



## Program Report Template: Sample

The ASCA National Recognition for School Counselor Preparation Programs is available to universities/colleges currently accredited by the Association for Advancing Quality in Educator Preparation and those who are applying for accreditation. The ASCA recognition is awarded by ASCA to programs that show evidence of meeting the ASCA standards. Program reports are reviewed by a team of reviewers trained and assigned by ASCA.

### 1. **BASIC INFORMATION**

*[Institution may provide below or link to section of their accreditation self-study]*

- a. Name of institution:
- b. Name of program:
- c. State:
- d. Date submitted:
- e. Name and title of preparer:  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_
- f. Degree(s) conferred: *(ASCA recognition applies only to master's in school counseling programs)*
- g. If the school counseling program is offered in more than one site, please explain:
- h. Indicate the licensure category for your state (school counselor, pupil services personnel, etc.):
- i. Please indicate whether your institution is currently accredited by AAQEP or currently seeking accreditation:  
 Currently accredited  
 Seeking accreditation
- j. Please indicate the test required by your state to receive licensure (e.g., Praxis test in Pennsylvania; Ohio Assessment for Educators #040 in Ohio):

## 2. PROGRAM DESCRIPTION

*[Institution may provide below or link to sections of their accreditation self-study]*

- a. Provide most recent completed graduation data on candidates enrolled in and completing the program, beginning with the most recently completed academic year. See example below:

Academic Year	No. of Candidates Enrolled in the School Counselor Preparation Program	No. of Program Completers (Master's in School Counseling)

- b. Provide details about each faculty member responsible for professional coursework, supervision or administration of the school counseling program. See example below:

Faculty member name	
Highest degree, field, and university	
Assignment (role of faculty member)	
Scholarship, leadership in professional associations and service (list up to 3 major contributions in past 3 years)	
Experience in K-12 schools	

## 3. EVIDENCE OF MEETING ASCA STANDARDS FOR SCHOOL COUNSELOR PREPARATION PROGRAMS

- a. Please list the school counselor candidate assessments you are providing to show evidence of meeting the ASCA standards as well as the standards for which the assessment(s) applies, as the chart below indicates. See the [Assessment Rubric](#) for details regarding the type of assessment, such as course grades or a capstone project. (Assessments 1-6 are required.)

Assessments	Name of assessment	Type of assessment (e.g., Praxis, portfolio, etc.)	Standard(s) to which the assessment applies
No. 1: Content knowledge (state licensure exam or other counseling exam in the absence of a state exam)			
No. 2: Content knowledge (program and/or course-embedded assessment or program GPA)			
No. 3: Professional knowledge, skills and dispositions (ability to plan professional responsibilities of a school counselor)			
No. 4: Pedagogical and professional knowledge, skills and dispositions (internship assessment—demonstrating ability to apply knowledge in practice)			
No. 5: Pedagogical and professional knowledge, skills and dispositions (faculty observation of internship)			
No. 6: Effects on student learning (collecting and analyzing data specific to learning environment)			
No. 7: Additional assessment to address standards 2-6 (optional)			
No. 8: Additional assessment to address standards 2-6 (optional)			

- b. For each assessment provided above, please provide the following information:
  1. Description of the assessment and its use in the program (1-2 sentences).
  2. Description of how the assessment specifically aligns with the standards it is intended to show evidence of meeting as indicated above. See the [rubric](#) for evidence that is unacceptable, acceptable and on target.
  3. Brief analysis of the data findings.
  4. Interpretation of how the data provides evidence for meeting the standards.
  5. Attachments: assessment/tool, scoring rubric, data charts/tables

**4. USING DATA TO IMPROVE THE SCHOOL COUNSELING PROGRAM**

*[Institution may provide below or link to sections of their accreditation self-study]*

Please discuss how assessment results have been analyzed and used to improve candidate performance and strengthen the school counseling program at your institution (12,000 characters max).