



Council for Accreditation of Counseling and Related Educational Programs

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MEMORANDUM

Date: April 15, 2016
To: CACREP Program Liaisons
From: Tyler Kimbel
Re: Annual CACREP Vital Statistics Survey

The 2016 CACREP Vital Statistics Survey is now available for you to access online. All programs are required to provide program information through completing the appropriate Vital Statistics Survey by September 15, 2016. Important information about completing the Vital Statistics Survey is outlined in this memo, along with directions for how to access the survey. Please read the directions carefully before submitting your 2016 Vital Statistics Survey.

1.) DIRECTIONS

- **If you have a counseling program(s) accredited under the 2009 CACREP Standards**, you need to complete Version A of the 2016 Vital Statistics Survey which can be accessed through the following link: <http://fluidsurveys.com/s/2016CACREPVITALSTATSURVEY-A/>
- **If you have a counseling program(s) accredited under the 2001 CACREP Standards**, you need to complete Version B of the 2016 Vital Statistics Survey which can be accessed through the following link: <http://fluidsurveys.com/s/2016CACREPVITALSTATSURVEY-B/>
- **If you have one or more counseling programs accredited under the 2009 CACREP Standards and one or more other programs accredited under the 2001 CACREP Standards**, you need to complete BOTH versions of the Vital Statistics Survey.
- **If you fill out the wrong version of the survey**, the information you submitted will be returned and you will need to fill out the correct version of the Vital Statistics Survey. If you are not sure which Standards your program(s) are accredited under, please contact the CACREP office.

2.) HOW TO VIEW SURVEY QUESTIONS AHEAD OF TIME

- **If you would like to see all the survey questions prior to completing the Vital Statistics Survey**, you can download them directly from the survey website. You will need to go past the first page in order to download the questions. Once you are on the second page (and any page after), you will see the words “Review responses” at the bottom left side of the survey. Directly beside this message you will see PDF and Microsoft Word icons; these icons allow you to download a copy of the survey questions and will also include any information you have already entered.

- **If you would like a final copy of the information you submitted**, the PDF and Microsoft Word icons will still be available on the “Thank you” page that shows up after you successfully submit your survey. Please use these icons to download a copy of the Vital Statistics Survey with your answers.

3.) REPORTING PROGRAM/STUDENT OUTCOMES

- The highlighted heading, “COUNSELING PROGRAM/STUDENT OUTCOMES” is listed under each individual program area on the Vital Statistics Survey. **Your responses to the questions below this heading need to be made publically available on your program’s website by September 15, 2016, and a hyperlink to that webpage needs to be sent to cacrep@cacrep.org.** This link will be made public on the CACREP website to meet recognition requirements set forth by the Council for Higher Education Accreditation (CHEA). The information to be posted includes the following four data points regarding each of your accredited program areas: (a) number of graduates in the past year, (b) completion rate, (c) licensure or certification examination pass rate, and (d) job placement rate of students/graduates.
- **If you are a new program completing the Vital Statistics Survey for the first time**, you need to publically report these data points in a program outcomes report on your program website. Once this report has been posted, you then need to send a hyperlink to the report via email to cacrep@cacrep.org.
- **If your program submitted a Vital Statistics Survey last year and you have previously posted program outcomes on the program website**, you need to update your program outcomes report to reflect the most current data. If the hyperlink to the outcomes report changes when you update this information, you need to send a copy of the new hyperlink via email to cacrep@cacrep.org.

4.) SUBMISSION DEADLINE/LATE FEE NOTICE

- All Vital Statistics Surveys must be completed and submitted no later than September 15, 2016.
- A late fee of \$100 will be applied to all programs that do not submit the Vital Statistics Survey by the September 15, 2016 deadline. **Please note that there will be no exceptions to the late fee policy.**
- Reminders to complete the Vital Statistics Survey will be emailed to your program’s CACREP liaison. Please make sure your liaison contact information is up-to-date on the CACREP website.
- If you have any questions or need assistance while completing the Vital Statistics Survey, please contact Tyler Kimbel at (703) 535-5990 or tkimbel@cacrep.org.