



## Criteria for School Social Work Approval

Individuals considering employment as School Social Workers in the State of Michigan must meet the criteria set forth by the Michigan Department of Education. Specifically, they must have earned their M.S.W. degree and demonstrated knowledge/competency, which includes standards set forth by the MDE.

At MSU, these standards are met through the School Social Work competency series outlined below. A minimum of a 500-clock-hour supervised social work practicum completed through the process of earning a master's degree in social work or post MSW experience and completing a program for school social worker approval. One year of supervised field experience in a school setting preferred. A successful field experience at an agency serving children or adolescents and their families under the supervision of an MSW is required. The Coordinator of the School Social Worker Program, Kim Battjes, will review equivalent experiences.

Upon completion of the degree and course requirements or competency attainment, individuals are eligible to apply for temporary approval as school social workers. Once the applicant has secured a commitment for employment as a school social worker, the hiring district must apply for a recommendation for temporary approval to the School of Social Work from which the M.S.W. was received, namely Michigan State University. Based on the recommendation, temporary approval is then granted by the State Department of Education for the initial year of employment. Full approval is granted by the State Department of Education upon the recommendation of the employing school system following satisfactory completion of one year of employment.

For further information, please contact Academic Program Coordinator, [sw.msw@msu.edu](mailto:sw.msw@msu.edu).

---

**MSU Graduates Only:** To receive a letter to present to prospective employers, please fill out the application at the end of this document and send to the address listed below, email, or fax to my attention at 517-353-3038.

Graduate Programs, Attention: Academic Program Coordinator  
School of Social Work, MSU  
655 Auditorium Road, 239 Baker Hall East Lansing, MI 48824

Content area requirements are set by the Michigan Department of Education for the purpose of meeting competencies for School Social Work. These three courses are required to meet these competencies through MSU.

SW 873 Social Work in Educational Settings (Fall, Summer A).

SW 874 Assessment and Testing in School Social Work (Even years Spring, Summer A)

SW 875 Intervention: Children with Special Needs (Odd years Spring, Summer B)

MSU also offers Continuing Education Courses to complete the competencies required by the state of Michigan. Only those with a MSW are allowed to take these courses. These courses are 7 weeks in length.

CE 473 Social Work in Educational Settings (Fall, Spring, Summer A)

CE 474 Assessment and Testing in School Social Work (Fall, Spring, Summer A)

CE 475 Intervention: Children with Special Needs (Fall, Spring, Summer B)

“School Social Work Refresher” (SW 891) (Online, self-paced).

This course is designed for social workers with prior training and/or experience in school social work. The course provides a review and update of school social work practice. For those who have met the educational requirements for school social worker temporary approval in the state of Michigan more than five years ago and have not met the requirements of employment, this course will serve to renew your status of having met the educational requirements for temporary approval for another five years. After 10 years, temporary approval expires and all three courses must be repeated.

All of the School Social Work courses are taught on the Internet. Check dates and times on MSU’s web page at [www.msu.edu](http://www.msu.edu) under Admissions, Financial Aid, and Registrar website.

1. Register for Credit - If you are not currently enrolled in the MSW Program at Michigan State University and need to take these courses for credit you will need to enroll as a Life-Long Education student. To receive a Life-Long Education application, please contact the Office of the Registrar’s at 517/355-3300 or go to <http://www.reg.msu.edu/ROInfo?EnrReg/LifelongEducation.asp>.
2. Register for Non-Credit (Continuing Education)- If you have received your MSW degree and do not need the credits, you can enroll for these courses for a flat fee. Please contact the Continuing Education Office at [http://socialwork.msu.edu/ceu/competency\\_series.php](http://socialwork.msu.edu/ceu/competency_series.php) 517-353-3060 for information and to register.

DEPARTMENT OF EDUCATION STATE BOARD OF EDUCATION SCHOOL SOCIAL WORKER

R 340.1011 Role of school social worker.

Rule 1. A school social worker may function in any of the following roles:

- (a) Provide individual and group counseling to students and their families in need of assistance utilizing an ecological framework addressing variations in development and learning, as well as reciprocal influences of home, school, and community.
- (b) Provide consultation, collaboration, and advisement services to students, their family members and school staff regarding students' social, emotional, and behavioral status impacting learning, development, mental health, and school success. Encourage developmentally appropriate student self-determination and self-advocacy.
- (c) Implement school social work services within a multi-tiered intervention model for programs and services.
- (d) Provide instruction, modeling, and coaching to students, parents, and school staff in the implementation of effective behavior intervention strategies and techniques. Provide on going guidance and training services to parents and school staff on topics pertinent to the development, mental health, and learning needs of students.
- (e) Provide liaison, coordination, and case management services with schools, families, community agencies, and other resources to influence positive school outcomes for students.
- (f) Develop functional behavior assessments and behavior intervention plans to facilitate successful learning and socialization opportunities. Provide services and disseminate information to encourage school-wide positive behavior supports.
- (g) Identify and coordinate accommodations and modifications of school environment for a student to obtain access to general education curriculum and instruction.
- (h) Provide support to facilitate successful transitions in areas that affect students' learning opportunities.
- (i) Provide crisis prevention, planning, and intervention services, including assessments of the impact of trauma on development, learning, and school performance.
- (j) Provide comprehensive written reports of assessments and evaluations of students that specifically address the reasons for referral. Utilize multiple methods of collecting data, and provide appropriate measurable goals for intervention and anticipated outcomes from service.
- (k) Provide and interpret assessments and evaluations to determine eligibility for special education, and identify needs for programs and services.
- (l) Utilize home and community settings, as appropriate, to collect assessment information, collaborate with parents, and provide interventions.
- (m) Collaborate with parents, multidisciplinary evaluation team members, school administrators, and other community agencies to develop an accurate understanding of a student's disability, the impact of the disability on students' educational performance, and provide information regarding whether behaviors and school performance are attributable to manifestations of the disability.
- (n) Conduct needs assessments and advocate for policies, programs, and services to meet educational and mental health needs of all students, and to support safe school climates conducive to learning.

- (o) Identify issues that may interfere with student development, learning, and school success.
- (p) Identify and work to prevent bias, prejudice, discrimination, and oppression that interfere with individual rights in the educational process.
- (q) Ensure that prevention, assessment, evaluation, and intervention services are sensitive to the diverse needs of the student's multi-cultural differences.
- (r) Consult, collaborate, and supervise school social work students and colleagues.

R 340.1012 Qualifications of school social worker. Rule 2.

- (1) For temporary approval, a school social worker shall meet all of the following:
  - (a) A master's degree from a graduate school of social work program.
  - (b) Completion of an approved graduate school social work program (courses).
  - (c) A minimum of a 500-clock-hour supervised social work practicum completed through the process of earning a master's degree in social work a program.\*  
Experience must be with children and families, preferably within a school setting.
- (2) Temporary approval shall be granted to a school social worker for the initial year of service.
- (3) For full approval, a school social worker shall possess the following minimum qualifications:
  - (a) Temporary approval as a school social worker.
  - (b) Written documentation from the employing school district of satisfactory completion of 1 year as a temporary approved school social worker working with direction from a fully approved school social worker.
- (4) A previously approved school social worker who has not been employed by a public school in Michigan for 5 or more consecutive years shall seek recommendation from a Michigan institution of higher education to obtain reapproval from the department of education as a condition of reemployment.

\* Post MSW experience is accepted under the following guidelines:

- Experience must be at a Master's level and under supervision of MSW.
- At least 500 hours of clinically focused work with children/families
- Documentation of experience is required on agency letterhead; specifying meeting this criteria, documenting the number of hours, and signed by the supervisor with contact information.

R 340.1013 Approval of training program. Rule 3. A school social work training program maintained by an institution of higher education in this state shall be approved by the department of education. An approved program shall be in compliance with the competency requirements under R 340.1014.

R 340.1014 Competencies of school social worker. Rule 4.

- (1) A candidate seeking school social worker approval shall possess all of the following competencies:

- (a) Knowledge of theoretical foundations and history of the school social work profession and service delivery.
- (b) Knowledge of legal and ethical standards necessary for social work practice in school settings.
- (c) Knowledge of federal and state special education laws and other legal aspects of the role of the school social worker.
- (d) Knowledge of organizational components and structural dynamics of public school agencies at local, state, and national levels, as well as identification of methods useful to analyze and influence these in order to maximize student success.
- (e) Knowledge of other professional educational roles to promote successful collaboration.
- (f) Knowledge of a broad range of experiences, personal characteristics, and background variables that influence student learning and development, including the reciprocal and diverse influences of home, school, and community.
- (g) Knowledge and skills for identifying factors that enhance strengths, resilience, and protection from adversity, and that diminish educational and developmental risks.
- (h) Knowledge and skills to provide crisis prevention, planning, and intervention services, and the impact of trauma on development, learning, and school performance.
- (i) Knowledge and skills to promote positive behavior supports for individuals and schoolwide programs.
- (j) Knowledge and skills in development of behavior intervention plans collaboratively with family members, educational staff, and outside resources, personnel, and agencies.
- (k) Knowledge and skills in mediation, conflict resolution, and collaborative problem-solving models.
- (l) Knowledge and skills in comprehensive and systematic assessment and evaluation.
- (m) Knowledge and skills in effective written communication of the assessment and evaluation results that include educationally relevant recommendations and, where appropriate, measurable goals and anticipated outcomes from service delivery.
- (n) Knowledge of normative expectations for infant, child, adolescent, and young adult emotional, behavioral, social, cultural, communicative, cognitive, learning, and physical development.
- (o) Knowledge regarding similarities and differences between clinically-based definitions of psychiatric disorders and educational disabilities.
- (p) Knowledge and skills to evaluate effectiveness of programs and services and modify these based upon individual student need.
- (q) Knowledge and skills for locating, selecting, and applying empirically-supported, evidence-based prevention and intervention methods appropriate for

use with individuals, groups, families, school personnel, and communities to enhance student learning, development, and school success.

(r) Knowledge and skills to facilitate and coordinate student access to medical, health, mental health, social services, and other community resources, and to promote collaboration among school personnel and other community agencies.

(s) Ability to verbally communicate in terms understandable to students, parents, school staff, and agencies.

(t) Awareness of curriculum, teaching theories, and methodologies.

R 340.1015 Out-of-state (or In-state applicants with MSW from non-SSW granting institute) Rule 5.

(1) An applicant for temporary approval as a school social worker who has been educated in an accredited school of social work in another state shall present evidence of having fulfilled all of the requirements established for applicants who have been educated at a Michigan college or university approved by the department of education.

(2) Temporary approval as a school social worker may be granted to an applicant from another state who presents evidence of graduation from an institution of higher education in the area of school social work.

(3) Full approval will be granted in accordance with R 340.1012(3).

R 340.1016 Presently employed school social worker. Rule 6.

A person employed by a school district and fully approved as a school social worker on the effective date of these rules shall retain full approval status.

R 340.1017 Use of title "school social worker." Rule 7.

Only those persons approved by the department of education as school social workers, in accordance with these rules, shall use that title.

## Important Notes

MSU MSW graduates:

- Complete application
- Submit to MSU graduate school (see page 1)

MSW graduates from the following universities need to apply for temporary approval from their degree granting university even if you completed the SSW courses through MSU:

- University of Michigan
- Eastern Michigan University
- Wayne State University
- Grand Valley State University
- Western Michigan University
- Madonna University
- Ferris State University
- Andrews University

MSW graduates from another accredited university not listed above who have completed the SSW courses through MSU:

- Complete application
- Obtain MSW transcript
- Obtain proof of completion of School Social Work Competency courses
- Obtain letter from supervisor on official letterhead proving 500 hours of work with children/families. (These hours can be internship and/or post MSW level clinical work with children.)
- Email all of the items above together to [kbattjes@msu.edu](mailto:kbattjes@msu.edu)



School of Social Work  
**MICHIGAN STATE UNIVERSITY**

PLEASE TYPE, then print and send to the School of Social Work. Application for Recommendation for Temporary Approval as a School Social Worker

Name \_\_\_\_\_  
 (Last) (First) (Middle)

Home Address \_\_\_\_\_  
 City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

UNIVERSITY/COLLEGE PREPARATION			
	Major	Degree	Year Awarded
Undergraduate Institution:			
Graduate Institution*:			
PLEASE LIST SOCIAL WORK PRACTICUM or POST MSW EXPERIENCE ONLY			
AGENCY**	Involved work with Families, Children or both (indicate which)	Total hours completed	DATES

\*If you are from an institution other than MSU, please send an official transcript.

\*\*Post MSW applicants, please include letter from supervisor on letterhead indicating number of hours with children.

REQUIREMENTS THAT NEED TO BE COMPLETED



**REQUIRED:**

(Course #, Title, Brief Description, Date of Course Completion, and College/University Where Course Was Taken) If you have taken CE 428, 429, or 430, please include a copy of your letter of completion.

SW 873: Social Work in Educational Setting, MSU Date completed: \_\_\_\_\_

Or

CE 429/473: Social Work in Educational Setting, MSU Date completed: \_\_\_\_\_

SW 874: Assessment and Testing in School Social Work, MSU Date completed: \_\_\_\_\_

Or

CE 428/474: Assessment and Testing in School Social Work, MSU Date completed: \_\_\_\_\_

SW 875 Intervention: Children with Special Needs, MSU Date completed: \_\_\_\_\_

Or

CE 430/475: Intervention: Children with Special Needs, MSU Date completed: \_\_\_\_\_

Other/Relevant Coursework:

ADDITIONAL COMMENTS:

(To be filled out by the MSU)

Requirements completed: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_