

Adding the CWA Authorization to Existing Commission Approved PPS Programs

Please see each Pupil Personnel Services Credential area (Social Work, Psychology, Counseling) program standards for specific requirements for the Child Welfare and Attendance Authorization (CWA). Under the 2019 program standards, the content for CWA is embedded in each program and candidates may choose to complete 150 of their total fieldwork hours in order to add the CWA authorization only if their program is offering this option and only if the program has been approved by the Committee on Accreditation (COA) to offer the CWA Authorization. Programs seeking to offer this option for candidates are asked to provide the following information to IPR@ctc.ca.gov. IPR fees apply for institutions that are not already approved to offer the CWA Authorization. There is no specific timeline to submit this information, however, programs may not recommend for the CWA authorization until they receive approval by the Committee on Accreditation. The Committee on Accreditation meets approximately 7 times a year. Program approvals are brought before the COA at each meeting.

1. Within which of your Commission approved PPS programs are you seeking to offer the CWA Authorization for candidates who meet the criteria? Institutions may list any or all of their Commission approved PPS programs.

In addition to offering a PPS credential, both the School Counseling & School Psychology programs will offer the Child Welfare and Attendance (CWA) authorization.

2. For each PPS program within which you seek to offer the CWA Authorization, list by title the person responsible for ensuring that the activities undertaken by each candidate to fulfill the requirements for the CWA authorization are consistent with those in the standards.

Lisa Robinson, Fieldwork Director - Educational Counseling and School Psychology

Laura Ibarra, Assistant Program Chair – Educational Counseling and School Psychology

3. For each PPS program within which you seek to offer the CWA Authorization, briefly provide information on how the program will track the fieldwork hours completed by each candidate seeking to add the CWA authorization.

In the Educational Counseling and School Psychology programs at the University of La Verne (ULV), candidates seeking the Child Welfare and Attendance (CWA) Authorization will track their fieldwork hours using an [Excel spreadsheet](#) that

is similar to what is utilized throughout the program. This spreadsheet, specific to the CWA, serves as a comprehensive tool for documenting and monitoring candidates' fieldwork experiences, ensuring alignment with the required CWA competencies and standards. The following is also detailed in the [handbook](#) (beginning page 12).

Program Oversight and Tracking Process:

1. Fieldwork Requirements:

Candidates will complete 200 hours of fieldwork as part of [PPS 592](#), which includes:

- A minimum of **90 clock hours** in a school setting in direct contact with students.
- A minimum of **30 clock hours** in interdisciplinary experiences in settings outside the field of education, such as law enforcement, juvenile justice, child health and welfare, mental health, social services, child protective services, and community-based organizations.
- The remaining **30 clock hours** will be completed at the discretion of the university supervisor.

2. Fieldwork Documentation:

Candidates will use a program-provided [Excel spreadsheet](#) to record their fieldwork hours. This spreadsheet is designed to track:

- The dates and duration of fieldwork activities.
- The types of activities completed.
- The populations served.
- Alignment with CWA standards and competencies.

3. Site Supervisor Approval:

Each site supervisor communicates directly with the Fieldwork Coordinator to provide their credential information, which is cross-checked through the CCTC Educator Search to ensure compliance with California credentialing standards. Once a site supervisor is identified and approved:

- The candidate meets with the site supervisor to complete a [site agreement](#) and a detailed planning document Fieldwork Objectives form: [School Setting](#);

[Interdisciplinary & Misc Hours](#) outlining the goals and responsibilities of the fieldwork experience.

4. Supervision and Progress Monitoring:

- Candidates' fieldwork hours are reviewed at designated checkpoints by the university supervisor to ensure accuracy and relevance to the CWA requirements.
- Supervisors verify that candidates meet the benchmarks for required hours and experiences.

5. Documentation and Reporting:

- Candidates submit their updated [Excel spreadsheet](#) at designated checkpoints during the semester.
- The spreadsheet is reviewed by university site supervisor to confirm that candidates are progressing as expected and completing activities aligned with CWA standards.

6. Completion Verification:

Upon reaching the required 200 hours, candidates' Excel spreadsheets undergo a final review by program faculty. Verified records are archived in SharePoint as part of the program's documentation, ensuring compliance with the requirements for the CWA Authorization.

4. For each PPS program within which you seek to offer the CWA Authorization, briefly provide information on how the program will ensure that the site supervisors for candidates completing the 150 fieldwork hours will have the required qualifications as outlined in the [2019 PPS standards](#).

Site supervisors who oversee candidates in the Educational Counseling or School Psychology Program seeking the CWA Authorization must first communicate with the Fieldwork Coordinator to confirm they hold the appropriate credential required for supervision. The credential information provided by site supervisors is verified against the CCTC Search for an Educator database to ensure compliance with state requirements.

Once the site and site supervisor are approved, the candidate meets with the supervisor to complete a [Site Agreement](#). During the fieldwork experience,

candidates will work under the guidance of the approved supervisor, who has agreed to mentor them and provide access to a variety of experiences, including those specific to CWA fieldwork requirements.

In [PPS 592](#), assignments and class discussions are integrated into the course to ensure that candidates are meeting the CWA Added Authorization Program Standards and Performance Expectations. These components reinforce candidates' knowledge and understanding of the PPS and CWA fieldwork requirements, supporting their growth and development as competent professionals.

5. For each PPS program within which you seek to offer the CWA Authorization, briefly provide information on how the program will collect information from candidates, employers, and site supervisors regarding aspects of the CWA program for programmatic improvement purposes.

To ensure continuous improvement of the CWA Authorization within the Educational Counseling and School Psychology programs, feedback will be collected from candidates, employers, and site supervisors through a variety of methods. This feedback process will focus on assessing the effectiveness of the program and identifying areas for growth.

Feedback Collection Process:

1. Candidate Feedback:

- Candidates will complete a [Program Feedback Survey](#) at the conclusion of PPS 592 through Qualtrics. The survey will include questions about their experiences with the CWA fieldwork, the support provided by the program, and how well the program prepared them to meet the CWA Added Authorization Program Standards and Performance Expectations.
- Candidates will also participate in focus groups facilitated by the Fieldwork Coordinator at the end of the course to provide detailed feedback on their fieldwork experiences and overall program quality.

2. Employer Feedback:

- Employers will be invited to complete a [Program Employer Evaluation Survey](#) through Qualtrics. This survey will ask about the preparedness of

candidates who completed the CWA Authorization, their ability to address student needs effectively, and their contributions to the organization.

- Employers will also be invited to participate in advisory board meetings, which will serve as a platform for providing direct input on programmatic strengths and areas for improvement.

3. Site Supervisor Feedback:

- Site supervisors will complete a [Supervisor Evaluation Form](#) at the conclusion of the candidate's fieldwork. This form will assess the candidate's performance, preparedness, and the adequacy of the program's support and resources.

4. Programmatic Review:

- Feedback from candidates, employers, and site supervisors will be reviewed annually by program faculty and the Fieldwork Coordinator. Trends and key insights will be analyzed to identify specific areas for improvement in coursework, fieldwork structure, and program support.
- Findings will be presented during faculty meetings, and any program changes will be implemented in alignment with the CWA Added Authorization Program Standards.