FALL 2021 TABLE TALKS SUMMARY

CACREP conducted a series of four Table Talks between October 7, 2021 and November 11, 2021. The information shared was the same at each session, however, questions asked at each session were different. Below is a summary of the information that was shared and followed by questions that were asked and the responses provided.

CACREP acknowledged the on-going anxiety and uncertainties produced by the Covid-19 pandemic. Programs are applauded for their creativity and nimbleness while remaining compliant with the standards. CACREP is now preparing programs to enter a new reality and is in the process of defining what that reality is now. Just like the accredited programs, CACREP too has had to adapt while still keeping its accreditation and business processes moving.

1. **Announcements**
   - *New Board Members.* The new Board members who began a 5-year term on July 1,2021 are: Counselor educators: Kent Provost & Keith Klosterman and Public member Marianne Schimelfenig
   - *Board Openings***.** CACREP will be selecting new Board members for five- year terms beginning July 1, 2022. The openings are for two Counselor Educator and one Practitioner positions. The deadline for application is October 29, 2021. Position details are on the CACREP website under the News tab.
   - *CACREP is Seeking New Site Visitors.* CACREP is seeking to expand the number of approved site visitors. Please encourage your colleagues and/or recent doctoral program graduates to submit a Team Member Application Form. This important national service contributes to quality assurance and quality enhancement for counselor education programs across the country. As a site visitor, you will learn about the CACREP accreditation process, observe firsthand the variation in how counselor education programs go about meeting the CACREP Standards, and network with fellow counselor educators on the site teams. CACREP's highest needs are for site visitors with experience in Clinical Rehabilitation Counseling, Marriage Couple and Family Counseling, Rehabilitation Counseling, and School Counseling, but we welcome applications from all who are interested, regardless of specialty area(s).
   - *Site Visitor Update Session***.** A recording of the content shared in the Site Visitor Update Session at the ACES 2021 conference is now available. Please click here to view the recording. Once you have viewed the content, *please send a verification of completion email* to swatkins@cacrep.org so this can be recorded in our site visitor database.
   - *Spring 2022 Site Visits.* All Spring 2022 site visits will be conducted virtually. CACREP is continuing to work through a backlog of visits resulting from the cancellation of site visits early in the pandemic and the limitations on the number of visits that can be conducted concurrently on the virtual platform. We are beginning the process of scheduling site visits for Spring 2022. If you have not done so already, please indicate your availability for Spring visits using the Google form available here.
   - CACREP turned 40 on June 26, 2021 and will be celebrating this year. CACREP's first gift was to its accredited programs by reducing the annual dues by 11% to recognize the over 400 institutions with accredited programs. The celebratory kick-off was at the ACES President's Reception. CACREP will have activities throughout the year to showcase its programs and their accomplishments – stay tuned for calls to participate

2. **Updates**
   - CACREP has expanded ways in which to pay fees to include credit cards and ACH payments. The contact person for payments is Jenny Gunderman.
   - The How to Write a Self-Study Workshop continues to be offered solely online and dates are listed on the CACREP website. The contact person for registration is Heidi Campbell.
   - CACREP will continue conducting Virtual Site Visits and returning to in-person site visits will be dependent on institutional policies; conditions across the country; availability of team visitors; and programs readiness to host visits.
   - Programs preparing for a virtual site visit can find information on the CACREP website in the [Supplement to Manual 4](#) for guidance with the Accreditation Manuals under the Programs tab
   - CACREP's next goal is to provide expanded service and support to its accredited programs. To that end, it has made a significant investment in an Accreditation Management System (AMS). The development of the AMS began in November 2020 and the plan is to test in a limited-way some of its functionality early next year. The focus has been on the development of a template for online writing and submission of the self-study; templates for other reporting will be developed next. Programs will have direct access to keep their program information up to date.
   - Since the January 2021 meeting all accreditation decisions made are posted (under the News tab) including adverse decisions even if under appeal. CACREP encourages you to always keep your students apprised of your status so that they are not blind-sided when information is made public. The SRC is a Board-appointed committee that works independent of the Board and interacts with the Board only through informational updates from the SRC Chair or if the SRC is seeking guidance from the Board. The SRC has been working since September 2019 and has released [Draft 2 CACREP 2024 Standards](#) for [public comment](#) which closes on December 31, 2021. They have scheduled virtual listening sessions on [Monday November 15, 2021](#) at 12:00pm EST and [Tuesday December 14, 2021](#) at 4:00pm EST to present highlights of Draft 2 and to respond to questions and listen to comments.
   - At its May 2019 Strategic Planning meeting and in the following year, the CACREP Board identified 4 Strategic Priorities and operationalized them. In this fiscal year, the Board will begin implementing them in a staggered fashion over the next three years. The Strategic Priorities are:
     - ✓ Accreditation Review and Monitoring Process – the Board at its July 2021 meeting approved a structure for these two processes and will spend this year detailing out the process. There will be some differentiation in the review processes for brand new programs versus the reaffirmation of currently accredited programs. This is a change is designed to be helpful to programs. Stay tuned for more information this academic year
     - ✓ Accreditation Decision Options – the Board has adopted new options to be used as part of the Accreditation Review and Monitoring Process. Options at initial accreditation: Accredit, Deny, Defer and at monitoring: Warning, Probation, Show Cause, and Revoke. An implementation date of these options has not been set. It will be built into the new review and monitoring process.
     - ✓ Board structure – in response to the increasing review workload due to the growth in the number of programs seeking accreditation and the need to balance its roles as both a policy and a working Board, the Board has reorganized its internal standing committees and identified new external Councils. This year the Board will define the responsibilities and tasks of these external Councils. There will now be other professional service opportunities for counselor educators and practitioners to be involved in the work of CACREP.

✓Leadership and Scope – CACREP has identified specific activities of which it will collaborate with counseling organizational partners. This will also open up new professional service opportunities with CACREP for faculty, practitioners, and doctoral students and the respective counseling organization partner.

3. **Covid-related Flexibilities Updates**
   - Since the onset of the pandemic the Board has being doing its due diligence in monitoring what is happening in higher education at large and specifically with counselor education; offered time-limited flexibilities on select Standards and Policies without requiring submission of a Substantive Change report or providing oversight; and provided guidance in navigating the changes/flexibilities.
   - While the Covid flexibilities on select Standards and Policies have expired, CACREP will continue to grant one-year no penalty extensions to programs approved for a site visit to allow ample time to complete the process; and 6-12 month accreditation retroactivity (Policy 5.a) to newly accredited programs.
   - The moratorium on the procedural ability to override the Board's recommendation not to move to a site visit has been extended until July 15th 2022.
   - A transition phase is now provided to allow programs to transition back to their previously reviewed program delivery state or to prepare to secure approvals under guidance and oversight. There has been an ad hoc committee of the Board tasked with leading programs through this transition.
   - CACREP is being proactive and focusing on what we can control to reestablishing stasis in an environment that is still anxiety-provoking, frustrating and confusing.
   - There is a paradigm shift in higher education in how we understand what in-person delivery now means.

4. **National Emergency**
   - In March 2020 President Trumps declared a national emergency concerning Covid-19 which was set to expire in March 2021. President Biden extended it for one year and it is now set to expire February 2022 pending and further action.
   - All waivers from USDE and regional accreditors are based on national emergency declared by the President.
   - When the national emergency ends institutions will have 6 months to go back to where they were before or submit a sub change
   - Programs should be following their institutional/regional accreditors, CACREP is trying to stay ahead of the requirements, is being cautious, and does not want to inadvertently do anything counter to what institutional/regional accreditors expect.
   - CACREP is aware that USDE regulations will impact institutional/regional accreditation, and CACREP has a policy requiring programs to be regionally accredited. The institution is regulated by USDE by virtue of their regional accreditor.
   - CACREP encourages its programs to: ask questions to their institution's office that is responsible for overseeing all accreditation activities and pay attention to the regional accreditor as there are student financial aid implications that can impact students and the fiscal health of programs.
   - CACREP is preparing its programs to do what their institutions may require in a 6-month period post-national emergency. When the institution responds to whatever the regional is asking for, counseling programs will be ahead and in alignment with regional accreditor.

5. **Proactive Timeline Notice**
   - CACREP is providing programs one-year notice regarding required reporting that is to come.
   - In March 2020 the CACREP Board had a special called meeting and approved time-limited flexibilities for select Standards and Policies to allow programs to make accommodations without submitting a Substantive Change report. These expired on August 15, 2021. During this time programs have been operating with CACREP oversight.
   - Programs now have until July 15, 2022 to transition back to the delivery type of their most recent accreditation review or secure the necessary institutional approvals to change program delivery type and prepare to submit Board-prescribed reports for select [Standards](#).
   - CACREP has provided a [Glossary of Digital Learning Terms](#) that will guide its review of Board-prescribed reports.
   - In early January 2022, CACREP will provide templates for the of Board-prescribed reports.
   - The Glossary and the reporting templates are being piloted in a limited way.
   - CACREP is seeking to incorporate the Board-prescribed reporting into programs' current accreditation cycle. Programs will be notified of their respective report and deadline for reporting.

QUESTIONS ASKED AT THE SESSIONS

How do I become a site team member? Is specific training needed?
To [Become A CACREP Team Member](#), there is an [application](#) to be completed and upon approval, you will be provided a link to the online training module and all you need to do is to follow the directions.

I was wondering why our technology should be HIPAA compliant, if we are not going to deal with health information?
When you are using and transferring student or client data, it may contain personal identifiable information (PII) and potentially also protected health information (PHI) which have to be protected. HIPAA (and/or FERPA) compliance has the highest level of protection of data, referred to as level one data.

If nothing has changed in our programs since our last board approval, will we still need to provide a report? We are an approved Hybrid program, and still function the same way as how we described during our last self-study/visit etc.
Yes, you will still need to submit a report. The current definition of digital delivery does not include the construct "hybrid". Any use of technology in any portion of any course is considered a digitally delivered program. You will need to complete the Digital Delivery Substantive Change report. Please review the [Glossary of Digital Learning Terms](#) for guidance.

Will programs receive notification of when to submit the digital change report?
In Spring 2022 CACREP will notify programs of their reporting deadline(s) and which report each program will need to submit. Reporting templates will be made public in Spring 2022.

If I understand correctly, if any course provided in a program is offered online, the program will be considered a digitally delivery program?
That is correct, any incorporation of technology in the delivery of a course or a program makes it a digitally delivery program.

In the reports to be submitted in July, will programs need to identify a specific delivery method for specific courses or will the report template be more broad, i.e., we offered asynchronous, digital synchronous, and in-person synchronous?

The reports will be submitted under July 2022 and programs will be notified of their reporting deadline. The reporting template will guide you through the process of what needs to be reported and how, and the supporting documentation that needs to be provided with the report.

So that Board-prescribed report would be the same as a substantive change report and we wouldn't need to do both?

There is only one report that every program will need to complete. The Substantive Change Policy has been adapted for digital delivery of programs. The Board-prescribed Digital Delivery Substantive Change report is a structured substantive change report.

*Programs accredited by CACREP for **in-person or multiple delivery** formats maintaining or adding any digital delivery offerings or newly developed changes as a result of temporary changes during Covid must submit the Digital Delivery Substantive Change Report*
.
*Programs accredited by CACREP for **digital delivery** (online) must submit the Digital Delivery Update Report.*

For programs that may be deciding to move towards more digital delivery do you have a timeline after July 2022 when programs can understand if they will be allowed to make this transition. (After these templates).

All CACREP's Policies and procedures are still in place. The current focused attention to digitally delivered programs is to help programs transition to this time-sensitive change and to ensure continued compliance with CACREP Standards and Policies. Programs can continue to make changes at a later date as part of their normal operations and submit the appropriate corresponding report.

If we are accredited under 2009, will we still use the provided 2016 ones?

The completion of both reports is based on the 2016 Standards regardless of under which set of standards your program is accredited.

Did you say that accreditation extension would be one year, if there is a delay? Thank you!

If your program was approved for a site visit and CACREP experienced a delay in scheduling the site visit, the program is eligible for up to one year of a no-penalty extension. Should there be a need for an extension due to CACREP's delay, the appropriate extension will be made by CACREP.

Are the templates for currently accredited programs only--or also for accreditation-in-process status?

Only currently accredited programs are required to complete one of the two reports: Digital Delivery Substantive Change report or Digital Delivery Update report. Programs that are currently in the accreditation review process will be required to submit a report at a later date. Programs currently in the self-study review and report writing process should pay attention to the Standards for Digital Delivery Substantive Change and incorporate narrative and evidence for digital delivery as appropriate in their Self-Study Report.

The pandemic revealed the need for our program to offer a digital option to our on the ground program. Although our program has reinstituted the on the ground program, my university wants us to provide an online-digital delivery option. We hope to launch in June 2022. Is it possible for our current accreditation status cover this new online delivery option?

Only programs that have been reviewed and granted accreditation by CACREP can continue in that accredited status. Accredited status does not transfer to programs. If you are developing a new delivery option, please contact the CACREP office or your designated staff person for guidance. It will be critical that if a new fully digitally delivered program is launched, students be notified that they will be entering a non-CACREP accredited program.

Our program submitted a substantive change just prior to the pandemic and were approved for online delivery at that time. Those online cohorts were proposed as 87% online and the remainder in person. We want to move to fully online and want to know what we will need to do to garner support to do this.

Your program will need to now submit a Digital Delivery Substantive Change report. If your program is intending to be offered solely online there will be additional required reporting. Please contact the CACREP office or your designated staff person for guidance.

With all the additional reports will you still be accepting new program applications?

Yes, CACREP continues to maintain its normal operations and will accept new program applicants.

Is a program considered a new program only once? If they withdraw and then "reapply" – are they still considered new?

A program is considered new if it has never been reviewed for accreditation in its current form. If a program's accredited status ended because the program voluntarily gave up its accreditation or withdrew from the review process, it is considered a previously accredited program and is listed as such on the CACREP Directory of Programs. If this program decides to seek accreditation again, it will be treated as a new applicant.

As always, you may send your queries by email to the CACREP box at cacrep@cacrep.org or call the CACREP Office at 703-535-5990.