermore, if students do not successfully complete SWK 664 in the Fall semester of their internship year, they will no longer be considered PEL eligible, and therefore, no longer a school social work intern. They may stay in their placement with a change in duties, as a school based mental health practitioner for example, but may not provide IEP minutes or perform other special education specific duties reserved for an intern who is PEL eligible.