

For students holding MSW

Portfolio Requirements for SSW (School Social Work) Preparation Program

Below is a list of the *documents needed to complete the SSW Portfolio

- School Social Work program application
- Statement of Interest
- Curriculum Contract Guide (to be completed with SSW coordinator)
- Copy of undergraduate transcript/s (non UK)
- Copy of graduate transcript (non UK)
- Two samples of major course work assignments from SSW classes
- Employer verification of work experience (one year post graduate social work experience with children and families)
- Documentation of attainment of NASW SSW Standards of Practice

Once all coursework is complete and all documents are provided the student will receive the signed curriculum contract from the UK SSW Coordinator. The student will submit the contract with a completed TCI application, official transcripts of all undergraduate and graduate work and the fee (\$30.00) for the initial or *advanced certificate* to the UK College of Education, they will process and forward to the EPSB (Education Professional Standards Board. The EPSB fee \$50.00 can be paid on-line at www.kyepsb.net (no fee if first certificate)

*A minimum of two contacts with the school social work program coordinator are required in order to provide the documents and assist the student throughout the process.