

**POST-MASTER'S CERTIFICATE IN SCHOOL SOCIAL WORK
APPLICATION CHECKLIST (REV JULY, 2018)**

First, gather all your supporting documents. Then, please complete the top portion of this application checklist and attach it to your documents. Return this form and supporting documents to: Sarah S. Andrews, Director of School Social Work, Jack, Joseph, and Morton Mandel School of Applied Social Sciences, Case Western Reserve University, 11235 Bellflower Road, Cleveland, Ohio 44106-7164 or scan and email to sarah.andrews@case.edu.

Name of Applicant: _____

Address: _____

Phone: _____ E-Mail: _____

Date Submitted: _____

- MSASS Graduate (include copy of transcript) Year graduated _____
Non MSASS Graduate: Social Work Program _____ Year graduated _____

(Please include a transcript)

- Children, Youth, and Families Specialization
 School Social Work Specialization
 Other Concentration or Specialization (please specify)

- Field Placement completed (indicate school district and year) _____

- One year social work experience in school (please name school and district) _____

Year(s) _____

- Ohio LISW or LSW (provide copy)

- Post Master's Course Work/Training (Please list) _____

Please also include a current resume or C.V.

For Mandel School Use:

After reviewing your materials, it has been determined that the following needs to be completed:

- SASS 519: Children and Families in the School Setting (MSASS course), offered fall semester on campus
 EDU 510 Educational Studies (BW course) offered summer on campus
 EDU 573 Education of Children with Special Needs (BW course) offered fall, spring, and summer online
 EDU 584 Pupil Services & Community Resources (B-W course), offered summer on campus
 Other: _____

Date reviewed: _____ Date mailed to applicant _____

Signed: _____