

## **Professional Educator License (PEL) in School Social Work** (revised 5.6.24)

### **To obtain a Professional Educator License Endorsed in School Social Work**

Students interested in the School Social Work Track must meet with their Academic Advisor by January (or as soon as possible thereafter) of the year during which they plan to pursue a School Social Work practicum placement. Academic Advisors will review the requirements for successful completion of the PEL. The Advisor will complete an online form “clearing” the student to enter the School PEL Track. Please note that the PEL track is rigorous with demanding academic work and extensive writing assignments reflective of reports conducted by professional school social workers. 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 4 social work practicum classes (2 of which have a School Social Work focus) assigned to the internships and the 2 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/Community Practice
- SWK 611/651 Social Work Practicum III and IV – School Social Work focus
  - Students must acquire a B or better in the social work 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 2 social work practicum classes (School Social Work focus) and the 2 social work classes noted below:**

- SWK 611 Social Work Practicum III – School Social Work focus
- SWK 651 Social Work Practicum IV – School Social Work focus
- 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 social work practicum, 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 content.

### **Internship Requirements:**

#### **Current MSW Student**

- Have completed the 1<sup>st</sup> year supervised social work practicum internship with a minimum of **400 hours**. Practicum supervisor must have a master's degree or higher in social work, and two years of post-graduation experience.
- Have completed the 2<sup>nd</sup> year supervised social work practicum internship with a minimum of **600 hours** in a public PreK–12 school setting for the academic year (two semesters), as well as through June. Practicum supervisor must have a master's degree or higher, two years post-graduation experience, and have a **Professional Educator License Endorsed in School Social Work**.

#### **Post-MSW Students**

Students who have earned an MSW degree from an accredited institution, must perform a minimum of 2 to maximum of 3 days per week of an externship in a Public PreK-12 school setting for the school placement's academic year (two semesters), which typically goes through June. Social Work Practicum Instructors must 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.

#### **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](mailto: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 social work practicum internship, students must:**

- Be in good academic standing (Minimum GPA 3.0 overall and grade of B or better in all Generalist year social work practicum and practice classes).
- Meet with their Academic Advisor by January (or as soon as possible thereafter) of the year during which they plan to pursue a School Social Work practicum 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?p\\_ortlet=Student\\_Forms](https://mydu.dom.edu/ICS/Resources/Student_Services/Registrar's_Office/Forms.jnz?p_ortlet=Student_Forms)

- Follow all instructions on the Social Work Practicum Readiness CANVAS site, including successful completion of a Social Work Practicum Readiness interview with the Director/Assistant Director of Social Work Practicum Education.
- Create an ELIS – Educator Licensure Information System Account with the link below <https://sec3.isbe.net/IWASNET/login.aspx>

### **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 611 and 651 (Schools Focus) must be taken concurrently with** 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 the School Social Worker Content Exam (238) before the start of their spring semester of internship* and keep the School Track Lead apprised of their pass/not-pass status. Students are allowed to retake the 238 School Social Work exam throughout the spring and even after graduation. Upon passing, they must upload their score report on a CANVAS site. If they pass after graduation, they must notify the School Track Lead via email. Study resources and support will be provided through the program.
  - Link to register is:  
[https://www.il.nesinc.com/TestView.aspx?f=HTML\\_FRAG/IL238\\_TestPage.html](https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL238_TestPage.html)

### **Upon Completion of School Internship**

Students must receive a passing social work practicum placement evaluation from their School Practicum Instructor and a grade of B or better in their social work practicum and practice courses.

### **Acceptance for Professional Educator License Endorsed in School Social Work application**

- 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 Lead reviews the requirements for completion.
- Upon approval, the School Track Lead 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 Lead, 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 a downloaded rubric is acceptable. Please make sure all areas of the rubric are visible.

- Submissions will not be considered complete without the graded rubric. Most of these documents are assignments from required courses.
  - Social Work Practicum Evaluations for SWK 611 and 651
  - Social Developmental Study evaluation
  - Planning for instruction assignments: There are two items that show your ability to plan interventions in your placement.
    - A **sample of Individualized Education Plan (IEP) goals** with a one-page summary of the evidence-based justification for the goal and interventions.
    - A **sample of a group intervention**. This is a one-page assignment showing a group agenda and a one-page reflection on how the group session went.
- Snapshot assignment: a 2–3-page reflection about an activity during the internship that had an impact on the learning environment. The assignment is the student’s interpretation of how they impacted the learning environment. Examples are ways they helped to modify the classroom, a prevention activity they conducted, etc. However, the activity must be focused on the learning environment and not a particular student or students as the target of intervention.
- SWK 664 Comprehensive Final Exam
- Example of a behavior intervention plan
- Literacy Across the Content Areas Assignment (Grade of C or better required)
- SWK 612 Single System Design paper (MSW students only; not required for Post-MSW)
- For students enrolled in the Short-Term Approval: A copy of the student’s summative evaluation from the district

### **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](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 also commit to completing their assigned school’s academic year (generally early June). If they do not comply with this commitment, they may be placing themselves at risk of their PEL being rescinded.

Furthermore, if students do not pass SWK 664 with a C or better 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.

#### **Out of State students in the School Social Work Track**

Students who do not reside in the state of Illinois are allowed to select the Social Work Track provided the following conditions are met and accepted: The student must acknowledge and accept that they will be in courses completing work designed for the Illinois Professional Educator Licensing Standards. The student must acknowledge and accept that they will need to secure a placement in a public school in their state that allows the student to participate in and facilitate the required activities to meet the competencies of the Illinois Professional Educator License including, but not limited to:

- Creating, implementing, and monitoring IEP goals for students.
- Participating in and/or conducting behavioral intervention assessments.
- Participating in, and or/conducting other academic and social emotional evaluations.

The Social Work Practicum Office will need to confirm that the student's public-school selection for placement meets the criteria listed above as well as ensure that the placement has a supervisor that has a MSW with 2 years post-graduation experience working in a public-school setting.

The student must acknowledge and accept that they are responsible for ensuring that their home state requirements for school social worker licensure or credentialing will be met by the curriculum provided by the School Social Work track. The Dominican University faculty and staff will not be able to confirm that information on the student's behalf.