The Undergraduate Child Welfare Training Program is a collaborative effort between the Bachelor of Social Work (BSW) Program of the Arizona State University (ASU)/School of Social Work and the Arizona Department of Economic Security (DES)/Child Protective Services (CPS). The BSW Scholars Program is directed by Dr. Teri Kennedy and is coordinated by Dr. Tonia Stott.

The goal of the program is to recruit and train bachelor's level social workers to be competent Child Protective Services workers.

BSW students receive payment of their in-state tuition and mandatory student fees for their junior and/or senior years in the BSW program. In exchange, students contractually agree to work full-time at Arizona's Child Protective Services upon graduation. The work commitment is between one and two years, depending on the level of tuition assistance received.

For more information, contact:

Jama Sandoval
Jama.Sandoval@asu.edu
602-496-0486

OR

Tonia Stott
Tonia.Stott@asu.edu
602-496-0077
If you have any questions about the BSW Scholars Program, the Application Process, or about working at Child Protective Services, please feel free to contact us via one of the methods below.

**Email**

Jama.Sandoval@asu.edu
tonia.stott@asu.edu

**Phone/Fax**

ph: 602-496-0486
ph: 602-496-0077
fax: 602-496-0961

**Mail**

Arizona State University
School of Social Work  MC 3920
411 N. Central Ave., Ste. #800
Phoenix, AZ 85004-0689

**In Person**

Rm. 822L
University Center (UCent)
Building ASU Downtown Campus
Scholars Program Eligibility & Selection

Child Welfare Scholars Program Eligibility & Selection

BSW students enrolled with the ASU Phoenix Downtown Campus or ASU Tucson Component are eligible to apply to be a DES Scholar effective the semester in which they are enrolled in SWU 303/Micro Human Behavior in the Social Environment or any semester thereafter in which applications are being accepted. Scholars Students must be willing and able to work full-time for Child Protective Services in Arizona upon graduation.

All applicants must also meet the employment requirements for the Child Protective Services Specialist position. This includes receipt of a fingerprint clearance card; and clearance through the Central Registry, which determines whether the applicant has ever been the subject of an investigation of child abuse or neglect in Arizona or another state or jurisdiction that resulted in a substantiated (found to be true) finding. Applicants must be able to certify that they are a United States citizen, resident alien, or permanent resident. Additionally, applicants must possess evidence of a valid Arizona drivers' license. [Please note: Individuals who have been convicted of a DUI offense within 5 years of their application may not receive a fingerprint clearance card through the background check.] Applicants will be required to maintain the above clearances and a valid drivers' license to maintain their eligibility as a DES Scholar and to be eligible for employment with CPS upon graduation.

Selection Process

The process proceeds as follows:

- Students’ scholarship applications, essays, resumes, and school files are reviewed.
- Select students are referred on to an interview at CPS. These interviews are often with an interview panel, consisting of CPS Training Officers and Supervisors from the ASU Child Welfare Training Units.
- Notification letters are mailed to all applicants.

The Selection of Scholars Program students is primarily based on whether or not the committee and interview panel feel that the student would be a good fit as an employee at CPS and can complete the BSW Program in a timely manner. Selection criteria include but are not limited to the following:

1. Evidence of a desire to work in Child Welfare, specifically at Child Protective Services; and of the desire to pursue child welfare as a career choice.
2. Evidence that the student understands the requirements of the work commitment and is willing and able to work at Arizona Child Protective Services for the contracted time upon graduation.
3. Evidence that the student is able and willing to competently work with both children who have been abused and neglected and with their parents/guardians who have abused and neglected them.
4. Evidence that the student can effectively communicate with and collaboratively work with team members.
5. Evidence that the student can have empathy for vulnerable and marginalized children and families.
6. Evidence that the student could work cross-culturally with diverse populations including people whose values may be different from the students' own.
7. Evidence that the student would not be personally overwhelmed by daily exposure to poverty,
substance abuse, domestic violence, and child abuse and neglect.

8. Evidence of writing competency based on the scholarship essay and impromptu writing exercise administered during the interview.
Child Welfare Scholars Program Tuition Assistance

BSW Child Welfare Scholars recipients receive payment of their in-state tuition (out-of-state students must pay the out-of-state portion) and mandatory student fees (this does not include application fees, late fees, or graduation fees). If students complete their tuition authorization form by the Program's deadline, the Program will directly pay both the tuition and fees for the next semester.

The program will make these payments a few days before the tuition payment deadline. Students who are receiving financial aide will often see that their financial aid is being held for tuition payment. Once the Program pays the student's tuition bill, these funds will be reimbursed to the student. Please note: receipt of the Scholarship may lower your financial need, which in turn could lower your financial aide. In this case, the funds would not be issued, and you would not be responsible for paying that portion back through your student loans.

The BSW Child Welfare Scholars Program will only pay for those courses related to the graduation requirements for the BSW degree. However, tuition for undergraduate students caps at 7 credits, so if your academic advisor clears it, and you are making timely progress toward your degree, you can take courses toward a minor or other courses that interest you at no extra charge.

Students taking courses applicable to the graduation requirements for the BSW degree at a Community College will receive reimbursement for the tuition for these courses.
Scholars Program Curriculum

Students accepted into the BSW Scholars Program will follow the BSW curriculum. Scholars students do not have to take any credits above and beyond those required for the BSW program. However, Scholars Students do have to follow the Scholars Curriculum for which there are two requirements:

1. BSW Scholars Program recipients are required to take SWU 442, Practice with Children and Families in Child Welfare as their senior year selective. Most students enroll in their senior year selective concurrently with their second semester of field.

2. BSW Scholars Program recipients are required to be placed at either an ASU Child Welfare Training Unit or in a CPS office with a field instructor for both semesters of their senior year field placement. The field hours for students in both the ASU Child Welfare Training Units and with CPS field instructors are on Mondays and Wednesdays from 8:00 a.m. to 5:00 p.m. While some field instructors may allow students to flex some of these hours on different days or different times, students should be prepared to be in field on these days during these hours. Additionally, students should prepare for the possibility that their field placement may not be in close proximity to or a short commute from their home. During field hours, students will also be expected to have access to their own personal transportation in order to fulfill many of the field learning activities.
Working for Child Protective Services

Work in the field of Public Child Welfare is rewarding and meaningful and is also demanding and challenging. Workers must be able to work with abused and neglected children as well as with those children’s families, including the parents who abused and/or neglected them. Additionally, workers testify in court proceedings, write legal reports to the courts, coordinate with multiple agency providers, and provide crisis intervention. The work hours are not always limited to 8 to 5 and workers in the rural districts are required to rotate performing on-call, after-hours duties.

We advise all applicants to the Stipend Program to explore whether a career in child welfare would be a good fit for them. Listed below are several ways you can gain more information about the work of Child Protective Services.

- View a Realistic Job Preview about working at CPS in AZ at: https://www.azdes.gov/child_protective_services/jobs.aspx
- Take a self-assessment which will allow you to reflect on how your personality characteristics fit with the demands of CPS work.
- Review common Myths of Working at CPS
- Review the role of a CPS Case Manager
- Review CPS job requirements and salary on their website at: http://www.azdes.gov/dcyf/cmdps/cps/job.asp
- View the Frequently Asked Questions about the stipend and scholarship programs and working for CPS
- To visit one of the Child Welfare Training Units and talk about CPS work with one of our staff or supervisors, please call Tonia Stott (BSW program) at 602-496-0077 or Travis Cronin (MSW program) at 602-496-0081 to arrange a visit.

Stipend and Scholarship students will be placed where the need is greatest at CPS. This means that neither the job function nor job location can be guaranteed in advance. Historically, all students who have wanted to be employed in Maricopa County or Pima County and successfully passed the interview in that District have been able to secure employment in that District. However, the specific office location within these Districts is usually not determined until after employees are hired. While CPS will attempt to accommodate employees’ geographic preferences, it is often the case that this is not possible. You could live in Gilbert and be assigned to an office in Phoenix.

If you want to work in a specific rural office (e.g. Flagstaff, Prescott, Sierra Vista, Lake Havasu, etc.), there must be an opening in that office at the time of your graduation in order for you to apply to the office.

Your job function at the time of graduation will also be determined by the staffing needs at CPS. Preferences will be considered, when possible, but whether you are assigned to an investigative, on-going, in-home, adoptions, or Young Adult Program unit will largely be determined by the needs of the agency and the community.
Continuing to the MSW Program

If you are selected as a BSW Scholars Student, you will be contractually obligated to work full-time for CPS upon graduation from the BSW program. You CANNOT delay your work commitment until after completing the MSW program. If you have a goal of obtaining an MSW degree and you would like to work in child welfare, there are several options for you to consider:

1) You can receive the BSW Scholarship, complete the BSW Program and complete your one to two year work commitment at CPS. After your work commitment is fulfilled, you could quit your job at CPS and apply for the MSW program. You would still be eligible to apply for the MSW Advanced Standing Program, since you would have graduated from the BSW program within the five year timeline. If you were still interested in working in public child welfare, you could also apply for the MSW Advanced Standing or Standard Program Stipend Program. If you were selected into one of these programs your tuition and mandatory fees would be paid, you would receive a monthly stipend, and you would be obligated to complete another 18 month to two year work commitment at CPS. If you did this, there would be no guarantee that you could return to your previous unit or CPS function (i.e, on-going, investigative, or specialty unit). You would be treated as a new employee when returning to the CPS, though your previous work history could allow you to enter as a CPS Specialist III rather than a CPS Specialist II. Keep in mind that you would have to quit CPS in good standing in order for them to consider offering you the stipend program or rehiring you after the completion of your MSW Program. The MSW Stipend Programs require you to be in school full-time and stipends cannot be given to current DES employees, so you would not be able to keep your job at CPS while being in these programs. More information about the MSW Stipend Programs can be found under the MSW Child Welfare Training Project link.

2) You can receive the BSW Scholarship, complete the BSW Program and complete your one to two year work commitment at CPS. After your work commitment is fulfilled, you could apply for the DES Part-Time MSW Program. You must be a CPS Specialist III or above to be eligible for this program, so you would need to have been successfully promoted to a III. Please note that there is no guarantee that this program will continue to be available when your BSW work commitment is complete. Furthermore, this program has limited enrollment and is competitive within CPS. There is no guarantee that you would be chosen for this program. Applicants for this program are screened and chosen by CPS administrators. If you were chosen for this program, you could pursue your MSW degree on a part-time basis while having an understanding from your CPS supervisor that you would need some flexibility in your work schedule for your schooling. Your tuition, mandatory fees, and book charges would be paid and you would be obligated to a one year work commitment after you complete the MSW Par-Time program. You would remain as a full-time CPS employee with all the associated benefits. This would require you to work your 40 hour job while also being in school part-time. This schedule could be very intense, so if you have personal obligations, you may want to consider whether this option is the best for you.

3) You can receive the BSW Scholarship, and begin your work commitment at CPS. You could attend the MSW Standard Program as a part-time student and complete this program on your own without being involved in any of the ASU Title IV-E programs. If you enrolled in the MSW Part-time program without being in the DES Part-Time program, you would need to work with your supervisor in ensuring that you had flexibility in your work schedule in order to pursue the MSW program. Keep in mind that in the MSW Standard program, you would need to complete two field placements that require 16 hours a week of attendance. You would need two nights/weekends placements. These are in short supply and high demand in the MSW program. Furthermore, if you have personal/familial obligations, you would need the time to be able to complete these field placements nights/weekends while still working full-time at CPS.
4) You could by-pass the BSW Scholarship and complete the BSW program on your own without financial assistance. You could then apply for the MSW Advanced Standing or Standard Stipend Program. These programs would pay for your in-state tuition and mandatory fees and provide a monthly stipend. If you were accepted into either of these programs, you would be obligated to work full-time at CPS for 18 to 24 months upon graduation. More information about the MSW Stipend Programs can be found under the MSW Child Welfare Training Project link.

Note: It is NOT advised that students try to work full-time at CPS while also enrolled part-time in the MSW program in the first year of their employment at CPS. During this time, you will be in training. The training sessions will obligate you to in-person attendance all day. You may struggle with being present at these training sessions and then being on-time for evening classes at the Downtown campus. Furthermore, the first year as a CPS employee can be very intense. There is much to learn and negotiate. Your coping skills will be stretched, as is, and to add Part-time schooling on top of that could be overwhelming. Also, while in the first year and possibly beyond at CPS, your supervisor may be unable or unwilling to offer you job flexibility to complete your field placements or other classes.
BSW Child Welfare Scholars Program
Application Form

Last Name: ___________________________ First Name: _____________________________

ASU ID: ___________________________ Social Security #: _____________________________

ASU e-mail address: _____________________________

Secondary e-mail address: _____________________________

Primary Ph#: ___________________________ Secondary Ph#: _____________________________

Physical Street Address: _____________________________

City, State, Zip: _____________________________

Mailing Address (if different from physical address): _____________________________

City, State, Zip: _____________________________

**Education**

Please check or place an X in front of each item that applies to you:

Current year in school: _____ Sophomore _____ Junior _____ Senior

Currently attending: _____ ASU

_____ Community College or other University: _____________________________

What will be your primary level of enrollment?

_____ part-time student

_____ full-time student

Which campus will you be attending?

_____ Phoenix Downtown Campus

_____ Tucson Campus

What semester/year did you take or will you take SWU 303, Human Behavior in the Micro Environment (e.g. Fall 2013 or Spring 2014)?

_____ Semester _____ Year
When do you anticipate being in field (please provide your best estimate)? Please note that students in the Scholars Program must do their two semesters of field as consecutive semesters; either as a Fall/Spring placement or as a Spring/Summer placement.

_____ Semester _______ Year

_____ Semester _______ Year

When do you anticipate graduating (please provide your best estimate)?

_____ Semester _______ Year

**Scholars Program Curriculum Requirements**

Please initial each statement below indicating your understanding of the requirements of the Scholars Program.

_____ I understand that all Child Welfare Scholars Program students are required to take SWU 442, Introduction to Practice with Children and Families in Child Welfare as their senior year selective and that this selective is only offered in the Spring and Summer.

_____ I understand that all Child Welfare Scholars students are required to complete their field placement at either an ASU Child Welfare Training Unit or with a CPS field instructor. I understand that I must maintain communication with the Scholars Program of when I plan on entering field so that they can plan for my CPS placement.

_____ Phoenix campus students: I understand that the BSW Child Welfare Training Units are in the West Valley, and that there is a high likelihood that I will be placed in one of these units. If I am not placed in one of those units, I understand that my field placement could be anywhere in Maricopa county. There are no guarantees that my field placement will be in close proximity to or a short commute from my home.

_____ Tucson campus students: I understand that my field placement could be anywhere in Pima county. There are no guarantees that my field placement will be in close proximity to or a short commute from my home.

_____ I understand that the normal field hours for BSW students are Mondays and Wednesdays from 8 a.m. to 5 p.m. and that CPS offices are open only during normal business hours. I understand that there is no guarantee that a field placement will accommodate alternative hours. I also understand that there will be mandatory trainings for field that will take place during normal field hours regardless of the field hours I am working with my field instructor.

_____ I understand that my field placement at CPS will entail CPS job functions that require travel. I have or will have access to reliable personal transportation while I am at my field placement.

_____ I understand that I will be expected to make academic progress, to graduate in a timely manner, to maintain at least a 2.0 GPA, and that I must be admitted to the BSW Professional Program. I further understand that the scholarship will only pay for a student to retake a class on a case-by-case basis and that there must be sufficient justification for the Scholarship to pay for repeating a class.
I understand that I should withdraw from classes I do not intend on completing PRIOR to 100% tuition reimbursement deadline, or that I, personally, will be charged for these courses.

I understand that the Scholarship will only pay for classes which are on my Program of Study for a BSW degree.

**DCS Work Requirements**

The following are a few of the DCS Work Requirements. Students should be aware of these work requirements and be able to meet them upon employment with DCS. Please initial each statement indicating that you understand the requirement.

- I understand that I must be a U.S. citizens or have a work visa that would allow me to meet the work commitment at DCS upon graduation.

- I understand that I must be able to pass a CPS registry check (Please note: individuals who have had a substantiated report of child abuse or neglect against them as a parent/care-taker in the past 18 years will generally NOT pass this check).

- I understand that I must be able obtain and maintain an Arizona Department of Public Safety Level I fingerprint clearance card. (Please note: individuals who have been convicted of a DUI in the past five years, of a crime against a child, or of a felony will generally NOT be able to get a clearance card, additionally, if a person is charged with a crime or DUI while in possession of a clearance card, the card may be revoked.)

- I understand that I must have a valid driver’s license, auto insurance, and regular access to a vehicle capable of safely transporting at least two other people in addition to myself.

- I understand that I must be able to pass a driving background check and maintain good driving habits. (Please note: students should not have 6 points or more on their driver’s license at any time while they are in their field placement, additionally, students may not be able to be hired at DCS if they have 6 points or more on their driver’s license at the time they apply to the department.)

- I understand that I must be able to pass the hiring screening, pass the hire interview and the hiring background check prior to my employment at DCS, and that acceptance into the Child Welfare Scholars Program does not guarantee being able to be hired at DCS. (Please note that in addition to the background checks of the fingerprint clearance card, criminal record background check, CPS registry background check, and reference checks, at the time students apply for employment at DCS, the department may also contact the applicant’s prior employers as an additional method of obtaining background information.)

**Essential Functions of the CPS Specialist Position**

The following are some of the essential functions of a CPS Specialist. While not being able to fulfill all of the essential functions does not automatically rule out any applicant, if you cannot fulfill any of the essential functions, please note this on a separate document so that DCS can ascertain whether reasonable accommodations can be made.

- the ability to visually assess the condition of a child and his/her home environment...
the ability to conduct home visits (including those homes that are not wheelchair accessible)
the ability to use a computer and learn computer programs
the ability to interview children and adults proficiently in English
the ability to write competently in English

Please initial the statement below:

I have read the essential functions of the CPS Specialist Position and can perform the essential functions of the CPS Specialist without accommodations. OR If I need reasonable accommodations, I have attached a separate page describing these accommodations.

Contractual Requirements
Please initial the statements below indicating your understanding of your responsibilities if you enter the BSW Child Welfare Scholars Program and sign the contract with DCS.

I understand that if I am awarded a Child Welfare Scholarship, I will be contractually obligated to work full-time at Child Protective Services in Arizona for up to two years upon my graduation from the BSW Program. If I intend to continue my education in the MSW program, I have read and understand the information contained under the “Continuing on to the MSW Program” link on the website, which states that I will NOT be permitted to postpone my work commitment until after an MSW program.

I understand that if I accept the BSW Child Welfare Scholarship and do not fulfill my work commitment to CPS, I will be required to pay back (at a pro-rated amount) the money that was invested in my education to the Arizona Department of Child Safety.

CPS Fit
The purpose of the BSW Child Welfare Scholars Program is to recruit and train skilled and competent social workers who desire to pursue a career in child welfare. The work of public child welfare is both rewarding and challenging. We encourage all potential Scholars students to gain as much insight as they can about the work of CPS and their personal fit to that work in order to: 1) meet the purpose the Scholars program, that of providing CPS with competent workers who are prepared to provide services to highly vulnerable children and families; and 2) ensure that the investment in your education does not pose an undue burden on you if you are ultimately unable to work at CPS and are required to pay back the scholarship money received. Please initial the resources below you used to explore the field of child welfare and your fit in a CPS position.

Mandatory for All Applicants (available on the CWTP website):

- viewed the AZ CPS Realistic Job Preview
- read the Myths of CPS Work document
- completed and considered the CPS Fit Checklist document

Suggested:
_____ read the FAQs regarding Child Welfare students and CPS (on the CWTP website)

_____ visited and explored the DES/CPS website

_____ shadowed an ASU Child Welfare Training Unit field instructor

**Application Materials Checklist**

Please initial each application document below indicating that you have included this document with your application.

_____ Application Form

_____ Personal Statement that addresses: 1) My interest and/or experience in child welfare, 2) My understanding of the kinds of things I would be doing as a CPS Case Manager, 3) My strengths in pursuing a career with Child Protective Services, 4) Challenges I may face in pursuing a career with CPS, 5) My understanding of the commitment to work for CPS upon graduation, 6) Additional information I would like you to know about me that I believe is important in considering my application for this program. Please be sure that your **full name** is on each page of your personal statement.

_____ Resume noting applicable employment history and volunteer history. Please be sure to include your volunteer experience you completed in association with your Social Service Delivery Systems class (if applicable) or any other class that required a volunteer placement. Please also be sure your **full name** is on each page.

_____ Unofficial transcripts from recent colleges/universities (please include transcripts from all institutions with courses that you intend to transfer to ASU for credit and/or transcripts from all institutions with courses that will be applied to your BSW degree. Please note that you must include transcript(s) that include the prerequisites for SWU 303: Introduction to Social Work, Social Service Delivery Systems, and Foundations of Social Work Practice (taken at ASU or other colleges or universities).

_____ Consent for full Access to Educational Records

_____ Direct Service Position Job Supplement Part I

_____ Direct Service Position Job Supplement Part II

_____ Certificate of Criminal Offense (Please be sure this document is notarized)

_____ A copy of your Level One fingerprint clearance card **IF** it was issued after 9/17/07 along with a copy of your social security card **OR** a copy of your completed fingerprint application form (you can obtain an application form from Jama Sandoval when you return this application).