***CACREP Digital Delivery Update Submission Form***

In accordance with the following CACREP policies:

1. 1.o Programs Offered at Multiple In-Person Sites
2. 8.b Impact of Institutional Accreditation Decisions on CACREP Programs
3. 8.e Substantive Change in an Accredited Program

In light of the COVID-motivated change in higher education related to digital delivery, current practices, and the new understanding of the factors for effective digital learning, CACREP has developed guidelines for quality assurance. Programs approved for digital delivery must now attend to the full impact of this delivery modality using the new common and shared understanding of digitally delivered programs to include changes in synchronicity, changes in technology-assisted delivery, and possible market expansion all of which may have an effect on their compliance with CACREP standards, federal, state, and local regulations, and their accreditation status. Programs intending to or already offering international delivery of curriculum must consider additional complexities of international laws and regulations.

CACREP recognizes that the temporary accommodations with digital delivery for programs was due to the COVID-19 pandemic. In support of this temporary transition, CACREP afforded all accredited programs an amnesty period to make programmatic accommodations while maintaining compliance with the CACREP standards and policies through August 15, 2021 without having to submit a Substantive Change report. Effective August 16, 2021 programs must transition back to **either** the delivery method approved by CACREP at its last review **or** to formalize any permanent substantive changes being made and secure all institutional internal approvals and that of the institution’s accreditor. Programs will have a grace period until July 15, 2022 to complete their transition.

Programs currently accredited by CACREP for digital delivery (online or formerly identified as hybrid) must submit the ***Digital Delivery Update*** report*.* Programs that have been previously approved for online (digital) delivery will need to submit this report given the new understanding and expectations of the factors for effective digital learning. Any requested changes can commence and be recognized only after the Board approves the ***Digital Delivery Update*** as per [CACREP Policy 8.e.3](https://www.cacrep.org/for-programs/cacrep-policy-document/#policy8.e). If you are making a substantive change that is related to a policy or an accreditation standard, you MUST complete the ***Digital Delivery Substantive Change*** instead of the ***Digital Delivery Update.***

**Digital Delivery Update Report**

When completing this report please refer to the CACREP [Glossary for Digital Learning Terms](https://www.cacrep.org/wp-content/uploads/2021/08/Glossary-of-Digital-Learning-Terms.pdf).The ***Digital Delivery Substantive Change*** report must **address** and **provide evidence** that: (a) the institution’s accrediting agency has approved the change in delivery method, and (b) the program(s) is in compliance with CACREP’s Standards and Policies listed below:

**Name of Institution:** Click or tap here to enter text.

**Name of Person Completing report:** Click or tap here to enter text.

**Title of Person:** Click or tap here to enter text.

**Attestation:** I affirm that the information in this report is true and accurate to the best of my knowledge.

 Please type your name to affirm the statement above: Click or tap here to enter text.

## **Institutional Accreditation Information**

Please indicate if the institution’s accreditor has approved the clarification in delivery method as per [**Policy 8.b**](https://www.cacrep.org/for-programs/cacrep-policy-document/#policy8.b) **Impact of Institutional Accreditation Decisions on CACREP Programs.**

[ ]  Yes [ ]  No

If yes, please provide evidence of their approval.

If no, please seek institutional approval **before** completing this Digital Delivery Update Report.

## **CURRENT Program Accreditation Information (as of the last program review)**

1. Complete the information in this section with your most received accreditation decision as the reference point. Please indicate all accredited counseling specialty area(s) and doctoral program (if applicable), by completing the appropriate fields in the chart below. Please identify the locations of in-person campus (if applicable), type(s) of **CACREP-Approved** delivery methods, and the learning format(s) used to deliver curriculum (please refer to the CACREP [Glossary for Digital Learning Terms](https://www.cacrep.org/wp-content/uploads/2021/08/Glossary-of-Digital-Learning-Terms.pdf)):

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| **Program/Specialty** | **Location(s) for in-person experiences** | **Delivery Type** | **Learning format** |
| **Digital**  | **asynchronous** | **digital synchronous** | **Physically in-person synchronous experiences** **(How many and how long does a single event last)** |
| Addiction Counseling | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| Career Counseling | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| Clinical Mental Health Counseling | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| Clinical Rehabilitation Counseling | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| College Counseling and Student Affairs | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| Marriage, Couple and Family Counseling | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| Rehabilitation Counseling | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| School Counseling | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| Doctoral: Counselor Education and Supervision | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| **If your institution has the same specialty in more than one location, please enter each location on a separate row**. |
| Click or tap here to enter text. | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |

1. Please indicate if all the accredited specialty areas above are accredited under the 2016 Standards:

[ ]  Yes [ ]  No

If no, please indicate the specialty area and identify the standards under which it is currently accredited.

Click or tap here to enter text.

 **Note:** Program(s) must apply the 2016 CACREP Standards to complete this report.

**Directions:** Please address the following CACREP 2016 Standard(s) impacted by the change to the digital delivery method. When completing this report please refer to the CACREP [Glossary for Digital Learning Terms](https://www.cacrep.org/wp-content/uploads/2021/08/Glossary-of-Digital-Learning-Terms.pdf).Submit your institutional response and supporting evidence in the column provided.

**If the program operates at multiple approved sites and/or through multiple approved delivery methods, the responses throughout the report below will need to address the overall program and provide disaggregated information/data by sites and/or delivery methods as applicable.**

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| **THE INSTITUTION** | **Institutional Response** | **CACREP Compliance (Yes/No; If no identify specifically what is needed) (internal use only)** |
| **Standard 1.C**Provide evidence that the institution is committed to providing sufficient financial support to ensure continuity, quality, and effectiveness in program’s digital delivery learning environments.  | Click or tap here to enter text. |  |
| **Standard 1.F**Provide evidence that learning resources are appropriate for and accessible to digital delivery program students and faculty.  | Click or tap here to enter text. |  |
| **Standard 1.G**Provide evidence of sufficient technical support for digital program delivery to all counselor education program faculty and students to ensure access to information systems for learning, teaching, and research related to digital delivery.  | Click or tap here to enter text. |  |
| **Standard 1.H**Provide evidence that the institution provides information to students in digitally delivered programs about personal counseling services provided by professionals other than counselor education program faculty and students, commensurate with services for in-person students. | Click or tap here to enter text. |  |
| **Standard 1.I**Provide evidence that the digital delivery platforms comply with legal and ethical requirements. | Click or tap here to enter text. |  |

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| **THE ACADEMIC UNIT** | **Institutional Response** | **CACREP Compliance (Yes/No; If no identify specifically what is needed) (internal use only)** |
| **Standard 1.L**Provide evidence of Entry-level admission decision recommendations are made by the academic unit’s selection committee and include consideration of each applicant’s (1) relevance of career goals, (2) aptitude for graduate-level study through digital delivery, (3) potential success in forming effective counseling relationships through digital delivery, and (4) respect for cultural differences. | Click or tap here to enter text. |  |
| **Standard 1.M**Provide evidence thatbefore or at the beginning of the first term of enrollment in the academic unit, the program provides a new student orientation during which a student handbook is disseminated in accessible digital format and discussed. Students’ ethical and professional obligations and personal growth expectations as counselors-in-training are explained, eligibility for licensure/certification is reviewed for the states in which the digitally delivered program is offered, digital delivery technology requirements are explicitly stated, and authentication process, requirements and costs for students associated with requirements for digital delivery program enrollment are discussed. | Click or tap here to enter text. |  |
| **Standard 1.N**Provide evidence that the student handbook includes a section specific to the navigation of digital delivery program expectations and the required learning management system.  | Click or tap here to enter text. |  |
| **Standard 1.Q**Provide evidence of strategies employed to create an inclusive learning community for digital delivery program students.  | Click or tap here to enter text. |  |
| **Standard 1.V**Provide evidence there is sufficient clerical assistance to support the workload of faculty and program activities in a digitally delivered program.  | Click or tap here to enter text. |  |

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| **FACULTY AND STAFF** | **Institutional Response** | **CACREP Compliance (Yes/No; If no identify specifically what is needed) (internal use only)** |
| **Standard 1.Y**Provide evidence that core faculty in the digitally delivered programs have the authority to determine or give final approval to the program curricula and operational and procedural policies for the program.  | Click or tap here to enter text. |  |
| **Standard 1.BB**Provide evidence that all core and noncore faculty have relevant preparation to teach digitally delivery of courses.  | Click or tap here to enter text. |  |

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| **PROFESSIONAL COUNSELING IDENTITY** | **Institutional Response** | **CACREP Compliance (Yes/No; If no identify specifically what is needed) (internal use only)** |
| **Standard 2.D**Provide evidence that digital course syllabi are available for review by all enrolled and prospective students that outline digital program requirements to monitor academic engagement, digital accessibility and regular and substantive interaction between students and instructors either through asynchronous or synchronous delivery. | Click or tap here to enter text. |  |

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| **PROFESSIONAL PRACTICE** | **Institutional Response** | **CACREP Compliance (Yes/No; If no identify specifically what is needed) (internal use only)** |
| **Standard 3.M**Provide evidence that Internship students in digitally delivered programs participate in an average of 1½ hours per week of group supervision on a regular synchronous schedule throughout the internship using a digital platform and in accordance with all current legal/ethical requirements (HIPAA, FERPA, etc.). If the average of 1½ hours per week of group supervision is provided in-person synchronously, please state that. | Click or tap here to enter text. |  |
| **Standard 3.P**Provide evidence that site supervisors have relevant training to deliver counseling supervision using digital platforms that comply with legal and ethical requirements. | Click or tap here to enter text. |  |

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| **Doctoral Standards** | **Institutional Response** | **CACREP Compliance (Yes/No; If no identify specifically what is needed) (internal use only)** |
| **Standard 6.A.3**Provide evidencethat doctoral program admission criteria include (a) academic aptitude in a digitally delivered program for doctoral-level study; (b) previous professional experience; (c) fitness for the profession, including self-awareness and emotional stability; (d) oral and written communication skills; (e) cultural sensitivity and awareness; and (f) potential for scholarship, professional leadership, and advocacy. | Click or tap here to enter text. |  |