

School of Social Work
Phone: 717-871-7206

January 10, 2017

Dear Social Work Professional Readiness Assessment Process Applicant;

Hello! My name is Dr. Kat Walsh and I am writing you as the BSW Program Coordinator and Chairperson of the Professional Readiness Assessment Process Committee. The purpose of this letter is to introduce myself and the Professional Readiness Assessment process. Currently, you are a declared Social Work major enrolled in SOWK 301 for the Spring 2017 semester. In order to prepare for your upcoming Junior year and the Professional Readiness Assessment process, I want to share some important information regarding Professional Readiness and the clearance requirements. The Professional Readiness Assessment process is a mutual process designed to assess the student's readiness for professional Social Work practice through an examination of her/his motivation, commitment, capacity, and limitations for social work practice; obtaining clearances is one element of this process. ***I will come to your SOWK 301 class in the early part of the semester to discuss the Professional Readiness Assessment process.***

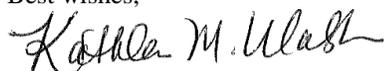
As a component of your Professional Readiness Assessment, you will need to obtain your FBI Federal Criminal History (Fingerprinting), Pennsylvania Criminal, and Child Abuse History Clearances. ***If you have not already done so, please apply for your clearances now.*** The instructions are attached. Please read the instructions carefully. If you plan on working in a school (i.e. in one of the Mentoring Programs,) or if you think you may do community service learning or volunteer work in a school setting, please select the Department of Education option for FBI Fingerprinting. Otherwise, this is a personal choice based on your interests and you may be required to obtain a different clearance depending on your community service-learning, volunteer, or employment interests and needs.

If you have obtained clearances within the past year, you may submit those clearances. Please be advised that you may still be required to obtain clearances again by a community service-learning, or volunteer placement. This is solely at their discretion. After you have all 3 clearances, once the semester begins, submit them to the School of Social Work along with the attached Social Work Professional Readiness Information Form. Documents should be submitted after the start of the semester to: *School of Social Work Graduate Assistant; General Office Hours: Monday-Friday 8:30 a.m.-4:00 p.m., Office Location: Stayer Hall 3rd Floor*

For submission of clearances, you must provide all three clearances attached to the Professional Readiness Information form to the School of Social Work. Upon receipt, a scan of your clearances will be made in the office and the hard copies returned to you, along with a receipt. The three clearance documents are: 1) FBI, 2) PA Criminal, and 3) Child Abuse History. Only complete submissions will be accepted. ***You will need to either have your clearance in hand or verification that you have applied for your clearances, by Monday, February 13th at 4:00 -p.m.*** If you will ***not*** have all 3 clearance documents by this date and time, please complete and submit the "Professional Readiness Verification of Clearance Submission Form" to the School of Social Work Graduate Assistant. Then, once you receive your clearances, you can submit them along with the required "Professional Readiness Information Form" to the School of Social Work Graduate Assistant. If you have not applied for your clearances by this date, there may be a delay of your Professional Readiness Assessment process which is required prior to field placement.

With respect to your Practice course requirements, please be patient. By the start of the semester you will receive course related information including information regarding any agency involvement and the community service field experience. I will also come to your class to discuss the Professional Readiness process.

Best wishes,



Dr. Kathleen (Kat) Walsh, LSCW
Associate Professor/BSW Program Coordinator

Attachments: Professional Readiness Clearance Information, Professional Readiness Information Form, Professional Readiness Verification of Clearance Submission Form