



Council for Accreditation of Counseling and Related Educational Programs

1001 North Fairfax Street, Suite 510 • Alexandria, VA 22314 • (703) 535-5990 • fax (703) 739-6209 • www.cacrep.org

May 11, 2015

Dr. Elizabeth Haviland
Department of Psychology, MS 7575
Central Washington University
400 E. University Way
Ellensburg, WA 98926-7575

Dear Dr. Haviland:

The review of the Self-Study Addendum submitted by Central Washington University to the Council for Accreditation of Counseling and Related Educational Programs (CACREP) for its Clinical Mental Health Counseling program has been completed. Based on their review of the Addendum, the reviewers believe that the program is ready to host an on-site visit at this time. Please accept my thanks to you and the program faculty for your ongoing commitment to the CACREP accreditation process.

Please be advised that while an onsite visit has been approved, the onsite team may request additional information or documentation at any point up through the visit. Information on setting up the site visit follows the reviewer comments below.

Section I. The Learning Environment, Structure and Evaluation

Standard F

Please provide documentation to support the narrative response.

Standard K

The site team is asked to verify that admission decision recommendations are made by the academic unit's selection committee.

Standard N

It appears that the calculation provided is based on full-time faculty and full-time students and does not include adjunct and affiliate faculty in the overall calculation for the FTE ratio. These

individuals may be included in the calculation. Please contact the CACREP office if you need further information about calculating this ratio.

Standard AA.4

The program provides an agenda for an upcoming annual program committee meeting. The site team is asked to verify that the program uses data related to student learning outcomes for continuous and systematic program improvement.

Standards for Clinical Mental Health Counseling

Reviewers noted that the program has delineated the types of learning activities and assessments that are utilized so it is clear that the program has adopted an overall outcomes approach to the program area standards. However, for most of the standards the learning experiences were most often described in general terms and lacked the specificity to enable reviewers to make clear determinations as to the standards-related nature of these learning activities and assessments. For example, often the same generic assignment is indicated for a large number of standards. The site team will verify on site the application of the outcomes approach to the program area standards. Additional information may be provided in an Addendum to the Self-Study if so desired. For additional information see the section of the letter entitled "Addendum."

Next Steps

Addendum. You may develop a second Addendum if you desire but it is not required. If a second Addendum is developed it would not undergo an initial review but would instead serve to provide the site team and eventual Board reviewers with additional information. If you choose to develop a second Addendum, please submit to the CACREP office four (4) copies in read-only format on CDs and prepare an additional three (3) copies to be sent to the site team members once selected.

On-site Visit. A list of potential On-site Team Chairs and Team Members is included for your review. Please carefully review this list to identify any site visitors who should be excluded from consideration for this visit due to potential conflicts of interest. All individuals with real or potential conflicts of interest should be indicated on the Site Visit Template. The Site Visit Template includes CACREP's Policy concerning conflicts of interest for further reference. CACREP will work with the institution to compose a balanced team based on such factors as areas of expertise, gender, race, and experience as a team member. Please note that it is possible a newly trained member will be selected to serve on this visit in order to have effective usage of our pool of team members. **Please return the completed site visit template to the CACREP office no later than June 12, 2015.**

When submitting your Site Visit Template, please include a listing of potential visit dates. The on-site visit takes place from Sunday through Wednesday, with the team arriving late afternoon or early Sunday evening and departing by noon on the following Wednesday. **Preferred dates provided must be at least 12 weeks from the time you send us your preferences.** Once the

template has been received, a CACREP representative will begin the site visit planning and will notify you of when a date and the team have been secured.

Fees. An invoice in the amount of \$6,000.00 is enclosed to cover the on-site visit. Although CACREP reimburses team members for hotels and travel, we ask that you assume responsibility for selecting appropriate and convenient accommodations for the team members. We also ask that you handle arrangements for any travel that needs to occur on campus (e.g., to internship sites, to and from the airport, etc.). As you are responsible for arranging accommodations and travel while the team is on-site, please try to control these costs so that we may keep our fees to a minimum.

Release Form. Enclosed is a Release Form giving CACREP permission to use your original self-study materials in future CACREP training workshops. Please complete the form and forward it to the CACREP office at your convenience.

As a reminder, below is a list of the next steps for you to complete in the accreditation process:

- complete the attached Site Visit Template;
- return the self-study release form; and,
- process the enclosed invoice for the Team Visit Fee.

Should you or your faculty have any questions or concerns at any time during the accreditation process, please do not hesitate to contact me at 703-535-5990. I look forward to working closely with you as your department continues in the accreditation process.

Sincerely,



Sarah M. Betz
Assistant Director of Accreditation and IRCEP Program Coordinator