



**University of Pittsburgh**  
*School of Social Work*

**Home & School Visitor School/Social Worker  
Certificate Program**

*Post Graduate Certificate Application*



**University of Pittsburgh**  
*School of Social Work*

Deborah Robinson, MSW, LSW  
Director Home & School Visitor/School Social Work Program  
School of Social Work,  
Office of Field Education University of Pittsburgh  
2126 Cathedral of Learning, Pittsburgh, PA 15260  
(412) 624-3844  
[dcr16@pitt.edu](mailto:dcr16@pitt.edu)

## **Table of Contents**

- 3 General Information on the HSV/SSW Certificate Program
- 5 How to Apply to the HSV/SSW Certificate Program
- 6 Flow Chart of Steps in the Certification Preparation Process
- 7 Description of Courses in the School of Social Work and the School of Education
- 9 Instructions to Applicants HSV/SSW Certificate Program
- 10 Application to the HSV/SSW Certificate Program



University of Pittsburgh  
*School of Social Work*

## General Information

### Program Description

Since the 1930's, the School of Social Work has offered a Home and School Visitor/School Social Worker certificate. The program was started by pioneering social work practitioner and educator Marion Hathway. The H&SV/SSW is an interprofessional Educational Specialist certificate, operated jointly with University of Pittsburgh School of Education and by the Pennsylvania Department of Education, intended for students who plan to deliver social work services in elementary or secondary schools.

There are five categories of individuals that may apply and be accepted to the certificate program:

1. **Regular MSW Students:** Individuals who have been accepted and/or are currently enrolled in the MSW program in the School of Social Work at the University of Pittsburgh.
2. **Advanced Standing MSW Students:** Individuals matriculating from an accredited BSW program and granted advanced standing at the University of Pittsburgh School of Social Work.
3. **Post-MSW Students:** Individuals already possessing an MSW from an accredited school of social work.
4. **Graduate-level Non MSW Students:** Individuals already possessing or currently completing a graduate level degree in a field related to social work (i.e., education, psychology, sociology) from an accredited university.
5. **Out-of-State School Social Work Certified/Licensed Students:** Individuals already possessing a valid and current certificate or license to practice school social work in other U.S. educational jurisdictions.

**Post-MSW students and graduate level Non-MSW students** interested in obtaining the HSV/SSW certificate must apply to the School of Social Work as *continuing education students* and submit a completed application package.

The course credit hours (40 credits) required for the certificate are distributed among classes offered primarily by the School of Social Work but also the School of Education. The list of certificate program requirements is provided below.

#### **All are required:**

*SWGGEN 2034	Foundations of Social Work Practice w/Diverse Populations	3 cr.
*SWINT 2058	Social Work in Education Settings	3 cr.
*SWBEH 2063	Human Behavior and Social Environment	3 cr.
*SWEEL 2081	Social Welfare	3 cr.
*SWINT 2082	Models of Intervention	3 cr.
*SWBEH 2062	Human Behavior: Children and Families at Risk	3 cr.
*SWINT 2099	Field Work	12 cr.

**Must choose one from the following: (elective for MSW degree)**

I&L 2501	Including Student w/Disabilities in Elem	3 cr.
I&L 2502	Including Student w/Disabilities in Second	3 cr.

**All are required:**

ADMPS 2101	Pennsylvania School Law	3 cr.
I&L 2500	Foundations of Special Education	3 cr.
I&L 2257	Instructing English Language Learners	3 cr.

\*These courses simultaneously fulfill required MSW degree courses and HSV/SSW Certificate requirements.

- **Post-MSW applicants currently employed** in one of the Commonwealth's public or state-approved private schools, in a position similar to that of an HSV/SSW, must complete all the required courses listed above as well as 6 semester hours of field instruction in a public or private state-approved school. **Post-MSW applicants with no current employment** in a position similar to that of an HSV/SSW must complete all of the course work listed below as well as 12 semester hours of field instruction in an approved internship in a public or private state-approved school. **Please Note:** Post MSW students who present transcript evidence of successful completion of any of the listed certificate-related courses completed within seven years prior to beginning the HSV program will be considered for waiver on those courses. It should be noted that generally only equivalent foundation MSW program course work from an accredited school of social work would be considered for waiver.
- **Graduate-level non-MSW applicants** must complete all the required courses listed below as well as 12 semester hours of field instruction in a public or private state-approved school.

## **How to apply to the HSV/SSW Certificate Program**

If you are interested in applying to the program please call or write:

Ms. Deborah Robinson, MSW, LSW  
Coordinator, HSV/SSW Program  
Cathedral of Learning, Room 2126  
University of Pittsburgh School of Social Work  
Pittsburgh, PA 15260

Phone: (412) 624-3844  
Fax: (412) 624-2977  
E-Mail: dcr16@pitt.edu

The application packet includes:

- Application & Statement of HSV/SSW Interest
- Resume
- Two Letters of Reference
- Official Transcripts (undergraduate and graduate)
- \$40.00 Non-Refundable Application Processing Fee (waived for individuals already enrolled in the School of Social Work at the University of Pittsburgh)

It is the responsibility of the applicant to submit and follow-up on all aspects of application materials in a timely manner. The applicant may receive the letters of reference and submit them along with the Application and Statement of Interest and the Application Processing Fee.

Applications will be accepted throughout the calendar year with the following deadlines:

### **Term of Initial Registration**

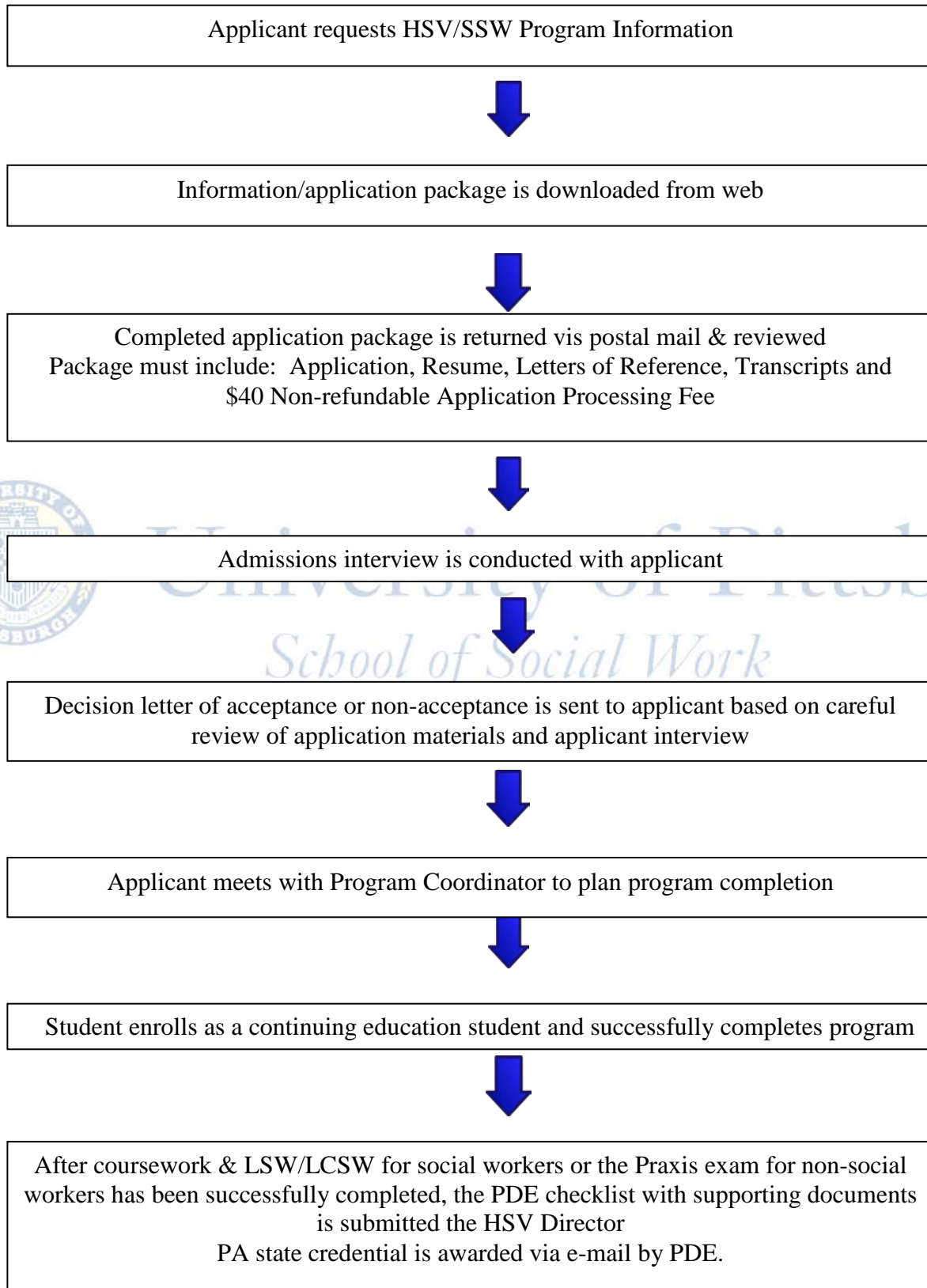
Fall Term (September)  
Spring Term (January)  
Summer Term (May)

### **Application Deadline**

3<sup>rd</sup> Friday in May  
3<sup>rd</sup> Friday in September  
3<sup>rd</sup> Friday in February

Enrolling in certificate-related courses and/or field placement is contingent on the applicant meeting specific programmatic timelines and requirements.

## Flow Chart of Steps in the Certification Preparation Process



## **HSV/SSW Description of Courses in the School of Social Work**

**SWINT 2082 – Models of Intervention (3 cr.)** This course examines selected basic treatment approaches to provide a foundation for advanced clinical practice. It includes models based on psychosocial, cognitive/behavioral and social systems theories and their influence on practice decisions with various client populations. Students will apply and practice assessment, intervention, and evaluation skills using these approaches, while comparing and contrasting their application.

**SWINT 2034 – Foundations of Social Work Practice w/Diverse Populations (3cr)** The content of this course extends and is by design interwoven with the learning experiences of the Foundations of Generalist Social Work Practice course. Both act as prerequisites to the Models of Intervention, and Advanced Interpersonal Practice courses. This course will focus on students learning about issues of cultural diversity, oppression and empowerment, a major goal for social work practice with individuals, families, small groups as well as organizations and communities as systems. The intent of the course is to better prepare students as responsive social work professionals able to serve people from diverse populations including racial and ethnic minorities as well as understand issues of disability, gender, and sexual orientation.

**SWBEH 2063- Human Behavior and Social Environment (3cr.)** Using system theory as an organizing framework, human behavior and its determinants are studied from the societal systems through the group, family, and individual systems.

**SWWEL 2081 – Social Welfare (3 cr.)** This course focuses on the historical development of the field of social welfare including major legislation. Current issues of poverty and related problems, the health care delivery system, and criminal justice are discussed.

**SWBEH 2062 – Children and Families at Risk (3 cr.)** This course is designed to examine the strengths and needs of children and families at risk. The effects on parent and child development of poverty, unemployment, inadequate housing, inadequate health care, inferior educational opportunities and the relationship between these macro factors and the internal issues in the family (drug and alcohol abuse, family violence, and child maltreatment) will be examined.

**SWINT 2058 – Social Work in Educational Settings (3 cr.)** This course is designed to provide a specific knowledge base for the practice of social work in school or school-related settings. Focus of study will be upon the application of knowledge, values and skills of social work practice toward resolution of diverse problems encountered by pupils, schools and communities in the effort to achieve educational goals. Specific topics to be addressed include the school as an ecological unit, community/school relationships, interdisciplinary teaming, targeting children at risk, and evaluating school social work services. The course will involve both didactic instruction and experiential learning.

## **HSV/SSW Description of Courses in the School of Education**

**ADMPS 2010 – Pennsylvania School Law (3 cr.)** The purpose of the course is to help students acquire a working knowledge of Pennsylvania School Law. Attention will focus primarily but not exclusively on Pennsylvania law. Expert mastery of the law and technical competence in applying the law are beyond the scope of the course. Instead, a working knowledge of the fundamental provisions of the law will be used as a basis for the study of the organization and administration of education in the social system.

**EDUC 2000 – Psychology of Learning and Development for Education (3 cr.)** This course focuses on those areas of development and learning, which have relevance for educators. The course covers preschool through old age. For each age range, typical behaviors and competencies that are learned or developed are considered from a number of domains (cognitive, affective, psychomotor, and social). Attention is also given to appropriate research methods. An interaction perspective is utilized; the course may be team-taught.

**I&L 2500 – Foundations of Special Education (3 cr.)** This course provides an overview of the field of special education. It includes such topics as: 1) identification; 2) placement; 3) programming; 4) mainstreaming; 5) advocacy; and other topics relating to exceptional persons. The course examines the various philosophical views of exceptionality

**I&L 2257 – Teaching English Language Learners (3 cr.)** This course will explore strategies for teaching English Language learners (ELLs) in formal and informal education settings. Students will be introduced to foundational theories and current research on the social and academic factors that influence ELLs' learning experiences. The class will include a video component so students can observe instructional approaches for working with linguistically and culturally diverse ELLs.

**I&L 2501 – Student w/Disabilities in Elementary Classroom (3 cr.)** Course is an introduction to teaching students with disabilities in elementary general education classrooms. Course will provide students who plan to become educators with opportunities to: 1) develop a knowledge base of attitudinal issues regarding inclusive educational practices and a philosophical orientation towards effective inclusion support strategies; 2) increase interpersonal skills for working effectively with individuals and groups; and 3) increase technical skills in observing, planning, assessing and evaluating for both behavioral and instructional challenges.

**I&L 2501 – Student w/Disabilities in Secondary Classroom (3 cr.)** Course is an introduction to teaching students with disabilities in elementary general education classrooms. Course will provide students who plan to become educators with opportunities to: 1) develop a knowledge base of attitudinal issues regarding inclusive educational practices and a philosophical orientation towards effective inclusion support strategies; 2) increase interpersonal skills for working effectively with individuals and groups; and 3) increase technical skills in observing, planning, assessing and evaluating for both behavioral and instructional challenges.



rgh



### **Instructions to Applicants HSV/SSW Certificate Program**

The enclosed application for admission must be accompanied by a \$40.00 application fee. We are asking you to take responsibility for contacting two references, informing them that their names have been given and that a prompt reply to the School's letter would be appreciated. Please provide complete names and addresses of references in your application.

It is the responsibility of the applicant to request the registrar of each college he/she has attended to send a complete transcript of his/her record to the School. If work is still in progress at the time of filing the application, the applicant should request a supplementary transcript at the end of each term. Credentials submitted in support of an application are not returned to the applicant.

Please include a copy of a current resume. If you have ever been employed as a school social worker, be certain this is clearly indicated in the applicable section of the application. After having completed the application form, please address yourself to briefly answering the two items below. Your answers should be in paragraph form and should not exceed one (1) single-spaced, typewritten page in length.



1. Briefly, what is your conception of the relationship between social work and education?
2. What goals do you have which lead you to be interested in certification as an HSV/SSW?

University of Pittsburgh  
*School of Social Work*

**Application to the HSV/SSW Certificate Program**

*Please type or print all information. This application is for:*

\_\_\_\_\_ **Last Name**                      **First Name**                      **Middle Initial**

**Fall 20** \_\_\_\_\_                      **Spring 20** \_\_\_\_\_                      **Summer 20** \_\_\_\_\_

*Please identify what term and year you are applying for.*

**People soft #** \_\_\_\_\_

**Mailing Address**

\_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_, 19\_\_\_\_

Hm. Ph: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Wk. Ph.: \_\_\_\_\_

Pennsylvania Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

If not citizen what is visa status?

\_\_\_\_\_

Are you applying for admission to any graduate or professional program at the University of Pittsburgh? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, please identify which program(s) and dates?*

List all academic work beyond high school.

College or University	City & State	Major(s) & Dates

In support of this application, transcripts of undergraduate and graduate study:

Please check one: \_\_\_\_\_ Have been sent \_\_\_\_\_ Will be sent.

\*Record of Employment (applies to those who have worked in a role similar to a school social worker in a Pennsylvania public school).

Name & Address of Employer (s)	Position Held and Date (s)

Please enter the names and addresses of individuals that will be submitting letters of reference on your behalf.

1. \_\_\_\_\_
2. \_\_\_\_\_

I hereby declare my intent to complete the Home and School Visitor certificate program.

---

*Applicants Signature*

*Date*

This application for and written responses should be returned to:

Ms. Deborah Robinson, MSW, LSW  
Coordinator, HSV/SSW Program  
Cathedral of Learning, Room 2126  
University of Pittsburgh School of Social Work  
Pittsburgh, PA 15260

## Letter of Reference

Name of Applicant:

The above named applicant to the University of Pittsburgh, School of Social Work, Home and School Visitor/School Social Worker Certificate Program has submitted your name as a reference. According to P.L. 93-380. Students have access – as outlined in the law – to materials contained in their educational records.

We would appreciate your assessment of this applicant's appropriateness for this course of study as indicated by (1) intellectual competence; (2) motivation; (3) current practice skills; and (4) personal qualities of leadership and/or scholarship. Please feel free to continue on a separate sheet.



University of Pittsburgh  
*School of Social Work*

Name:

Date:

Title:

Address:

Phone:

Please mail directly to:

Ms. Deborah Robinson, MSW, LSW  
Coordinator, HSV/SSW Program  
Cathedral of Learning, Room 2126  
University of Pittsburgh School of Social Work  
Pittsburgh, Pennsylvania 15260

## Letter of Reference

Name of Applicant:

The above named applicant to the University of Pittsburgh, School of Social Work, Home and School Visitor/School Social Worker Certificate Program has submitted your name as a reference. According to P.L. 93-380. Students have access – as outlined in the law – to materials contained in their educational records.

We would appreciate your assessment of this applicant's appropriateness for this course of study as indicated by (1) intellectual competence; (2) motivation; (3) current practice skills; and (4) personal qualities of leadership and/or scholarship. Please feel free to continue on a separate sheet.



University of Pittsburgh  
*School of Social Work*

Name:

Date:

Title:

Address:

Phone:

Please mail directly to:

Ms. Deborah Robinson, MSW, LSW  
Coordinator, HSV/SSW Program  
Cathedral of Learning, Room 2126  
University of Pittsburgh School of Social Work  
Pittsburgh, Pennsylvania 15260