Schools Specialization- Professional Educator License-School Social Worker Endorsement [Type 73 Certificate prior to 7/1/13]

School social work is defined as a specialty by a number of national and local organizations. Illinois, along with several other states, requires individuals to be licensed to practice as a school social worker. In order to qualify for licensure, individuals must receive their training through accredited institutions of higher learning. Loyola University Chicago and its School of Social Work in collaboration with the School of Education provide the required training.

State of Illinois Professional Educator License (PEL) –School Social Worker Endorsement- Requirements

Students interested in pursuing the PEL, which enable them to be a social worker in a public school in Illinois, must meet the requirements of the Illinois State Board of Education (ISBE) and Loyola School of Social Work.

ISBE Requirements

ISBE requires that students pass all four sections of the Test of Academic Proficiency (TAP-400)* exam before being officially accepted into the PEL program within the respective university program. The scores for the Test of Academic Proficiency (TAP-400) or the previous Basic Skills test (300 or 096**) will be honored for up to ten years.

A candidate for the PEL must also pass the content-area test specific to school social work. The test (ISBE #184) must be passed prior to beginning the last semester of the student’s school-based, second level internship. The SSW requires verification of test passage by January 1 (approximately 2 weeks prior to the start of the spring-final semester). Please see Loyola Requirements for alternatives in the event of a no-pass of the content –area test.

ISBE rules require a grade of “C” or better in all program classes. The internship grade of “P” “Pass” meets the ISBE requirement.

Please review the following link for additional information, http://www.isbe.state.il.us/certification/default.htm Please follow the directions on the Illinois Certification Testing System (ICTS) website for information on test registration and test dates and location.

A study guide is available for the content area tests for social work at the following link. http://www.icts.nesinc.com/PDFs/IL_field184_SG.pdf

*Students may substitute a composite ACT plus writing score of at least 22; or a composite (mathematics and critical reading) SAT score of 1030 for the TAP test.
The official score report from either an ACT or SAT cannot be more than 10 years old (month/year) at the time of the application to be a PEL candidate/school specialization. Please also note that the ACT with the required plus writing component was initiated in March 2005. ACT scores prior to that year and month even if within the 10 year window are not acceptable.

Please review the substitution rules as outlined in the section entitled Applying for Full Admission to an Illinois Educator Preparation Program from ISBE at:


The ISBE Form 73-60 noted in the above link must be submitted to the Student Services Office in the School of Social Work 111 E. Pearson St, Chicago IL 60611 Room 850 in order to obtain the required signature from the licensure officer.

Please note that students have the option of re-taking the ACT or SAT test in lieu of the TAP and seeking a substitution per the above ISBE rules.

** The ITLS Basic Skills Test (#096) (administered prior to September 11, 2010) cannot be applied to fulfill passing requirements for the test of Test of Academic Proficiency.

**Loyola School of Social Work Requirements**

Loyola’s School of Social Work (SSW) has five specializations from which students may choose for their second or advanced level of study. Specializations are declared by December 1st of their first year when the application for the second internship is due. Students who wish to specialize in schools will meet with program faculty and the internship coordinator in September to plan strategies for meeting ISBE requirements and program deadlines.

In addition to passing the TAP exam or receiving the applicable substitution prior to acceptance into the SSW schools program, students will also interview for an internship in an Illinois Public school. Students must complete an internship (which is the entire academic year of the school they are placed in). They will also take five required courses and four electives (specific course requirements are listed under academic advising) http://www.luc.edu/socialwork/academics/MSW_Specialization_Descriptions.shtml#schools

Students who do not meet the January 1st content-area test deadline will be unable to proceed in a schools specialization per ISBE rule. They will change to a “Child & Family” specialization with various internship options. Specialization change may result in extension of the student program and delay in graduation.

**Eligibility for PEL Program by MSW Start Term**

• **MSW Fall Start**

Students who enter the MSW program full time in the fall term submit their application for a schools specialization by December 1 of their first semester. In addition they must pass all
sections of TAP or its eligible substitution by March 15 of the following spring semester. Students will be formally accepted into the Schools specialization before they begin interviewing for a school internship. The referral process for the schools internship begins in the spring of their first year, (e.g Spring 2014 in preparation for the 2014-1015 internship which will begin in Fall 2014).

Part time students wishing to select a schools specialization are limited to entering the MSW Program only in the fall semester and must remain a part time student for the duration of their program. This will result in a 4-year program. Part time students must apply for the Schools specialization by December 1 of their 3rd year.

● MSW Spring Start

MSW students beginning in the Spring are not eligible for the Schools Specialization, PEL preparation program. In some individual instances, a program planning meeting with an academic advisor upon admission may allow for the completion of a schools specialization, PEL program.

● Advanced Standing Summer Start

New Advanced Standing students wishing to complete the Schools Specialization, PEL preparation program must pass all sections of TAP or its eligible substitution and submit the schools specialization application no later than May 1 before starting the program. Students are encouraged to submit these materials as soon as Advanced Standing admission is offered due to field placement availability. After submitting their application for the schools specialization, students will receive a formal acceptance into the schools specialization-PEL preparation program before they begin interviewing for a school internship. A school internship is dependent upon internship site availability. Because of the Chicago Public School Internship processing calendar, internships are not available to Advanced Standing applicants in Chicago Public Schools.

Part time advanced standing students wishing to complete the Schools Specialization, PEL preparation program must pass all sections of TAP and submit the schools specialization application no later than March 15th of their first year.

● Post-MSW Applicants

Applicants to the post-MSW PEL Program must pass the TAP or its eligible substitution by March 15 of the year in which they plan to begin a school social work internship as a condition of admission to the Licensure Program. Details can be found at: http://www.luc.edu/socialwork/academics/academics_certificates.shtml

● BSW-Five Year Students
Students will make application for schools specialization by **December 1** of their senior year. They will follow the deadlines applicable to the MSW fall applicants above, passing all sections of **TAP** or its eligible substitution by **March 15** of the following spring semester. Students will be formally accepted into the Schools specialization before they are eligible for a school internship.

● **Applying for Licensure**

Once students have completed the required ISBE tests, course work and internship and degree conferral has been completed, candidates may proceed to the following link for next steps to receive the Professional Educator License- School Social Worker Endorsement which includes filling out the **School Entitlement Form**.