



# **Massachusetts Department of Elementary and Secondary Education**

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Office of Educator Licensure

(781) 338-6600

75 Pleasant Street, Malden, Massachusetts 02148-4906

TTY: N.E.T. Relay (800) 439-2370

**To:** Schools/school districts, colleges/universities, and those who hold a Master's Degree in Social Work and are seeking an Initial School Social Worker/School Adjustment Counselor license.

**From:** The Office of Educator Licensure

**Date:** 6/19/08

**RE:** Panel Review School Social Worker/School Adjustment Counselor internship

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## **Panel Review Process**

This document is intended to assist those who hold a Master's Degree in Social Work and are applying for an Initial School Social Worker/School Adjustment Counselor license via the Panel Review. The Panel Review is intended for those candidates who have substantial experience and/or formal education relevant to the license sought but has not completed a state-approved approved preparation program for the license sought. The Panel Review is comprised of two processes, the portfolio review and the panel interview. All applicants seeking licensure through the Panel review must go through the portfolio review process and those applicants who have passed the Communication and Literacy Skills Test and have at least five years of experience relevant to the license have an additional option of pursuing licensure via a panel interview. Applicants for an Initial School Social Worker/School Adjustment Counselor license who hold an MSW and have completed a supervised and mentored Social Worker internship may be able to use this internship toward satisfying the licensure requirement of completing a School Social Worker/School Adjustment Counselor internship. To do so, the candidate must be in close communication with and obtain the support of a district/school administration before beginning an internship of at least 900 hours, not less than 450 hours of which must have been working with children, adolescents, and families in a school/school district.

## **School/School District Internship Form**

Applicants who hold an MSW and have completed an internship as noted above should submit a completed Panel Review School Social Worker/School Adjustment Counselor Internship Form from the school/school district where the internship occurred, for review and consideration by this Office. The form validates that through completion of a Social Worker internship that the applicant has demonstrated competency in performing the roles, responsibilities, and subject matter knowledge of a School Social Worker/School Adjustment Counselor. The form must include the names of the supervisor and the licensed School Social Worker/School Adjustment Counselor or Licensed Certified Social Worker/Independent Clinical Social Worker serving as the mentor, along with the mentor's license number. The form must also be signed by the Superintendent or the school's head administrator (e.g., Principal) and the School Guidance or Pupil Personnel Director.

*\* A School Social Worker/School Adjustment Counselor subject matter knowledge listing, internship validation form, and helpful checklist are attached.*

## School Social Worker/School Adjustment Counselor

### Subject Matter Knowledge:

- Principles of therapeutic relationships.
- Theories of normal and abnormal intellectual, social, and emotional development.
- Learning disorders, including emotional issues affecting student achievement, and their treatment.
- Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students.
- Knowledge of state-of-the-art diagnostic instruments; procedures for testing and interpreting results.
- Techniques for communicating and working with families and school and community personnel.
- Knowledge of the criminal justice system with particular reference to the juvenile justice system and organizations.
- Knowledge of medical conditions and medication related to physical disabilities and learning disorders.
- Federal and state laws and regulations addressing the legal rights of students and families.

### MSW/SOCIAL WORKER CHECKLIST

- Application and full payment has been made for an Initial School Social Worker/School Adjustment Counselor [All Levels] license.
- Signed letter requesting a Panel Review
- Official undergraduate transcript verifying that a bachelor's degree has been conferred. The transcript must be from the institution awarding the degree and include the degree conferral date and Registrar's signature.
- Official graduate transcript verifying that a Master's degree in Social Work has been conferred. The transcript must be from the institution awarding the degree and include the degree conferral date and Registrar's signature.
- Copies of official catalog course descriptions.
- Letter from the college/university, signed by the Dean of the School of Social Work, verifying completion of a Social Worker internship of at least 900 hours. If any of these internship hours were completed in a school/school district then please include the total amount of those hours in this letter.
- Completed Panel Review - M.S.W. - School Social Worker/School Adjustment Counselor Internship Form.
- For applicants who may have gained employment relevant to or in the role of a School Social Worker/School Adjustment Counselor, please forward a letter from the employer verifying the role and length of employment. The letter must be signed by an administrator on official letterhead. This employment is not required for licensure.

**N.B.** If a bachelor's degree was conferred by a foreign institution, an equivalency report from one of the agencies approved by the Department will need to be submitted. A listing of these agencies can be found by visiting <http://www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency.html>



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## Panel Review - M.S.W. - School Social Worker/School Adjustment Counselor Internship Form

The purpose of this internship form is to assist those who hold a Master's Degree in Social Work, completed an internship of at least 900 hours as a Social Worker, not less than 450 of which were working with children, adolescents, and families in a school/school district and are applying for an Initial School Social Worker/School Adjustment Counselor license by validating that the applicant has demonstrated competency in performing the roles, responsibilities, and subject matter knowledge of a School Social Worker/School Adjustment Counselor through completion of a Social Worker internship.

### Part I:

Applicant's Legal Name: (Print) \_\_\_\_\_ SSN, MEPID, Or Educator License # \_\_\_\_\_

Address: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Address: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

### Part II:

Supervisor's Name: (print) \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mentor's Name: (print) \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mentor's:

Massachusetts School Social Worker/School Adjustment Counselor license number: \_\_\_\_\_

**OR**

Massachusetts Licensed Certified Social Worker/Independent Clinical Social Worker license number: \_\_\_\_\_

### Part III:

As attested by our signatures, the applicant has demonstrated competency in performing School Social Worker/School Adjustment Counselor roles, responsibilities, and subject matter knowledge stated in the Massachusetts Regulations for Educator Licensure and Preparation Program Approval 603 C.M.R. 7.11(4) (a) 2. , through completion of a supervised and mentored Social Worker internship of at least 900 hours, 450 of which were working with children, adolescents, and families in the school/school district noted below.

School Guidance Director or Pupil Personnel Director: (sign) \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Head Administrator (sign): \_\_\_\_\_ Date: \_\_\_\_\_

School/School District: \_\_\_\_\_

**Please note:** This document can be uploaded directly into your ELAR account. For directions on how to upload documents, please visit [www.mass.gov/ese/licensure](http://www.mass.gov/ese/licensure) and select the *How to Use the ELAR Portal* link in the left navigational bar.