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| **School Social Worker/School Adjustment Counselor (MSW)**  **Panel Review Advisory**  **OFFICE OF EDUCATOR LICENSURE**  **March 24, 2022** |

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# INTRODUCTION

This advisory is for individuals who hold a master’s degree in Social Work and are seeking an Initial School Social Worker/School Adjustment Counselor (SSW/SAC) license in Massachusetts through the Panel Review process. The information contained within this advisory will help individuals to make an informed decision (apply or not apply). This advisory will also provide valuable advice to assist applicants through each phase of the application process.

# PRE-APPLICATION PHASE

## What is the Panel Review?

The Panel Review is the process used by the Department for reviewing and recommending candidates for Initial licensure who have substantial experience and formal education relevant to the School Social Worker/School Adjustment Counselor license but have not met the specific license requirements. There are potentially two phases to the Panel Review: the Panel Review Portfolio and the Panel Review Interview.

## Who is eligible for the Panel Review Portfolio?

Generally, individuals who have satisfied all requirements listed below are eligible for the Panel Review Portfolio.

* Possession of a master’s degree in Social Work (MSW);
* Possession of a bachelor’s degree;
* Passing score on the Communication and Literacy Skill test.

## Who is eligible for the Panel Review Interview?

Individuals who have at least five years of full-time employment in the field of counseling, social work, and/or psychology (i.e. 5 years of full-time relevant experience) may qualify for a panel review interview. Such individuals must first go through the Panel Review Portfolio process and are encouraged to document as many requirements satisfied (including completely and/or partially), prior to the panel review interview. If you are eligible and interested in the Panel Review Interview, please provide verification of at least five years of relevant full-time employment through letter(s) written on official letterhead of the organization(s) where the employment occurred signed by a head administrator (generally, a human resource director, president, or executive director). The letter(s) should state the specific role and dates of your employment.

If the experience occurred in a school setting, please provide a letter written on official letterhead of the district or school setting where the employment occurred signed by a superintendent, assistant superintendent, principal, human resources director, executive director, or equivalent head administrator. The letter should state the specific role and dates of your employment. In lieu of the aforementioned letter, applicants may upload a completed School Based Employment Verification/Induction and Mentoring form to document relevant experience. You can find the form at <https://www.doe.mass.edu/licensure/resources/form-verify-sb-employ-induction-mentor.docx>.

If any of your experience was less than full-time then the letter or form should state the full-time equivalency for each pertinent period.

## What are the Requirements within the Panel Review?

Applicants who have earn a bachelor’s degree, achieve a passing score on the Communication and Literacy Skills test, and possess an MSW may earned the Initial SSW/SAC license through the Panel Review by completing /satisfying the required 450-hour supervised and mentored internship.

This internship may be satisfied through either of the following options:

* **Completion of an internship within a master’s degree in social work 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**
* Please note that this internship must be mentored by an individual who holds a Massachusetts School Social Worker/School Adjustment Counselor license at least at the Initial type and have at least three years of employment under the license or be a Massachusetts Licensed Certified Social Worker/Licensed Independent Clinical Social Worker.
* Please also note that the applicant must demonstrate competency in performing School Social Worker/School Adjustment Counselor roles, responsibilities, and subject matter knowledge of the Initial School Social Worker/School Adjustment Counselor license during this internship.
* **Satisfying a 450-hour supervised and mentored internship of 450 hours in the role of a School Social Worker/School Adjustment Counselor**
* Each year of full-time employment specifically in the role of the School Social Worker/School Adjustment Counselor license may reduce this 450-hour internship by 100 hours. That is 100 hours for each year of full-time employment specifically in the role of the School Social Worker/School Adjustment Counselor license.
* Beyond satisfying the internship noted above through employment specifically in the role of a SSW/SAC, this internship may be completed through a PreK-12 grade school setting, a college/university, or a Massachusetts approved program provider. You can find information regarding Massachusetts approved program providers at <http://www.doe.mass.edu/teach/edprep.html>.
* *The Mentor for this internship must hold an Initial or Professional School Social Worker/School Adjustment Counselor license and have any combination of at least three years of employment under this Initial and/or Professional license.*

APPLICATION

* You should apply for the Initial SSW/SAC license as it is not possible to obtain a Professional license as your first license.

Your application will become ready for review after the Office of Educator Licensure has received your appropriate payment, official transcripts, and verification of a passing score on the Communication and Literacy test. Please note that the fee for your first application is $100 and each subsequent application is $25.

You can find an applying for licensure step-by-step guide at the following link: <http://www.doe.mass.edu/licensure/forms-guidelines.html>.

You can find information on test registration, test preparation, and other test-related information at: <https://www.doe.mass.edu/mtel/>

# POST-APPLICATION PHASE

## Document Eligibility & Requirements Met

After you apply; submit/upload documents verifying Panel Review eligibility and compliance with as many Panel Review requirements you have satisfied, as follows.

### Possession of Bachelor’s Degree

Provide an official undergraduate transcript that includes the Registrar's signature, degree conferred and conferral date. The degree must have been completed through a college/university that is accredited by a recognized organization listed at <http://www.doe.mass.edu/licensure/academic-prek12/teacher/recognized-accrediting-organizations.html>.

The following may also be considered:

\*If you attended a college or university outside of the United States, please provide an independent evaluation made by a nationally recognized agency such as those listed at <http://www.doe.mass.edu/licensure/academic-prek12/teacher/foreign-degree-and-credit-equivalency.html> verifying that you have the equivalent of a bachelor's degree earned in the United States through a regionally accredited college/university.

Please note that documents may be uploaded into your ELAR account or mailed to the Office of Educator Licensure. Information regarding the uploading and mailing of documents may be found at <http://www.doe.mass.edu/licensure/elar/upload-documents.html>.

### Possession of Master’s in Social Work

Provide an official graduate transcript that includes the Registrar's signature, degree conferred and conferral date.

### Passing Score on the Communication and Literacy Skills Test

As a reminder, the testing company reports test results electronically to the Office of Educator Licensure. You can find information on test registration, test preparation, and other test-related information at <http://www.doe.mass.edu/mtel/>.

### 450-hour supervised and mentored internship

If you have completed/satisfied the 450-hour supervised and mentored internship in the role of a School Social Worker /School Adjustment Counselor, please document such through the submission of a letter(s). To assist with documenting the internship satisfied through a college/university, please use the template found on page 6. To document the internship satisfied through a school/district, please use the template found page 5.

If you have satisfied the 450-hour supervised and mentored internship within your MSW through at least 900 hour internship as a social worker, not less than 450 of which were working with children, adolescents, and families in a school/school district, please document such through letters that comply with and include applicable information on pages 7 and 8 of this advisory.

**Closing**

Thank you for taking the time to learn about obtaining the SSW/SAC license in

Massachusetts. Thank you, also, for being an educator or aspiring to become one. Your efforts are commendable and greatly appreciated. We hope the preceding information and the templates that follow are helpful.

If you have any questions or concerns, please do not hesitate to call the Licensure Call Center at 781-338-6600, Monday-Friday. Or, stop by and visit us at our Walk-in Service Counter at 75 Pleasant Street, in Malden, Massachusetts.

# Preface to Sample Verification Letter Template

The following section of this advisory contains templates to document compliance with Panel Review requirements for the Initial SSW/SAC license. These templates are for authorized officials who can verify that an individual has satisfied Panel Review Portfolio requirements for the Massachusetts Initial SSW/SAC license sought. Authorized officials may be in a position to provide such verification, but it is not a requirement or expectation of the Office of Educator Licensure. Please also note the Department may contact signees for clarification.

- Required Letter Components –

* Must be printed on official letterhead of the professional learning experience provider;
* Must include the licensure candidate’s Name and MEPID;
* Must be signed by an authorized official.

Documents may be uploaded into an applicant’s ELAR account or mailed to the Office of Educator Licensure. Information regarding the uploading and mailing of documents may be found at <http://www.doe.mass.edu/licensure/elar/upload-documents.html>.

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# Internship Provided by a School/District Verification Letter Template Appendix A

| [Insert the licensure applicant’s name and MEPID] successfully completed a (# of hours) internship in the role of the School Social Worker/School Adjustment Counselor license working with children, adolescents, and families demonstrating competency in the subject matter knowledge of the SSW/SAC license noted in the Subject Matter Guidelines found <https://www.doe.mass.edu/edprep/domains/instruction/smk-guidelines.docx>. | | | | |
| --- | --- | --- | --- | --- |
| Mentor’s Name and MEPID/License #: | | [Insert Mentor’s Name and MEPID/License #] | | |
| Beginning and Ending Dates of Internship: | | [Insert Beginning Date- M/D/Y] - [Insert Ending Date- M/D/Y] | | |
|  | | | | |
| The licensure applicant has completed the internship as noted above.  **I attest that the statements above are true and accurate:** | | | | |
| Print Name: |  | | Signature: |  |
| Title: |  | | | |
| *(Superintendent or equivalent)* | | | | |
| **Must Be on Official School Letterhead** | | | | |
| **Please note:** The Department may contact signees if any clarification is needed. Documents may be uploaded into your ELAR account or mailed to the Office of Educator Licensure. Information regarding submitting documents may be found at <http://www.doe.mass.edu/licensure/elar/>. | | | | |

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# Internship Provided by a College/University Verification Letter Template Appendix B

| [Insert the student’s name and MEPID] successfully completed a (# of hours) internship in the role of the School Social Worker/School Adjustment Counselor license working with children, adolescents, and families demonstrating competency in the subject matter knowledge of the SSW/SAC license noted in the Subject Matter Guidelines found <https://www.doe.mass.edu/edprep/domains/instruction/smk-guidelines.docx>. | | | | |
| --- | --- | --- | --- | --- |
| Mentor’s Name and MEPID/License #: | | [Insert Mentor’s Name and MEPID/License #] | | |
| Beginning and Ending Dates of Internship: | | [Insert Beginning Date - M/D/Y] - [Insert Ending Date - M/D/Y] | | |
|  | | | | |
| The student has completed the internship as noted above.  **I attest that the statements above are true and accurate:** | | | | |
| Print Name: |  | | Signature: |  |
| Title: |  | | | |
| *Licensure officer, appropriate department chair, registrar, dean, provost, chancellor, vice-president, or president* | | | | |
| **Must Be on Official College/University Letterhead** | | | | |
| **Please note:** The Department may contact signees if any clarification is needed. Documents may be uploaded into your ELAR account or mailed to the Office of Educator Licensure. Information regarding submitting documents may be found at <http://www.doe.mass.edu/licensure/elar/>. | | | | |

# Panel Review School Social Worker/School Adjustment Counselor (MSW) Internship Form Appendix C

Massachusetts Department of Elementary and Secondary Education

| *The purpose of this internship form is to assist those who hold a Master’s Degree in Social Work, who 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 1:** | | | | | | | | | | | | | | | | |
| Insert Applicant’s Name | | |  | | | | | | | MEPID/License # | | |  | | | |
| Insert Name of Internship Site | | | | |  | | | | | | | | | | | |
| Beginning Date: |  | | | | | End Date: |  | | | | | | | | | |
| **Part II:** | | | | | | | | | | | | | | | | |
| Supervisor’s Name: (print) | | | |  | | | | | Position/Title: | |  | | | | | |
| Mentor’s Name: (print) | | | |  | | | | | Position/Title: | |  | | | | | |
| **Mentor:** | | | | | | | | | | | | | | | | |
| 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:** The Department may contact signees if any clarification is needed. Documents may be uploaded into your ELAR account or mailed to the Office of Educator Licensure. Information regarding submitting documents may be found at <http://www.doe.mass.edu/licensure/elar/>. | | | | | | | | | | | | | | | | |

# MSW - Social Worker Internship Letter Template Appendix D

This template is for authorized officials who can verify that individuals who hold a master’s degree in Social Work successfully 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. Authorized officials may be in a position to provide such verification, but it is not a requirement or expectation of the Office of Educator Licensure. Please also note the Department may contact signees for clarification.

- Required Letter Components –

* Must be printed on official letterhead of the professional learning experience provider;
* Must include the licensure candidate’s Name and MEPID;
* Must be signed by an authorized official.

Documents may be uploaded into an applicant’s ELAR account or mailed to the Office of Educator Licensure. Information regarding the uploading and mailing of documents may be found at <http://www.doe.mass.edu/licensure/elar/upload-documents.html>.

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| **Letter Requirements:**  This letter must be printed on official letterhead of the college/university that awarded your MSW. The letter must be signed by the dean of the school of social work, verifying that you have completed a social worker internship of at least 900 hours not less than 450 of which were working with children, adolescents, and families in a school/school district. |
| Dear Office of Educator Licensure:  Please be advised that [*Insert: candidate's name & MEPID, or MA Educator License Number]* successfully 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/at [*Insert: school/school district*]. The internship began on *[Insert: month/year]* and ended on [*Insert: month/year]*. The above-noted internship was successfully completed, as attested by my signature and title below.  Sincerely,  *[Insert:*  *Signature of Dean of the School of Social Work*  *Printed Name*  *Telephone Number OR e-Mail]* |
| \*The completed internship letter can be uploaded directly into your ELAR account or mailed to the Office of Educator Licensure.  For directions, please visit [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) and select the *How to Use the ELAR Portal* link in the left navigational bar. |