

Post MSW Professional Educator License (PEL) Preparation Program School Social Work Endorsement

Post MSW Professional Educator License(PEL) Preparation Program

Post MSW PEL Program applicants must submit this application plus the supplemental application materials listed below. The application and all supplemental materials, including transcripts, must be submitted to the Jane Addams College of Social Work Office of Admissions and Financial Aid (MC 309), 1040 West Harrison Street, Chicago, Illinois 60607.

1. Minimum Requirements **(Must Submit)**
2. ILTS Test of Academic Proficiency (TAP), ACT Plus Writing or ACT Plus Writing **(Must Submit)**
3. Reference Forms with Instructions **(Must Submit)**
4. Resume Instructions **(Must Submit)**
5. Transcripts **(Must Submit)**
6. Personal Statement **(Must Submit)**

Please respond to all supplemental information requests. If the requested information does not apply to you, please write "N/A."

Applicants should note that meeting minimum requirements does not guarantee admission. If admitted, you will receive e-mail confirmation with instructions on how to complete your application and registration on the UIC Office of Continuing Education website.

IDENTIFYING INFORMATION

Name _____

Telephone _____ Birthdate _____

E-mail _____

Please complete **ALL** questions in this booklet. If a question does not apply to you, please write "N/A." Leaving a question blank will result in your application being listed as incomplete.

1. Minimum Requirements

1. Master of Social Work Degree

Do you have a Master of Social Work degree from a CSWE-accredited social work program?

Yes No Program (College/University) _____

If you checked No, state when you expect to receive your degree:

Month _____ Year _____

College/University _____

Special comments, if necessary:

2. Graduate Grade Point Average (GPA)

Is your graduate GPA at least 3.00 on a 4.00 scale?

Yes No

If no, please provide as many of the following as possible:

- a. A written statement that explains why your GPA is less than the 3.00.
- b. A transcript or transcripts for any additional graduate-level course work taken.

2. ILTS Test of Academic Proficiency (TAP)

To practice as a school social worker in an elementary, middle or secondary school in Illinois, those with an MSW must obtain a license from the Illinois State Board of Education.

The Illinois Basic Skills Test has been replaced with the ILTS Test of Academic Proficiency (TAP). Illinois law requires candidates for school social work license to take TAP and a subject matter test on school social offered by the Illinois Licensure Testing System (ILTS). Consistent with that requirement, the College requires applicants for the Post MSW PEL Program submit a copy of their TAP results with their application. The school social work content exam is taken near the completion of the online course work or prior to the completion of an approved program.

Information about the TAP can be obtained from the Illinois Licensure Testing System (ILTS) at www.ilts.nesinc.com. Prospective Post MSW PEL Program applicants should take the TAP or arrange to have scores from the SAT Plus Writing or ACT Plus Writing or SAT sent to JACSW as soon as it is decided to apply.

Applicants may substitute the ACT Plus Writing or the SAT Plus Writing that was taken within the last ten years. Please go to the ILTS website for additional information.

Please Note: ISBE requires individuals pass all sub tests of the TAP Plus Writing. The sub tests may be retaken. Please see www.ilts.nesinc.com for detailed information.

3. Reference Forms with Instructions

Submit two written references using the following attached official forms. Please note the following:

- Referees should be persons who are qualified to objectively evaluate your ability to complete the Post-MSW Program. Do not use personal friends, relatives, or persons in a mentoring relationship who do not have the ability to judge your ability to do post-graduate work.
- Applicants employed at least six months should seek a reference from a supervisor. Other references may come from volunteer supervisors or agency consultants.

Please Note: An inappropriate reference may result in an application being judged to be incomplete and a request to provide a replacement reference.

► Reference Form

Note to Referee: this reference form should be sent to the applicant in a sealed, unopened envelope.

Mission


The Jane Addams College of Social Work carries the mission of Jane Addams and the Hull-House movement forward, adapting it to the realities of today's urban settings. The college's mission is to educate professional social workers, develop knowledge, and provide leadership in the development and implementation of policies and services on behalf of the poor, the oppressed, racial and ethnic minorities, and other at-risk urban populations. In doing this, the college values and respects the full range of human diversity.

To Be Completed by the Applicant (Please Print):

Name of Applicant _____
First Middle Last

Name of Referee _____

Relationship to the Applicant _____

 The applicant must complete and sign the following statement before submitting this form to the referee. This request is in compliance with Federal Law P.L. 93-380 (Family Education Rights and Privacy Act of 1974).

- I waive my right of access to this letter of recommendation
- I do not waive my right of access to this letter of recommendation.

Signature of Applicant Date

Telephone E-mail

Note: If this section is not completed, the applicant automatically waives his/her right of access.

To the Referee:

Your candid assessment of the applicant named above will greatly assist the Admissions Committee. Your report will be used solely for the purpose of determining whether or not, in the committee's best judgment, the candidate should be admitted to the college. (The reference will be available for examination only if the applicant is admitted to the college and did not waive the right of access.)

After completing this form, please place it in an envelope, seal the envelope, and sign it across the seal. Return it to the applicant who will forward it, unopened, to the college with the application materials. Thank you for your cooperation.

Response Requested:

1. Length of time and capacity in which you have known the applicant.
2. Your assessment
 - Applicant's scholarship, personality, character, and professional promise.
 - Applicant's strengths and weaknesses.
 - Comparison of applicants to others you know who have attended the college or other graduate social-work programs.

Summary Evaluation:

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity.

	Below Average (Poor)	Average	Good	Very Good	Outstanding	No Basis for Judgment
Intellectual potential						
Ability to work with others						
Emotional stability						
Responsibility						
Oral communication skills						
Written communication skills						
Ability to analyze a problem and formulate a solution						
Motivation for study in social work						
Concern with social issues						

- Referee's Recommendation:**
- Highly Recommend
 - Recommend
 - Recommend with Reservations (*Explain recommendation*)
 - Do Not Recommend (*Explain recommendation*)

Signature _____

Name _____

Position _____

Organization _____

Address _____

City, State/Country _____ Postal Code _____

Telephone _____ E-mail _____ Date _____

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Emotional stability						
Responsibility						
Oral communication skills						
Written communication skills						
Ability to analyze a problem and formulate a solution						
Motivation for study in social work						
Concern with social issues						

- Referee’s Recommendation:** Highly Recommend
 Recommend
 Recommend with Reservations *(Explain recommendation)*
 Do Not Recommend *(Explain recommendation)*

Signature _____

Name _____

Position _____

Organization _____

Address _____

City, State/Country _____ Postal Code _____

Telephone _____ E-mail _____ Date _____

4. Resumé Instructions

Please create a brief resumé on a separate page, using the following format, and submit it with your application.

1. Identifying Information

- Your name
- Your mailing address
- Your e-mail address
- Your telephone number

2. Graduate Education

- Degree
- Major
- Date
- College or University

3. Employment Experience

- Positions Held
(Employer, Employment Title and Location, Beginning and Ending Dates)

Example: Lake County Family Services
Volunteer Services Director
June 2001 to August 2005
40 Hours per week

- List other employment as necessary.

4. Volunteer Experience

- None
- Volunteer Positions Held
(Name, Location, Beginning and Ending Dates, Amount of Time Volunteering Per Month or other Period)

Example: Central City Food Bank
Central City, Florida
July 2001 to March 2005
Four hours per month

- List other volunteer experience as necessary.

5. Leadership Experience

- None
- Leadership Experience
(Name and Title, Location, Beginning and Ending Dates)
- Other Leadership Experience

6. Internships, Field Work, or Practicum

- Internship or Field Work Position
(Name and Title, Location, Beginning and Ending Dates)
- Other Field Work Experience

7. Research Experience

- None
- Research Position
(Name and Title, Location, Beginning and Ending Dates)
- Other Research Experience

8. Publications (Optional)

- None
- Publication Number One
- Additional Publications

9. Presentations (Optional)

- None
- Presentation One
- Other Presentations

5. Transcripts

Submit one **official** transcript from each postsecondary institution attended.

If you are a current or former student at UIC, you should submit UIC transcripts. Submitting them will expedite the application process. Official transcripts should be placed in an **unopened**, sealed envelope with the signature/seal of the college or university or an official of the academic institution over the flap. If a school does not sign the flap of the envelope, simply forward those transcripts unopened.

If you are a U.S. citizen or permanent resident who has studied outside of the U.S. for academic credit, you must also submit those transcripts. They must be official and must be submitted even if the information appears on your U.S. transcripts.

6. Personal Statement

On a separate sheet, please prepare a typed, double-spaced statement of up to one page each for each of the following sets of questions, and submit it with your application.

Personal statements must be submitted with all other supplemental materials.

1. How did your interest in school social work develop? Why are you now seeking post-MSW education in school social work? What are your special interests? If you have trained or worked in another field, why are you considering changing your career goals?
2. What significant life experiences, family members, friends, or work experiences have influenced the development of your interest in school social work?
3. What are your career goals in school social work? How are they in accordance with or disparate from the mission of the Jane Addams College of Social Work?
4. How do you intend to complete the program? How will you finance your post-graduate education? How will you balance your outside responsibilities with your academic responsibilities?

Part of the Post-MSW Pell Program is delivered fully online. What is your experience with online education? How will you address any learning curve necessary to meet the demands of an online course?

7. Things for Students to Do and/or Understand

1. Be prepared to finance your graduate education if you do not receive financial support from other outside sources. Financial support is not available from the college.
2. Once you have been accepted, you need to complete the application and registration online on the Office of Continuing Education website.
3. The complete Post-MSW Pell Program includes an online course (SocW480), a face-to-face course (SPED 410, offered through the College of Education), and a field education component (SocW574 and SocW575).
4. Minimum technology requirements include use of Firefox 3.5 (or later) or Internet Explorer 8. Macintosh users should use Firefox 3.5 (or later) or Safari 4 (or later).
5. Students are responsible for applying to the Illinois Licensure Testing Service (ILTS) to take the required tests.

I have read and understand the information provided in this application and to my knowledge all of the information I provided is truthful.

Signature _____ Date _____