

ASCA Recognition for School Counselor Preparation Programs Program Report Instructions and Decision Outcomes

College/university school counselor preparation programs are invited to seek national recognition of their school counselor preparation program if the university is accredited by a recognized accreditor of colleges of education, including the Council for the Accreditation of Educator Preparation ([CAEP](#)), the Association for Advancing Quality in Educator Preparation ([AAQEP](#)), or another nationally recognized accreditor.



Programs are encouraged to apply in conjunction with their accreditation schedule. For example, CAEP asks programs completing SPA reports (the terminology used for the ASCA Program) to indicate their intent to CAEP three years prior to their accreditation site visit. AAQEP is more flexible, but bear in mind that ASCA recognition decisions last for 7 years and expire or must be renewed at the time of the university's reaccreditation.

Before assembling data and beginning the program report, please carefully review the [ASCA Standards rubric and assessment guidelines found here](#).

About Reviewer Decisions:

Reviewers determine whether programs have met the standard and its components based on the "preponderance of evidence for the standard." To achieve ASCA Recognition, all standards must be met with 50% of the components met under the standard and the other components at least partially met. (In other words, if a standard includes four components, two must be met completely and the other two at least partially.) No specific components under the standards are required to be fully met, but all components must have some evidence provided.

There are three possible outcomes for programs after the review(s).

- 1.** Full recognition for up to 7 years.
- 2.** Further development needed. If the program doesn't meet all standards, it has two more opportunities, up to two years, to respond to the issues and seek full recognition.
- 3.** Not recognized (after No. 2 is exhausted). If the issues are still not addressed and rectified, then recognition is not granted and the institution would have to reapply before their next accreditation site visit.

Cover Page Information

University Details

Name of Institution _____

Program Review Status

- Initial Report
- Response to Further Development Required
- Response to National Recognition with Conditions

State _____

Submission Date _____

Institution's Accreditation

- CAEP
- AAQEP
- Other

If you selected other above, please indicate your accrediting body _____

Degree:

- Master's
- Master's/Doctorate
- Education Specialist

Report Preparer's Name _____

Report Preparer's Email _____

Report Preparer's Phone Number _____

Is this program offered at more than one site?

- Yes
- No

If your answer is "yes" to the above question, list sites where the program is offered
Title of the state license for which candidates are prepared (e.g., licensed school counselor) _____

Does your state require a test for licensure (e.g., Praxis)?

- Yes
- No

Section II: Content

Program Details

Description of any state or institutional policies that may influence the application of ASCA standards. (Response limited to 4,000 characters.) _____

Description of the field and clinical experiences required for the program. (Include the number of hours for any field-based experiences (connected to coursework) and the number of hours/weeks for school counseling practicum or internships. (Response limited to 8,000 characters.) _____

Please attach files to describe a program of study that outlines the courses and experiences required for candidates to complete the program. (The program of study must include course titles. This information may be provided as an attachment from the college catalog or as a student advisement sheet.) FILE UPLOAD

Candidate Information: Provide three years of data on candidates enrolled in the program and completing the program, beginning with the most recent academic year for which numbers have been tabulated. Note that data must be reported separately for programs at multiple sites. [Use the program template found here](#). Create additional tables as necessary and upload as a single PDF. FILE UPLOAD

Faculty Information: Provide the information about faculty [using the chart template found here](#). Include all faculty members responsible for professional coursework, clinical supervision or administration in this program. FILE UPLOAD

Section II: List of Assessments (Table)

Detail the 6-8 assessments that are being submitted as evidence for meeting the ASCA standards. All programs must provide a minimum of six assessments. Please upload a chart that lists the assessments you will provide as evidence. If your state does not require a state licensure test in the content area, you must substitute an assessment that documents candidate attainment of content knowledge in Assessment #1. For each assessment, indicate the type or form of the assessment and when it is administered in the program. [Use the template found here](#) to provide your information. FILE UPLOAD

Section III: Relationship of Assessments to Standards (Table)

For each ASCA standard, identify the assessment(s) that address the standard.

Relationship of Assessments to Standards Table: Create and upload a table based on the example below that identifies the assessment(s) you will use to address each ASCA standard. One assessment may apply to multiple ASCA standards. Report preparers are advised to be precise in their evidence. In other words, do not provide more evidence than is necessary to meet the standard. If two assessments show sufficient evidence, don't include an additional assessment. Lastly, be mindful of which assessments are appropriate for evidence. For example, exam scores are not appropriate evidence for standards that can only be shown with demonstrated skills (4.4, for example). Check the boxes for the assessments to be used to show evidence for the particular standard. [Use the template found here.](#) FILE UPLOAD

Section III: Relationship of Assessments to Standards (Narrative)

Write a synopsis that details how assessments address the standards: Write a concise synopsis that details how the assessments address the ASCA standards. The narrative must start with standard one, component one (1.1), citing which assessments will be used and how they support evidence of compliance with each standard, continuing through to standard 7, component 3 (7.3). FILE UPLOAD

Section IV: Evidence for Meeting Standards

The assessments and data reported must be those that all candidates in the program are required to complete and should be used by the program to determine candidate proficiencies as expected in the program standards. Assessments and scoring guides/rubrics should be aligned with the ASCA standards. This means that the concepts in the ASCA standards should be apparent in the assessments and in the scoring guides/rubrics to the same depth, breadth and specificity as in the ASCA standards.

Assessment #1 (a): State licensure tests or professional examinations of content knowledge in school counseling. ASCA standards addressed in this entry could include but are not limited to Standards 1-5. If your state does not require licensure tests or professional examinations in the content area, data from another assessment must be presented to document candidate attainment of content knowledge. Successful completion of exam addresses all ASCA standards with the exception of standards that can

only be demonstrated in field experiences. Provide assessment information as outlined in the directions for Section I. Describe the assessment and its use in the program (one sentence may be sufficient) _____

Assessment #1 (b): Describe how this assessment specifically aligns with the standards it is cited for in Section III. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #1 (c): Provide a brief analysis of the data findings [two cycles of data (i.e., cohorts) are required.] FILE UPLOAD

Assessment #1 (d): Provide an interpretation of how the data provides evidence for meeting standards. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #1 (e): Upload the 1) assessment tool or description of the assignment, 2) the scoring guide/rubric, and 3) candidate data derived from the assessment. (Scan ALL documents into a single PDF for upload. Should not be more than five pages. Scoring guide is not required for reporting state licensure data.) FILE UPLOAD

Assessment #2 (a): Assessment of content knowledge in school counseling. ASCA standards addressed in this entry could include but are not limited to Standards 1-5. Examples of assessments include comprehensive examinations, reflections, essays, research papers, or case studies where grades are present; and other portfolio tasks. Describe the assessment and its use in the program (one sentence may be sufficient).

Assessment #2 (b): Describe how this assessment specifically aligns with the standards it is cited for in Section III. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #2 (c): Provide a brief analysis of the data findings [two cycles of data (i.e., cohorts) are required.] FILE UPLOAD

Assessment #2 (d): Provide an interpretation of how the data provides evidence for meeting standards. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #2 (e): Upload the 1) assessment tool or description of the assignment, 2) the scoring guide/rubric, and 3) candidate data derived from the assessment. (Scan ALL

documents into a single PDF for upload. Should not be more than five pages. Scoring guide is not required for reporting state licensure data.) FILE UPLOAD

Assessment #3 (a): Assessment that demonstrates candidates can effectively plan the professional responsibilities of a school counselor. ASCA standards that could be addressed in this assessment include but are not limited to Standards 2-6. Examples of assessments include the development of a comprehensive school counseling program project and description of the impact of the program on student outcomes, case studies, reflections, needs assessments, or intervention plans. Describe the assessment and its use in the program (one sentence may be sufficient). _____

Assessment #3 (b): Describe how this assessment specifically aligns with the standards it is cited for in Section III. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #3 (c): Provide a brief analysis of the data findings [two cycles of data (i.e., cohorts) are required.] FILE UPLOAD

Assessment #3 (d): Provide an interpretation of how the data provides evidence for meeting standards. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #3 (e): Upload the 1) assessment tool or description of the assignment, 2) the scoring guide/rubric, and 3) candidate data derived from the assessment. (Scan ALL documents into a single PDF for upload. Should not be more than five pages. Scoring guide is not required for reporting state licensure data.) FILE UPLOAD

Assessment #4 (a): Assessment that demonstrates candidates' knowledge, skills, and dispositions are applied effectively in practice in school counseling practicum/internship. ASCA standards that could be addressed in this assessment include Standards 2-7. Examples of assessments include curriculum development, project, internship project, candidate log/reflections, and clinical site supervisor evaluation demonstrating candidates' ability to apply knowledge in practice. Describe the assessment and its use in the program (one sentence may be sufficient). _____

Assessment #4 (b): Describe how this assessment specifically aligns with the standards it is cited for in Section III. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #4 (c): Provide a brief analysis of the data findings [two cycles of data (i.e., cohorts) are required.] FILE UPLOAD

Assessment #4 (d): Provide an interpretation of how the data provides evidence for meeting standards. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #4 (e): Upload the 1) assessment tool or description of the assignment, 2) the scoring guide/rubric, and 3) candidate data derived from the assessment. (Scan ALL documents into a single PDF for upload. Should not be more than five pages. Scoring guide is not required for reporting state licensure data.) FILE UPLOAD

Assessment #5 (a): Assessment that demonstrates candidates' ability to integrate domains of knowledge and apply professional skills in delivering a comprehensive range of services evidenced by measurable positive impact on students. ASCA standards addressed in this assessment include Standards 3-5. Assessments could include collecting and analyzing impact data specific to learning environment such as improved grades, reduction in behavioral referrals, school climate improvement. Describe the assessment and its use in the program (one sentence may be sufficient).

Assessment #5 (b): Describe how this assessment specifically aligns with the standards it is cited for in Section III. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #5 (c): Provide a brief analysis of the data findings [two cycles of data (i.e., cohorts) are required.] FILE UPLOAD

Assessment #5 (d): Provide an interpretation of how the data provides evidence for meeting standards. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #5 (e): Upload the 1) assessment tool or description of the assignment, 2) the scoring guide/rubric, and 3) candidate data derived from the assessment. (Scan ALL documents into a single PDF for upload. Should not be more than five pages. Scoring guide is not required for reporting state licensure data.) FILE UPLOAD

Assessment #6 (a): An additional assessment that demonstrates candidates are able to integrate domains of knowledge and apply professional skills in delivering a comprehensive

range of services evidenced by measurable positive impact on students. ASCA standards addressed in this assessment include Standards 3-5. Assessments could include collecting and analyzing impact data specific to learning environment such as improved grades, reduction in behavioral referrals, school climate improvement. Describe the assessment and its use in the program (one sentence may be sufficient) _____

Assessment #6 (b): Describe how this assessment specifically aligns with the standards it is cited for in Section III. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #6 (c): Provide a brief analysis of the data findings [two cycles of data (i.e., cohorts) are required.] FILE UPLOAD

Assessment #6 (d): Provide an interpretation of how the data provides evidence for meeting standards. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #6 (e): Upload the 1) assessment tool or description of the assignment, 2) the scoring guide/rubric, and 3) candidate data derived from the assessment. (Scan ALL documents into a single PDF for upload. Should not be more than five pages. Scoring guide is not required for reporting state licensure data.) FILE UPLOAD

Assessment #7 (OPTIONAL) (a): Additional assessment that addresses ASCA standards 2-7. Examples of assessments include comprehensive exams, exit surveys, alumni and/or employer followups, theses, and/or case studies. Describe the assessment and its use in the program (one sentence may be sufficient) _____

Assessment #7 (b): Describe how this assessment specifically aligns with the standards it is cited for in Section III. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #7 (c): Provide a brief analysis of the data findings [two cycles of data (i.e., cohorts) are required.] FILE UPLOAD

Assessment #7 (d): Provide an interpretation of how the data provides evidence for meeting standards. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #7 (e): Upload the 1) assessment tool or description of the assignment, 2) the scoring guide/rubric, and 3) candidate data derived from the assessment. (Scan ALL

documents into a single PDF for upload. Should not be more than five pages. Scoring guide is not required for reporting state licensure data.) FILE UPLOAD

Assessment #8 (OPTIONAL) (a): Additional assessment that addresses ASCA standards 2-7. Examples of assessments include comprehensive exams, exit surveys, alumni and/or employer followups, theses, and/or case studies. Describe the assessment and its use in the program (one sentence may be sufficient) _____

Assessment #8 (b): Describe how this assessment specifically aligns with the standards it is cited for in Section III. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #8 (c): Provide a brief analysis of the data findings [two cycles of data (i.e., cohorts) are required.] FILE UPLOAD

Assessment #8 (d): Provide an interpretation of how the data provides evidence for meeting standards. Cite ASCA standards by number (e.g., 1.2, 3.3, 6.1, etc.) and standard wording. _____

Assessment #8 (e): Upload the 1) assessment tool or description of the assignment, 2) the scoring guide/rubric, and 3) candidate data derived from the assessment. (Scan ALL documents into a single PDF for upload. Should not be more than five pages. Scoring guide is not required for reporting state licensure data.) FILE UPLOAD

Section V: Use of Assessment Results to Improve Program

Evidence of program and candidate performance improvement: Describe how assessment evidence has been used to improve candidate performance and strengthen the program. This description should not link improvements to individual assessments but, rather, it should summarize principal findings from the evidence, the faculty's interpretation of those findings, and changes made in (or planned for) the program as a result. Describe the steps program faculty has taken to use information from assessments for improvement of both candidate performance and the program. This information should be organized around

1. content knowledge,
2. professional and pedagogical knowledge, skill, and dispositions, and
3. student learning.

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