



## College Admissions Specialist Training

**LOCATION:** Online, Self-paced

### **COURSE DESCRIPTION:**

Preparing students for postsecondary success is what we strive to do as school counselors. However the world of college admissions can be a confusing one, and often school counselors haven't received formal training in this arena. Learn how you can implement a comprehensive school counseling program that helps students understand the connection between K-12 school and college and make a successful transition to postsecondary education.

### **Learning objectives:**

Upon completion of this course you should be able to:

- Identify the role of the school counselor in promoting college readiness
- Identify academic habits that prepare students for postsecondary success
- Articulate how school counseling standards support the development of academic habits and postsecondary readiness
- Identify ways to incorporate academic habits curriculum into classroom lessons, and small groups that support K-12 learning objectives
- Discuss the importance of collaborating K-12 to improve students' postsecondary success
- Strategize ways to collaborate with your school counseling, teaching and administrative staff to keep your school focused on the culture of college and career readiness
- List factors associated with postsecondary success in early childhood, elementary, middle and high school student, and explain how a comprehensive school counseling program can have an impact on these factors
- Discuss the importance of a college-going culture and recognize what fosters a college-going culture
- Analyze your school's current culture regarding postsecondary readiness
- Discuss best practices for promoting a college-going culture that take into consideration demographic settings and special populations
- Recall the basics of financial planning for college to help increase awareness around college costs and encourage parents to educate themselves early about the true cost of college
- Recognize and discuss community college opportunities with students
- Employ best practices for writing letters of recommendation

### **Required Course Assignments:**

["Counseling 21st-Century Students for Optimal College & Career Readiness: A 9-12th Grade Curriculum,"](#) and pass knowledge assessment with 100%

Book: "[Ready, Willing, and Able: A Developmental Approach to College Access and Success](#)" (pass knowledge assessment with 100%)

Book: "[The ASCA National Model: A Framework for School Counseling Programs](#) (third edition)" (pass knowledge assessment with 100%)

#### Webinars

ASCA Webinar: **Academic Habits and College and Career Readiness** (pass knowledge assessment with 100%)

ASCA Webinar: **Preparing All Students for Postsecondary Success** (pass knowledge assessment with 100%)

ASCA Webinar: **College and Career Readiness in High School- Rural and Urban Challenges and Opportunities** (pass knowledge assessment with 100%)

ASCA Webinar: **NCAA Eligibility Center** (pass knowledge assessment with 100%)

ASCA Webinar: **Create a College-Going Culture** (pass knowledge assessment with 100%)

#### Magazine Articles

ASCA *School Counselor* Magazine article: **The Courts and Academic Advising** (pass knowledge assessment with 100%)

ASCA *School Counselor* Magazine article: **Prevent Summer Melt** (pass knowledge assessment with 100%)

ASCA *School Counselor* Magazine article: **Explore AmeriCorps** (pass knowledge assessment with 100%)

ASCA *School Counselor* Magazine article: **7 Tips for Writing Letters of Recommendation** (pass knowledge assessment with 100%)

ASCA *School Counselor* Magazine article: **Leadership Leads to Scholarship** (pass knowledge assessment with 100%)

#### Journal Articles and White Papers

*Professional School Counseling* Journal article: **Improving College Access: A Review of Research on the Role of High School Counselors** (pass knowledge assessment with 100%)

What Counselors Still Need to Know About Community College (Reprinted with permission from NACAC. "**What Counselors Still Need to Know About Community College**" originally appeared in the Journal of College Admission, Winter 2012. (c) 2012 National Association for College Admission Counseling. All rights reserved by NACAC.)- (pass knowledge assessment with 100%)

[Finding the Right Fit: Using the College Search Process to Reduce Anxiety for Students With Learning Disabilities and ADHD](#) (Reprinted with permission from NACAC. "Finding the Right Fit" originally appeared in the Journal of College Admission, Fall 2013. (c) 2013 National Association for College Admission Counseling. All rights reserved by NACAC.)

[The Rhetoric of College Application Essays: Removing Obstacles for Low-Income and Minority Students](#) (*American Secondary Education Journal*)

**Expanding College Opportunities** (Education Next, 2013) (pass knowledge assessment with 100%)

[Eligible & Ready for College](#) (Reprinted with permission, National Association of Secondary School Principals)

**Foster Care and Education** (pass knowledge assessment with 100%)

**College Access and Success for Students Experiencing Homelessness: A Toolkit for Educators and Service Providers** (pass knowledge assessment with 100%)

### *Supplemental Material*

- Journal Article: [College Access Opportunities](#) (Carol Miller Lieber, “Increasing College Access through School-Based Models of Postsecondary Preparation, Planning, and Support,” published by Educators for Social Responsibility (now Engaging Schools), 2009. Used with permission.)
- Website: [Federal Financial Aid Toolkit for Counselors](#) (includes information for undocumented students)
- Website: [College Savings Plan Network 529 Savings Plan Resources](#)
- Website: [Campus Pride Index](#)

### **ASCA SCHOOL COUNSELOR PROFESSIONAL STANDARDS & COMPETENCIES**

M3; B-PF 1; B-SS 2

### **ASCA STANDARDS FOR SCHOOL COUNSELOR PREPARATION PROGRAMS (ASCA CAEP SPA)**

2.1; 3.2

### **CACREP STANDARDS**

G 2c; G 3g

### **COURSE INSTRUCTIONS:**

- Complete the course by reviewing the required course assignments and passing corresponding exams with a 100%.
- To access your exams which include the course materials, login to your MyASCA account and 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 course exams and affiliated course materials will be listed in the center of your screen. Click on “Details” to access the related course materials and/or to take your exam. Course materials can be found under the Documents section. When you're ready, click on the green “Take Quiz” button to begin taking and passing your exam.
- Once you successfully pass all exams with a 100% you can view and download a record of your education credits (CEUs) by going to your “Account” tab at the top of your profile and clicking on the “Education Credits” on the left.
- You have one year following registration to complete your specialist course. If you have questions, please contact [asca@schoolcounselor.org](mailto:asca@schoolcounselor.org) for assistance.

\*Please note, published books must be purchased separately