



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-Non-NCATE Programs

NASP has developed an online submission process for programs wishing to be considered for NASP-approved status. The process is similar to NCATE's online submission requirements; however, programs submit on the NASP website and not on the NCATE site. Below are some detailed instructions about submission of your NASP program materials on the NASP 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. The NASP template for the report form is located on our website. The report, tables, and attachments are all uploaded to the NASP website.

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. School psychology programs must complete the online program report form and required attachments.

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.

4. All programs submitting a **full review for initial approval or re-approval** will submit their program materials ONLINE on the NASP website. 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 NASP submission site < <http://www.nasppab.org/cgi-bin/filemanager/Login.pl> >.

5. 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 15th

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 two applications of candidate attainment data for each assessment. 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.

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>. For example, NCATE provides guidelines on the use of grades,

should you decide to use grades as one of your program's assessments. In addition, NCATE has a new library of strong assessment examples. Go to <http://ncate.org/institutions/assessmentLibrary.asp?ch=90> and select NASP from the SPA drop down menu on the bottom left hand. **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. You should download the blank template report for programs not in NCATE units (a Word file) from our website and use these instructions to determine the information to include in each section of the report and other files.

The files that your program should prepare include the following.

Complete and save separate files (i.e., Word, Excel, or PDF as applicable) for each of the following sections found in the main body of the report:

- **Cover Sheet**
- **Section I Context**
- **Section II Assessment List**
- **Section III Standards Assessment Chart**
- **Section V Use of Assessment**

Then, complete and save separate files (i.e., Word, Excel, or PDF as applicable) of each of the following required attachments and other information. Below is a table with the requested filenames that you should use when saving these files.

13. 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. When completing materials for Standard II 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 below; please do NOT submit your program report in one large combined file.

It is important that programs check their attachments carefully. **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 NASP 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.

Click on “Online Report Form for NASP Program Approval for Programs not in NCATE Units” and save the file to your computer.

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 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.
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	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.

Consultation”

Attachment F-NASP Standard III	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).
Program Internship Policies	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)
Sample internship agreement	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.
Attachment G- Internship Summary Form and Logs	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.
Attachment H-NASP Standard V	Complete and save the following form that is contained in the template report: Attachment H. Response to NASP Standard V. (PLEASE NOTE: ATTACHMENT H IS REQUIRED FOR ALL PROGRAMS IN NON-NCATE INSTITUTIONS AND WILL BE REVIEWED AND EVALUATED BY NASP PROGRAM REVIEWERS). NASP Standard V is Program Support/Resources, Standards 5.1 to 5.8.
Section IV Assessment 1-National (or State) Exam	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. *
Section IV Assessment 2-Content Knowledge	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.*

- 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, except where noted.

Step 3- Uploading Your Program's Files to the NASP Program Approval Website

1. Go to the following website <http://www.nasppab.org/cgi-bin/filemanager/Login.pl> and login with the username and password that have been provided to your program in an email from the Chair of the NASP Program Approval Board. This username and password is unique to your program and links to a secure site that is accessible by your program, the 2-3 NASP reviewers of your program, and the NASP Program Approval Board.
2. After logging in, you will view a page with a list of folders that correspond to the files of the NASP submission identified above. Use the scroll bar on the right to view the various folders.
3. You will upload each of your program's files (the Word, Excel, or PDF files listed above) to its designated folder.
 - First, click on the first folder name to open the folder. You then will see a screen for the specific folder.
 - Click on the "upload" button at the bottom of the screen to view the upload popup screen.
 - Click on "browse" to locate the specific Word, Excel, or PDF file(s) to upload into the folder.
 - Then, click on "Upload File(s)" to upload the files.
 - The file upload could take several minutes and then the upload popup screen will close for you to view the files that have been uploaded into this folder.
4. Use your browser's "Back" button to return to the page with the list of all folders. Click on the next folder name and repeat Step #3 to upload your program's files into this folder.
5. Repeat until all of your program's files have been uploaded into their designated folders.
6. Conduct a final check of your program's submission to determine that all of your program's files have been uploaded and appear in their designated folders.
7. Please note that there is no "Submit" button.
8. If you have questions, contact Dr. Enedina García Vázquez, Chair of the NASP Program Approval Board, phone: 575-646-9415, email: nasppab@nmsu.edu. Thank you!