



NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS

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http://nasponline.org/standards/approvedtraining/training_program.aspx

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**PLEASE CHECK OUR WEBSITE FREQUENTLY FOR UPDATES TO THIS
DOCUMENT
AND OTHER MATERIALS RELATED TO ONLINE SUBMISSION**

TO: School Psychology Programs

FROM: Enedina Garcia Vazquez, Ph.D.
Chair, NASP Program Approval Board

RE: General Instructions for Online Submissions for NASP Program Approval

NASP has developed an online submission process for programs wishing to be considered for NASP-approved status. The process corresponds to NCATE's online submission requirements. Below are some detailed instructions about submission of your NASP program materials on the NCATE online submission site.

PLEASE READ THESE INSTRUCTIONS CAREFULLY AND CONTACT ME AS SOON AS POSSIBLE IF YOU HAVE QUESTIONS. IT IS RECOMMENDED THAT YOU BEGIN PREPARING YOUR PROGRAM SUBMISSION SEVERAL MONTHS IN ADVANCE OF YOUR SUBMISSION DEADLINE.

IMPORTANT NOTE: The instructions below outline the basic components of the NASP online program report form and online submission procedures. Beginning in fall 2007, NCATE has updated the online submission process to be more interactive; the new process is called the "Program Review (PRS) System." The NASP online report form will be used, and the template for the report form is located on our website. When you submit your report on the NCATE PRS site, text may be entered online in response to specific prompts or may be copied and pasted from prepared documents for some sections of the report. For additional sections of the report, you must upload required file attachments of separate Word, PDF, etc. documents. The instructions below reflect the new NCATE PRS system.

1. The latest version of the NASP online program report form is located at http://www.nasponline.org/standards/approvedtraining/training_program.aspx.

PLEASE CHECK OUR WEBSITE FREQUENTLY FOR UPDATED INFORMATION.

2. The online program report form and required attachments must be completed by school psychology programs in NCATE institutions AND those in non-NCATE institutions. Programs in Page 2 NCATE institutions will complete the total online template report with all attachments (A–G). Programs in non-NCATE institutions will complete the total online template with all attachments (A-G), as well as an additional document, Attachment H for NASP Standard 5.

3. The 2000 NASP training standards will continue to provide the foundation for the program approval process. However, the procedures for submitting program materials and documenting compliance with NASP standards MUST meet the new online submission requirements. We encourage all programs to begin consideration of the new online report and its submission requirements as soon as possible.

4. Beginning in 2007, all programs submitting a **full review for initial approval or re-approval** will submit their program materials ONLINE on the NCATE PRS website. If your program is in an NCATE institution, please inform your unit's NCATE coordinator that your program will be submitting your NASP approval materials using the online template. Your NCATE coordinator must notify NCATE **at least a month in advance of your submission deadline** that your program will be submitting online. When NCATE receives this information, NCATE will send the URL and login codes you will need to enter the PRS site.

5. If your program is NOT in an NCATE institution, notify me **at least a month in advance of your submission deadline** that your program will be submitting online, that you are not in an NCATE institution, and that you will need login information. I will send login information to you so that you can submit your materials on the NCATE PRS submission site. Programs in non- NCATE institutions also must submit a \$500 fee to NASP using the Fee Payment Form located at http://www.nasponline.org/standards/approvedtraining/training_program.aspx.

6. Programs currently holding **conditional approval or 3-year approval** should follow the instructions for their next submissions found in the most recent decision letter sent to them by the NASP Program Approval Board or contact Enedina García Vázquez (nasppab@nmsu.edu) for more information.

7. Doctoral school psychology programs holding **APA accreditation** will continue to use the brief process described at http://www.nasponline.org/standards/approvedtraining/training_program.aspx.

However, specialist programs at these universities must use the full, online submission procedure described in this memo.

8. NASP has a spring review cycle and a fall review cycle each year. The submission deadlines for ALL submissions, including submissions using the new online report form, are as follows:

Fall cycle submission deadline—September 15th

Spring cycle submission deadline—March 15

9. The new online procedure requires that programs submit the online report form, attachments that are part of the report, course syllabi, and other program documents. Programs also must submit extensive attachments containing documentation for 6–8 assessments, including descriptions, detailed scoring guides and criteria, and aggregated candidate attainment data.

There is a requirement that programs provide three years of candidate attainment data for each

assessment, although NCATE has allowed some flexibility during a transition period in implementation of the new online template (see page 12 of the blank template of the NASP online report form). PLEASE NOTE: Many of the assessments have been required for NASP approval for several years; thus, it is expected that school psychology programs will be able to submit multiple years of candidate attainment data for most assessments, even during the transition period described on page 12.

10. When you begin preparing your program submission, you are encouraged to first review relevant NASP resources found on our website at

http://www.nasponline.org/standards/approvedtraining/training_program.aspx . You will find the *NASP (2000) Standards for Training and Field Placement Programs in School Psychology*, the second edition of *A Guide for Performance-Based Assessment, Accountability, and Program Development in School Psychology Training Programs*, and samples of online submission materials and program assessments to be very helpful.

11. The following NCATE website contains general information about the online submission process: <http://ncate.org/institutions/process.asp>. Scroll down to the bottom of the page and review documents such as *Guidelines and Procedures for the NCATE Web-Based Program Review System*, *Guidelines for Preparing an NCATE Program Report*, and *Frequently Asked Questions about NCATE's Program Review Process*. The documents will have extensive information relevant to NCATE's new PRS online system. These are general NCATE instructions applicable to all specialty fields in NCATE. **However, please note that these general NCATE instructions may not have all the details about NASP submission requirements. THEREFORE, PLEASE READ THE INFORMATION BELOW AND REVIEW THE NASP ONLINE REPORT FORM FOR MORE SPECIFIC INFORMATION ABOUT REQUIREMENTS FOR ONLINE SUBMISSION FOR NASP PROGRAM REVIEW.**

12. It is HIGHLY recommended that you view the brief NCATE videos at <http://ncate.org/institutions/miniPRS.asp?ch=90> . These mini-videos contain helpful instructions for submitting your program report on the NCATE PRS site.

13. After you login on the NCATE PRS site, please download the latest version of Adobe Reader (link in upper right of screen), which is needed to enter and view report information. Click on "Help" (upper middle of screen) for additional instructions about submitting program reports.

YOU ARE ENCOURAGED TO LOGIN AS SOON AS POSSIBLE SO THAT YOU CAN TROUBLESHOOT ANY DIFFICULTIES WELL IN ADVANCE OF THE DEADLINE FOR SUBMISSION OF YOUR REPORT.

14. Another helpful document for your review is the NCATE Guidelines for Program Reviewers at <http://ncate.org/documents/GuidelinesforReviewers102604.doc>. This document contains general guidelines that are used by reviewers of online program submissions. Please pay particular attention to the section about evaluating program assessments and note the following questions that will be used to guide reviewers in evaluating program evidence that NASP domains (NASP Standards 2.1–2.11) are ADDRESSED, ASSESSED, and ATTAINED. These questions also may be useful to program faculty when they prepare the extensive documentation and attainment data tables for the 6–8 assessments required for the NASP online program report.

- A. Is the domain adequately ADDRESSED in required coursework or other experiences?
- B. Do the ASSESSMENTS align with the components of the domain?
- C. Do the ASSESSMENTS assess meaningful cognitive demands and skill requirements at challenging levels for candidates?
- D. Are the ASSESSMENTS accurate and free from bias?
- E. Are the ASSESSMENT scoring guides clear and levels of candidate proficiency distinct and

appropriate?

F. Do the data as reported indicate the extent to which the candidates meet the domain standard (ATTAINMENT)?

G. Is the standard met (ADDRESSED, ASSESSED, and ATTAINED)?

15. Please note that you should begin preparing your program's electronic files for your online submission and saving them to your computer using a standard format (e.g., Word, Excel, and PDF files are allowed).

You will need to save a SEPARATE FILE for the main body of the program report and SEPARATE FILES for each different attachment described in the NASP online report form. The separate files are listed in the Table 1 below; please do NOT submit your program report in one large combined file. **Please note that the NCATE PRS system will not accept any attachment or single uploaded document that is more than 2 MB.**

It is important that programs check their attachments carefully. In addition, programs must NOT submit documents containing information about candidate identity (e.g., names, social security numbers, etc.).

16. Below, you will find several specific instructions for school psychology programs, information about how to prepare your program report and attachment files, and information about how to submit your materials on the NCATE PRS website. PLEASE BEGIN YOUR PREPARATIONS SEVERAL MONTHS IN ADVANCE OF YOUR SUBMISSION DEADLINE.

Step 1- Downloading the blank NASP Report Form Template. Copy or download the blank NASP online program report template from our website onto your computer. The blank program report template includes the main body of the report form, plus several required attachments. The NASP online program report form may be downloaded from the NASP website

http://www.nasponline.org/standards/approvedtraining/training_program.aspx.

Scroll down to NEW items in the middle of the page, click on "Online Report Form for NASP Program Approval" and save the file to your computer. Programs in NCATE institutions will complete the total online template report with all attachments (Attachments A–G plus additional attachments outlined below). Programs in non-NCATE institutions will complete the total online template with all attachments (Attachments A-G plus additional attachments outlined below), as well as an additional document, Attachment H for NASP Standard 5.

Step 2-Preparing Your Program's Report and Saving Information to Your Computer. After downloading the NASP online report form, prepare the report for your program. Open the file with the online template report. Enter your program's information into the following general sections of the template form (AND note the page limits for some sections). Save the information to your computer.

Cover Sheet

Section I Context

Section II Assessment List

Section III Standards Assessment Chart

Section V Use of Assessment

Develop and save **SEPARATE** files for each required attachment, listed in Table 1 below, which must be prepared as part of your online submission and saved to your computer. Use the specific file names below. *If you do not submit the materials below in separate files or do not use the specific file names listed below, NASP reviewers may be unable to locate important information in your program's*

submission. Once completed, your program attachments will consist of a number of separate files with file names corresponding to the list below:

FILE NAMES:

FILE CONTENTS

SAVE FILES OF PROGRAM DOCUMENTATION USING THE SPECIFIC FILE NAMES LISTED BELOW. PROGRAMS SHOULD PREPARE A SEPARATE FILE FOR EACH ITEM LISTED BELOW.

Attachment A- Candidate-completers chart

Complete and save the following form that is contained in the template report: Attachment A. Chart of Candidate Information.

Attachment B- Faculty chart

Complete and save the following form that is contained in the template report: Attachment B. Chart of Faculty Information. NOTE: Faculty vita should not be submitted.

Attachment C- Program handbook

Complete and save the following form that is contained in the template report: Attachment C. Program Handbook or other official documents that include the required program of study and other relevant policies and procedures of the program. The program of study should outline the courses and experiences required for candidates to complete the program. The program of study must include course numbers AND titles.

Attachment D-NASP Standard I

Complete and save the following form that is contained in the template report: Attachment D. Response to NASP Standard I (Program Context/Structure, Standards 1.1 to 1.10)

Student transcripts

Prepare and save an attachment of one file containing transcripts of three recent program completers---within the last academic year. Note that transcripts may be "unofficial" but should include coursework, grades, dates, evidence of program completion, etc. For example, programs may obtain unofficial transcripts from their registrar's office or website. NOTE: CANDIDATE IDENTITY MUST BE COMPLETELY MASKED ON TRANSCRIPTS AND ALL OTHER DOCUMENTS SUBMITTED FOR THE NASP PROGRAM APPROVAL PROCESS.

Attachment E-NASP Standard II

Complete and save the following form that is contained in the template report: Attachment E. Response to NASP Standard II (programs may also include other documentation as needed, but must attach separate files for syllabi as noted below). NASP Standard II is Domains of School Psychology Training and Practice, Standards 2.1 to 2.11.

<p>Course syllabi- For each separate file for each course syllabus, use a file name with the course prefix, number, and abbreviated title that can be identified easily by a NASP reviewer. Example of file name: "PSY222 Consultation"</p>	<p>Prepare and save a file of the syllabus for each course in the program of study and/or other documentation that NASP domains are addressed. Prepare a SEPARATE file for each course syllabus.</p>
<p>Attachment F-NASP Standard III</p>	<p>Complete and save the following form that is contained in the template report: Attachment F. Response to NASP Standard III (Field Experiences/Internship, Standards 3.1 to 3.5).</p>
<p>Program Internship Policies</p>	<p>Prepare and save a file of your Program Internship Policies. (Separate documentation is not necessary if internship policies are included in the program handbook and/or syllabi submitted in previous sections)</p>
<p>Sample internship agreement</p>	<p>Prepare and save a file containing a sample internship agreement, contract, or plan that addresses the relevant NASP standards (see Standards 1. 7, 1.10, and 3.2-3.5). There must be evidence of involvement on the part of both the program and field site.</p>
<p>Attachment G- Internship Summary Form and Logs</p>	<p>Complete and save the following form that is contained in the template report: Attachment G. Internship Summary. Also, in the last column of Attachment G (see footnote 4 for the last column), please note that you have two options for summarizing internship activities; you may prepare additional attachments per the instructions for the last column.</p>
<p>Section IV Assessment 1- National (or State) Exam</p>	<p>Prepare and save a file containing the two-page narrative from Section IV for Assessment 1 and a file containing an aggregated data chart. See required contents of these files on pages 12-14 of the NASP program report form. Assessment 1 is: CONTENT KNOWLEDGE: State or national school psychology credentialing exam. Separate files may be submitted for narrative and data chart, OR one file may be submitted for both components. *</p>
<p>Section IV Assessment 2- Content Knowledge</p>	<p>Prepare and save a file containing the two page narrative from Section IV for Assessment 2 and the following Assessment 2 files: assessment tool, scoring guide, and aggregated data chart. See required contents of these files on pages 12-14 of the NASP program report form. Assessment 2 is CONTENT KNOWLEDGE: Program or course-embedded assessment of candidate knowledge. Separate files may be submitted for narrative, tool, scoring guide, and data chart, OR one file may be submitted for all four components.*</p>

Section IV Assessment 3- Practicum Evaluation	Prepare and save a file containing the two page narrative from Section IV for Assessment 3 and the following Assessment 3 files: assessment tool, scoring guide, and aggregated data chart. See required contents of these files on pages 12-14 of the NASP program report form. Assessment 3 is: PROFESSIONAL KNOWLEDGE, SKILLS, AND DISPOSITIONS---Assessment in practica that demonstrates candidates can effectively plan the professional responsibilities required of a school psychologist. Separate files may be submitted for narrative, tool, scoring guide, and data chart, OR one file may be submitted for all four components.*
Section IV Assessment 4- Intern Evaluation	Prepare and save a file containing the two page narrative from Section IV for Assessment 4 and the following Assessment 4 files: assessment tool, scoring guide, and aggregated data chart. See required contents of these files on pages 12-14 of the NASP program report form. Assessment 4 is PEDAGOGICAL AND PROFESSIONAL KNOWLEDGE, SKILLS, AND DISPOSITIONS: INTERN EVALUATIONS BY FIELD SUPERVISORS. Separate files may be submitted for narrative, tool, scoring guide, and data chart, OR one file may be submitted for all four components.*
Section IV Assessment 5- Performance Based	Prepare and save a file containing the two page narrative from Section IV for Assessment 5 and the following Assessment 5 files: assessment tool, scoring guide, and aggregated data chart. See required contents of these files on pages 12-14 of the NASP program report form. Assessment 5 is PEDAGOGICAL AND PROFESSIONAL KNOWLEDGE, SKILLS, AND DISPOSITIONS: COMPREHENSIVE, PERFORMANCE-BASED ASSESSMENT OF CANDIDATE ABILITIES EVALUATED BY FACULTY DURING INTERNSHIP. Separate files may be submitted for narrative, tool, scoring guide, and data chart, OR one file may be submitted for all four components.*
Section IV Assessment 6- Impact on Student Learning	Prepare and save a file containing the two page narrative from Section IV for Assessment 6 and the following Assessment 6 files: assessment tool, scoring guide, and aggregated data chart. See required contents of these files on pages 12-14 of the NASP program report form. Assessment 6 is EFFECTS ON STUDENT LEARNING ENVIRONMENTS AND/OR LEARNING. Separate files may be submitted for narrative, tool, scoring guide, and data chart, OR one file may be submitted for all four components.*

Section IV
Assessment 7
(OPTIONAL)

Prepare and save a file containing the two page narrative from Section IV for Assessment 7 and the following Assessment 7 files: assessment tool, scoring guide, and aggregated data chart. See required contents of these files on pages 12-14 of the NASP program report form. Assessment 7 (optional) is an additional program assessment that addresses NASP Domains. Separate files may be submitted for narrative, tool, scoring guide, and data chart, OR one file may be submitted for all four components.*

Section IV
Assessment 8
(OPTIONAL)

Prepare and save a file containing the two page narrative from Section IV for Assessment 8 and the following Assessment 8 files: assessment tool, scoring guide, and aggregated data chart. See required contents of these files on pages 12-14 of the NASP program report form. Assessment 8 (optional) is an additional program assessment that addresses NASP Domains. Separate files may be submitted for narrative, tool, scoring guide, and data chart, OR one file may be submitted for all four components.*

***IMPORTANT NOTES: Section IV Assessment Attachments:**

- You must have SEPARATE files for each assessment (Assessments 1–8, listed above). However, you may combine all four components of an assessment (two-page narrative from Section IV, assessment tool or description, scoring guide, and data chart) into one file.
- If you would like to have more than one file for each assessment, please use the following format for file names for each of the four required components: “Assessment 1 narrative,” “Assessment 1 tool,” “Assessment 1 guide,” and “Assessment 1 data.”
- There is a two-page limit for the narrative sections of the Section IV assessments. It is preferred that each assessment tool or description, scoring guide, and data chart attachment for a specific assessment (Section IV, Assessments 1–8 above) be limited to the equivalent of five text pages; however, in some cases, assessment instruments or scoring guides may go beyond five pages.
- It is important that your documentation for each assessment include all required components. For Assessment 1, required components include (a) narrative and (b) data chart. For Assessments 2-8, the four required components include (a) narrative, (b) tool, (c) scoring guide, and (d) data chart. Please follow the instructions in the online report form carefully to determine the content that you must include in each component. For example, your narrative section for each assessment should include several required items. Your aggregated data charts for each assessment should include specific evidence of candidate attainment for each NASP domain that the assessment is intended to evaluate.
- It is important that you submit only the required information for program assessments, as outlined in the template for the NASP Program Report. Programs should **NOT** submit actual candidate work samples, etc.

Step 3-Submitting Your Program’s Report on the NCATE PRS Site.

All programs submitting a full review for initial approval or re-approval will submit their program materials on the NCATE PRS website.

If your program is in an NCATE institution, please inform your unit’s NCATE coordinator that your program will be submitting your NASP approval materials using the online template. Your NCATE

coordinator must notify NCATE **at least a month in advance of your submission deadline** that your program will be submitting online. When NCATE receives this information, NCATE will send the URL and login codes you will need to enter the site.

If your program is NOT in an NCATE institution, notify **me at least a month in advance of your submission deadline** that your program will be submitting online and needs login information. I will send login information to you so that you can submit your materials on the NCATE PRS submission site.

The NCATE PRS site is <http://prs.ncate.org>

After you login, you will view the PRS home screen. Please click “Help” and carefully read and follow the instructions on the website, as well as the instructions in this memo. Download the latest version of Adobe Reader (upper right of screen). On the PRS home screen and in the column for “Program Name”, click on “School Psychology.” A report form window will be opened to allow you to start entering information to your NASP report.

NOTE: Save your work OFTEN when entering information on the PRS site.

First, on the NASP report, enter information for *Cover Sheet, Section I Context, Section II Assessment List, Section III Standards Assessment Chart, and Section V Use of Assessment.*

Complete all information by keying your entry or copying and pasting from the completed files saved to your computer when you prepared your report. A limited number of characters can be entered into most text fields. The number of characters that can be entered is shown below each text field; the number will decline when text is entered. Approximately 4000 12-point Times New Roman characters equal one page in an average MS Word file.

As you progress through the report form, you will see certain questions or directions in the report form that require you to upload your file attachments (see Table 1 of required file attachments above). Press “Click here” to enter the upload screen. Enter a description that reflects the context of the file and then click the “Browse” button to add the file attachment. Multiple files can be uploaded per transaction by clicking the “+Add a file” link and then repeating steps above. Please note the total file size limit is 2 MB. Once the file description and file location for all files have been entered, please click the “Upload” button to upload the files.

Use the “Previous” and “Next” buttons to progress through all pages of the report. To save a draft report, click "Save & Quit" button located on the bottom of each form page. Your entered data will be saved as draft.

A “Submit Report” button is located on the last screen of the report form. **Before you finalize the submission of your report on the NCATE PRS site, it is important that you check the main body of the report and determine that you have provided information for each section of the report. Proof your information carefully. Then, please check your file attachments to determine that you have submitted EACH required file attachment (per the list of attachments found in Table 1 earlier in this memo).**

Click the "Submit Report" button to submit your report to NCATE. Once you click the "Submit", a process window with message "Please Wait..." will open for a few seconds followed by a confirmation window that will tell you the submit process has been completed. After a report has been submitted, a user cannot make any changes to the report. However, a submitted report in PDF format can be viewed by returning to your PRS home screen and clicking on the PDF icon under "*Institution Report | Current*" column.