



## ASCA U Specialist Trainings Frequently Asked Questions

Please review this document for answers to your frequently asked questions regarding the ASCA U Specialist courses. If you still have questions, please contact [asca@schoolcounselor.org](mailto:asca@schoolcounselor.org).

### How do I access/complete my Specialist Trainings?

To access your materials, please reference the link in the confirmation email that's sent upon registering for the course. Alternatively, you can access your course materials within each exam (see below for more information)

To access your exams, log in to the ASCA website and click on "My ASCA." Then click on My Profile. From your My Profile page, click on the "Purchases" tab at the top, then click on "Exams" on the left. Your ASCA U Specialist Course and its affiliated exams will be listed in the center of your screen. Click on "Details". Materials for each exam are listed under the documents section of this page. Once you're ready to take the exam, click on the "Take Quiz" button (See screenshots below).

Jennifer Walsh Individual

The screenshot shows the 'Purchases' tab selected in the top navigation bar. On the left sidebar, the 'Exams' category is highlighted. The main content area displays a table of purchases with the following data:

Name	Exam Date	Cancelled On	Result	Latest Score	View	Certificate
PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)	1/1/2018		Passed On: 7/25/2018	6	<b>Details</b>	
PSC Exam: Bringing Mental Health Needs into Focus Through School Counseling Program Transformation (Vol. 16, Issue 5)	1/1/2018		Passed On: 7/25/2018	5	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.5)	1/1/2018		Passed On: 7/25/2018	5	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.6)	1/1/2018		Passed On: 7/25/2018	15	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.7)	1/1/2018		Passed On: 7/25/2018	14	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.6)	1/1/2018		Passed On: 7/25/2018	15	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.5)	1/1/2018		Passed On: 7/25/2018	11	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed	1/1/2018		Passed On: 7/25/2018	17	Details	

**Access the resource for the quiz:**

**MENTAL & TRAUM-SP: ASCA Position Statement Exam- Trauma-Informed Practice**  
Monday, January 1, 2018  
ASCA Position Statement: Trauma-Informed Practice

**Exam Details:**  
203116  
Karen J Johnson (Student)  
MENTAL & TRAUM-SP: ASCA Position Statement Exam- Trauma-Informed Practice  
Begins on: Monday, January 1, 2018  
Ends on: Tuesday, January 1, 2030  
Result: **Passed On: 1/1/2020**

**Billing Info:**  
Karen J Johnson (Student)  
85 MacArthur Dr  
Clifton, New Jersey 07013-3936  
United States

**Order Details:**  
Purchased on Monday, June 1, 2020  
Order: 2323640

**Exam Details:**  
Print Purchase  
Take Quiz  
Cancel Exam

**Documents**

Title	Description	Extension	View
The School Counselor and Trauma-Informed Practice	ASCA Position Statement	N/A	<a href="#">View</a>

**“Take quiz” button:**

**PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)** Purchased on Wednesday, July 25, 2018

**PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)**  
Monday, January 1, 2018  
PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)

**Exam Details:**  
230706  
Jennifer Walsh  
PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)  
Begins on: Monday, January 1, 2018  
Ends on: Tuesday, January 1, 2030  
Result: **Passed On: 7/25/2018**

**Billing info:**  
Jennifer Walsh  
1101 King St  
Alexandria, Virginia 22314-2944  
United States

**Order Details:**  
Purchased on Wednesday, July 25, 2018  
Order: 297800

**Exam Details:**  
Print Purchase  
Take Quiz  
Cancel Exam

Other Purchases | Scores | Notes

Scores:

Once you successfully pass all course exams by correctly answering every question, you can view and download a record of your education credits by going to your “Account” tab at the top of your profile and clicking on the “Education Credits” on the left.

## **What's included in the \$99 member rate and \$249 non-member rate when you purchase the course?**

All required articles, podcasts, webinars and quizzes are included in the purchase price. However, any required books are an additional cost. You can find links to purchase the required books from the individual ASCA U course page OR in the confirmation email sent upon registering for the course.

## **How long do I have to complete the training?**

You have one year following purchase to complete the Specialist Training course. We grant some flexibility for those who purchased courses prior to the one-year expiration policy.

## **How can I purchase an ASCA U course using a Purchase Order?**

You can submit your purchase order to [orders@schoolcounselor.org](mailto:orders@schoolcounselor.org).

## **How long does it take to complete a Specialist Training?**

On average, the courses take about 50 hours to complete.

## **Is there any particular order that I need to complete the exams?**

No—ASCA U courses are self-paced and designed to be completed in whatever order you wish. Once you successfully pass all course exams by correctly answering every question you've completed the course.

## **Which Specialist Training courses are approved for graduate credit?**

Approved courses listed below. [Click here](#) for complete instructions on how to earn graduate credit for the courses.

- Anxiety and Stress Management Specialist
- Bullying Prevention Specialist
- Career Development Specialist
- Closing the Achievement Gap Specialist
- Cultural Competency Specialist (This is no longer available for purchase through ASCA but you can still earn graduate credit for it if you completed it through ASCA)
- Culturally Sustaining School Counseling Specialist (launched December 2020. This is the second edition of the Culturally Competency Specialist Training above)
- Diversity, Equity, and Inclusion Specialist
- Grief and Loss Specialist
- Legal and Ethical Specialist
- Mental Health Specialist
- Students with Special Needs Specialist
- Trauma and Crisis Specialist
- School Counseling Leadership Specialist (second edition)
- School Counseling Association Leadership Specialist
- School Counseling Data Specialist

## **How do I earn graduate credit for approved Specialist courses?**

**First, you must register for and complete the course through ASCA.** ASCA U Specialist Trainings are worth 3 graduate credits. ASCA will submit grades to Lindenwood University's Coordinator at the end of each semester. The standard A, B, C, or F grading system will be utilized. If you complete the course your grade will be reported as an A since you must complete all exams with a 100% in order to pass the course. [Click here](#) for complete instructions. Individual, course-specific graduate packets are included on each Specialist Training page. Please note, the onus is on the individual to determine if graduate credit is approved and/or necessary in your state or district to meet continuing education requirements and goals.

## **If I'm pursuing graduate credit, what will my grade be reported as?**

The standard A, B, C, or F grading system will be utilized. If you complete the course your grade will be reported as an A since you must complete all exams with a 100% in order to pass the course.

### When will my grade be reported to Lindenwood if I'm pursuing graduate credit?

ASCA will submit grades to Lindenwood University's Coordinator at the end of each semester. Grades are due to Lindenwood by May 15<sup>th</sup> for the Spring Semester, by August 15<sup>th</sup> for the Summer Semester, and by December 15<sup>th</sup> for the Fall Semester.

### Are my graduate credits earned through Lindenwood for the completion of ASCA U courses suitable for transfer credit or academic requirements for state licensure or certification?

Any graduate credit hours earned through these classes will not be suitable for transfer into any graduate degree program in counselor education, nor is it intended to satisfy the academic requirements for state licensure or certification. However, they may be applied, in most cases, to satisfy continuing education or professional development to meet licensure requirements or renewal. Graduate credits are nonrefundable, so participants are strongly encouraged to verify with their own state education boards, human resource/professional development coordinator, or academic institution to determine if this graduate credit is applicable.

### Where can I find record of my CEUs earned?

You can find this by logging into your ASCA account and clicking on your Account tab/Education Credits (see screenshot below).

Jennifer Walsh Individual

Apps > Customers App > Individuals

Overview **Account** Purchases Requests Tasks Documents Custom Buy

Personal Info  
Contact Info  
Relationships  
Committees  
Chapters  
Speaker Info  
Additional Info  
**Education Credits**  
Awards  
Change Password  
Privacy  
Opportunities

Add New Education Credit + Transcript Download Transcript

1 [ 1 to 22 out of 22 records ] Tools

Type	Name/Description	Number of Credits	Earned On	Status	Self Reported	Document	Edl
CEU	Webinar Exam: Technology Tools for the Nontechie	0.10	10/25/2018	PENDING	No		
CEU	Bullying Prevention Specialist Training (Second Edition)	5.00	10/24/2018	PENDING	No		
CEU	Mental Health Specialist Training	5.00	7/25/2018	APPROVED ON 8/6/2018	No		
CEU	Webinar Exam- School Counseling	0.10	7/23/2018	PENDING	No		

### I passed an exam but my score isn't updating.

Exam scores should update almost immediately but sometimes there's a system hang-up preventing this from happening. Once you've successfully passed an exam, please do not retake it. If it doesn't update overnight then please let us know and we will look into it for you.

### I completed my course but it still says "Pending" on my transcript.

If you completed the course today, education credits update overnight, so you'll see these move from pending to approved by early tomorrow morning under your Account tab/Education Credits.

From there you can print your transcript while you await your certificate which should arrive no later than 3-4 weeks in the mail.

### **How can I download a transcript of the courses I completed through ASCA U?**

You can download a transcript from your MyASCA portal under the Account tab/Education Credits after completing the course. Additionally, you will receive a certificate in the mail suitable for framing that most districts accept. (See screenshot in above question)

### **How do I download a certificate of the courses I completed through ASCA U?**

Our platform does not currently allow for printing of digital certificates. You can download a transcript from your MyASCA portal under the Account tab/Education Credits after completing the course. (See screenshot in above question). Additionally, you will receive a certificate in the mail suitable for framing that most districts accept.

### **What's the difference between CEUs and contact hours?**

District/state terminology and conversions vary, which is why ASCA offers two “types” of continuing education— CEUs and contact hours. Industry standard usually states that 1 CEU is equal to 10 hours of educational content, while 1 contact hour equals 1 hour of educational content. Specialist Trainings usually take about 50 hours to complete so they are worth 50 contact hours OR 5 CEUs.

### **Can taking classes with ASCA count toward state recertification requirements?**

All states/districts have different requirements as far as continuing education and recertification. Review requirements on [this](#) page to see a state-by-state breakdown. While we do try to keep this information updated, states do periodically update their laws, so it's always a good practice to check with your state's Department of Education or the equivalent. Most states accept ASCA professional development offerings without issue. However, if you experience issues, know that most, if not all, states accept graduate credit for license renewal and most of our Specialist Trainings and the ASCA Conference offer graduate credit.

### **Are the ASCA U Specialist courses available for NBCC credit?**

The ASCA U Specialist courses are not available for NBCC credit.

### **How do I receive Clock Hours (for Washington State) for ASCA's professional development offerings?**

The state of Washington has different requirements than most states and only accepts Washington Clock Hours. Fortunately, the Washington School Counselor Association (WSCA), an approved clock hour provider and ASCA state affiliate, converts ASCA CEUs to clock hours. [Details are found here.](#)

### **How do I receive ACT48 Hours (for the state of Pennsylvania) for ASCA's professional development offerings?**

The Pennsylvania School Counselor Association (ASCA's state affiliate) will assist in CEU conversion to ACT48 hours. Instructions on how to do this [can be found here.](#)

### **How do I receive SCECHs (for the state of Michigan) for ASCA U Specialist Trainings?**

The Michigan Department of Education has approved ASCA U Specialist Trainings to earn SCECHs, however, you will need to work through the Michigan School Counselor Association (MiSCA) to earn SCECHs. You must be a member of the Michigan School Counselor Association, and there is a \$145 fee associated with the reporting of the SCECHs. [Instructions here.](#)

### **I am a school counselor in Mississippi; how can I receive CEU credit for my Specialist Trainings??**

**Register for and complete the course through ASCA first.** To receive CEU credit, upon completion of the course visit <https://rcu.gosignmeup.com/> and search for the course name. If you do not already have an account, you will be prompted to create one. Follow the steps as prompted to login and purchase the CEUs



for the course(s) you completed. If your school will be paying with a PO, you will need that PO number PRIOR to purchasing. CEUs will be awarded within two weeks of receiving final report of completers from ASCA. For questions or tech support, please contact [helpdesk@rcu.msstate.edu](mailto:helpdesk@rcu.msstate.edu).

**I am a school counselor in Illinois; how can I receive CEU credit for my Specialist Trainings?**

The Illinois School Counselor Association (ASCA's state affiliate) is able to assist you in using the ASCA U Specialist Trainings for professional development credit in Illinois. Please contact [assistance@ilschoolcounselor.org](mailto:assistance@ilschoolcounselor.org) for assistance.

**Have a suggestion for future Specialist Training courses?**

Send them to [jwalsh@schoolcounselor.org](mailto:jwalsh@schoolcounselor.org)