

## HSV APPLICATION PROCEDURE

Revised: January 2008

### **Application Procedure for the Pennsylvania Department of Education (PDE) MSW/Home-School Visitor Certification**

1. Finish MSW & graduate.
2. Take the 2-day Law and Education Policy Seminar.
3. Take and pass social work licensure exam (you will need a copy of the license for the application.)
4. *Note: Begin Step 4 only after completing Steps 1-3. The form is occasionally updated and you must submit the most recent form.*  
Download the application from the PDE website. Be sure to download BOTH pages: the one YOU need to complete and the one the School needs to complete.  
[www.pde.state.pa.us](http://www.pde.state.pa.us)  
Search: PDE-338G  
Click on Teach in PA: PDE-338G  
Click on attached file for the forms and instructions.
  - The only instruction NOT printed on the form or instructions is that YOU MAY SUBSTITUTE A COPY OF YOUR SOCIAL WORK LICENSE for the Praxis Tests.
5. Send the completed form, supporting materials (copy of SW license) and a U.S. Money Order, in the amount of \$40 (*fees subject to change*), **made payable to the Commonwealth of Pennsylvania** to:

Joretha Bourjolly, Ph.D.  
University of Pennsylvania  
School of Social Policy & Practice (SP2)  
Caster Building  
3701 Locust Walk  
Philadelphia, PA 19104-6214

215-898-5524  
jerri@sp2.upenn.edu

**ALTHOUGH THE FORM INDICATES YOU MAY USE A CREDIT CARD, YOU MAY NOT USE A CREDIT CARD. THE DEPARTMENT OF EDUCATION CHANGED ITS PROCEDURES BUT HAS NOT YET CHANGED THE FORM.**

6. The School will complete its part of the application, write a cover letter, and send it to PDE.
7. You should receive notice of certification directly from the Commonwealth, within a month of the time the School submits your application to PDE.