



ASCA Specialist Trainings Frequently Asked Questions

How do I access/complete my Specialist Trainings?

Instructions are emailed to you upon purchase, or you can also find them on the ASCA U Specialist page [here](#). To access your materials, please reference the link in the confirmation email that's sent upon registering for the course. To access your exams, log in to the ASCA website and click on "My ASCA." Then click on My Profile. From your My Profile page, click on the "Purchases" tab at the top, then click on "Exams" on the left. Your ASCA U Specialist Course and its affiliated exams will be listed in the center of your screen. Click on "Details" then "Take Quiz" to begin taking and passing your exams. (See screenshots below)

Jennifer Walsh Individual

Apps > Customers App > Individuals Help

Overview Account **Purchases** Requests Tasks Documents Custom Buy

- Recent Orders
- Recent Invoices
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- Memberships
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- Publications
- Certifications
- Exams**
- Sponsorships
- Donations
- Credits
- Payment Options

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Name	Exam Date	Cancelled On	Result	Latest Score	View	Certificate
PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)	1/1/2018		Passed On: 7/25/2018	6	Details	
PSC Exam: Bringing Mental Health Needs into Focus Through School Counseling Program Transformation (Vol. 16, Issue 5)	1/1/2018		Passed On: 7/25/2018	5	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.9)	1/1/2018		Passed On: 7/25/2018	5	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.8)	1/1/2018		Passed On: 7/25/2018	15	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.7)	1/1/2018		Passed On: 7/25/2018	14	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.6)	1/1/2018		Passed On: 7/25/2018	19	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed (Ch.5)	1/1/2018		Passed On: 7/25/2018	11	Details	
Book: The School Counselor's Mental Health Sourcebook: Strategies to Help Students Succeed	1/1/2018		Passed On: 7/25/2018	17	Details	

PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)

Purchased on Wednesday, July 25, 2018

The screenshot shows a user interface for a course purchase. At the top, there is a breadcrumb trail: 'Apps > Accounting App > Exam Purchase'. To the right are 'Actions' and 'Help' buttons. The main heading is 'PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)'. Below this, it says 'Monday, January 1, 2018'. The purchase date is 'Purchased on Wednesday, July 25, 2018' with 'Order: 297800'. There are two summary boxes: 'Order Details' and 'Exam Details'. The 'Exam Details' box contains 'Print Purchase' and 'Take Quiz' buttons, with the 'Take Quiz' button highlighted in yellow. Below these are tabs for 'Other Purchases', 'Scores', and 'Notes'. The 'Scores' tab is active, showing 'Scores:'. The 'Exam Details' section lists: '230706', 'Jennifer Walsh', 'PSC Exam: Addressing Student Mental Health Needs by Providing Direct & Indirect Services and Building Alliances in the Community (Vol 16, No. 5)', 'Begins on: Monday, January 1, 2018', 'Ends on: Tuesday, January 1, 2030', and 'Result: Passed On: 7/25/2018'. The 'Billing Info' section lists: 'Jennifer Walsh', '1101 King St', 'Alexandria, Virginia 22314-2944', and 'United States'.

Once you successfully pass all course exams by correctly answering every question, you can view and download a record of your education credits by going to your “Account” tab at the top of your profile and clicking on the “Education Credits” on the left.

How many attempts do I have to complete the exams with a 100%?

You have unlimited attempts to complete each exam with a 100%, but ultimately you must pass each exam within the training with a 100% in order to earn the specialist designation.

What’s included in the \$99 member rate and \$249 non-member rate when you purchase the course?

All required articles, podcasts, webinars and quizzes are included in the purchase price. However, any required books are an additional cost. You can find links to purchase the required books from the individual ASCA U course page OR in the confirmation email sent upon registering for the course.

Why must books be purchased separately?

Due to publishing costs of printed books, they cannot be included in the \$99 member/\$249 non-member rate.

How long do I have to complete the training?

You have one year following purchase to complete the Specialist Training course. We grant some flexibility for those who purchased courses prior to the one-year expiration policy.

How can I purchase an ASCA U course using a Purchase Order?

You can submit your purchase order to orders@schoolcounselor.org.

How long does it take to complete a Specialist Training?

On average, the courses take about 50 hours to complete.

Is there any particular order that I need to complete the exams?

No—ASCA U courses are self-paced and designed to be completed in whatever order you wish. Once you successfully pass all course exams by correctly answering every question you’ve completed the course.

Which Specialist Training courses are approved for graduate credit?

Approved courses listed below. [Click here](#) for complete instructions on how to earn graduate credit for the courses.

- Anxiety and Stress Management Specialist
- Bullying Prevention Specialist
- Career Development Specialist
- Closing the Achievement Gap Specialist
- Cultural Competency Specialist
- Grief and Loss Specialist
- Legal and Ethical Specialist
- Mental Health Specialist
- Students with Special Needs Specialist
- Trauma and Crisis Specialist

How do I earn graduate credit for approved Specialist courses?

First, you must register for and complete the course through ASCA. ASCA U Specialist Trainings are worth 3 graduate credits. ASCA will submit grades to Lindenwood University’s Coordinator at the end of each semester. The standard A, B, C, or F grading system will be utilized. [Click here](#) for complete instructions. Individual, course-specific graduate packets are included on each Specialist Training page.

Where can I find record of my CEUs earned?

You can find this by logging into your ASCA account and clicking on your Account tab/Education Credits (see screenshot below).

Jennifer Walsh Individual

Apps > Customers App > Individuals Help

Overview **Account** Purchases Requests Tasks Documents Custom Buy

Personal Info Contact Info Relationships Committees Chapters Speaker Info Additional Info **Education Credits** Awards Change Password Privacy Opportunities

Add New Education Credit + Transcript **Download Transcript**

1 [1 to 22 out of 22 records] Tools

Type	Name/Description	Number of Credits	Earned On	Status	Self Reported	Document	Edi
CEU	Webinar Exam: Technology Tools for the Nontechie	0.10	10/25/2018	PENDING	No		
CEU	Bullying Prevention Specialist Training (Second Edition)	5.00	10/24/2018	PENDING	No		
CEU	Mental Health Specialist Training	5.00	7/25/2018	APPROVED ON 8/6/2018	No		
CEU	Webinar Exam-School Counseling	0.10	7/23/2018	PENDING	No		

I completed my course but it still says “Pending” on my transcript.

If you completed the course today, education credits update overnight, so you’ll see these move from pending to approved by early tomorrow morning under your Account tab/Education Credits. From there you can print your transcript while you await your certificate which should arrive no later than 3-4 weeks in the mail.

How can I download a transcript of the courses I completed through ASCA U?

You can download a transcript for your MyASCA portal under the Account tab/Education Credits after completing the course. Additionally, you will receive a certificate in the mail suitable for framing that most districts accept. (See screenshot in above question)

How do I download a certificate of the courses I completed through ASCA U?

Our platform does not currently allow for printing of digital certificates. You can download a transcript for your MyASCA portal under the Account tab/Education Credits after completing the course. Additionally, you will receive a certificate in the mail suitable for framing that most districts accept. (See screenshot in above question)

What’s the difference between CEUs and contact hours?

District/state terminology and conversions vary, which is why ASCA offers two “types” of continuing education—CEUs and contact hours. Industry standard usually states that 1 CEU is equal to 10 hours of educational content, while 1 contact hour equals 1 hour of educational content. Specialist Trainings usually take about 50 hours to complete so they are worth 50 contact hours OR 5 CEUs.

Can taking classes with ASCA count toward state recertification requirements?

All states/districts have different requirements as far as continuing education and recertification. Review requirements on [this page](#) to see a state-by-state breakdown. While we do try to keep this information updated, states do periodically update their laws, so it’s always a good practice to check with your state’s Department of Education or the equivalent. Most states accept ASCA professional development offerings without issue. However, if you experience issues, know that most, if not all, states accept graduate credit for license renewal and most of our Specialist Trainings and the ASCA Conference offer graduate credit.

Can I use ASCA U Specialist courses to maintain my NBCC accreditation?

Yes, the American School Counselor Association (ASCA) has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 1005.

How do I receive Clock Hours (for Washington State) for ASCA’s professional development offerings?

The state of Washington has different requirements than most states and only accepts Washington Clock Hours. Fortunately, the Washington School Counselor Association (WSCA), an approved clock hour provider and ASCA state affiliate, converts ASCA CEUs to clock hours. Details are found [here](#).

How do I receive ACT48 Hours (for the state of Pennsylvania) for ASCA’s professional development offerings?

The Pennsylvania School Counselor Association (ASCA’s state affiliate) will assist in CEU conversion to ACT48 hours. After taking an ASCA, [contact PSCA](#).

How do I receive SCECHs (for the state of Michigan) for ASCA U Specialist Trainings?

The Michigan Department of Education has approved ASCA U Specialist Trainings to earn SCECHs, however, you will need to work through the Michigan School Counselor Association (MiSCA) to earn SCECHs. Instructions [here](#).

Have a suggestion for future Specialist Training courses?

Send them to jwalsh@schoolcounselor.org