



National Association for
College Admission Counseling

GUIDELINES FOR **Professional Recognition Opportunity (PRO)** PROGRAM FOR ALL NACAC MEMBERS

Officially adopted by NACAC October 2000

Why PRO?

At the request of the Assembly, the Professional Development Committee has developed the Professional Recognition Opportunities (PRO) program to acknowledge the development of college admission skills and competencies by NACAC members through participation in a broad range of workshops, institutes, programs, conferences and other experiences sponsored by NACAC and other organizations. The Program is based on the NACAC Statement on Counselor Competencies which was approved by the Executive Board in 1991.

The goals of PRO are to:

- Promote college admission counseling as a profession
- Provide training at all levels of experience in the college admission profession
- Provide a framework for admission counselors to gain professional competencies
- Build relationships with other professional associations
- Form links with graduate programs
- Increase NACAC membership

What is PRO?

The outcome of PRO is, in essence, a 'professional development portfolio' that encourages ongoing professional development and recognizes individual achievement of milestones in the profession.

The proposed PRO program will be open to all NACAC members and participation is voluntary. Completion of the requirement for the PRO program allows you to earn two types of certificates: *Initial* and *Advanced*. The initial certificate requires a minimum of 45 contact hours of qualified professional development experiences over a three-year period, while the advanced certificate or renewal can be completed every two years thereafter (or after a minimum of five years of professional experience in the field) with a minimum of 30 contact hours.

Eligibility Criteria

Involvement in the PRO program is voluntary and membership in NACAC is required. Institutional membership will be sufficient for the Initial Certificate while individual membership (or principal representative status) will be required for the Advanced Certificate.

Minimum Contact Hours

A primary goal of the PRO program is to encourage on-going professional development and affirmation of the competencies necessary to be successful in the field of admission counseling. To this end it is essential that a minimum number of contact hours take place on an annual basis.

For both the Initial and the Advanced certificate at least two professional development workshops, programs, conferences or other experiences must be combined to reach the minimum contact hour standard. Participation in a single activity will not satisfy this requirement. Each competency, 1–8, must be addressed to qualify for either certificate.

Guidelines for the Professional Recognition Opportunity (PRO) Program

Qualified Professional Development Experiences and Maximum Contact Hours

In an effort to encourage and acknowledge professional development from a broad range of activities the PRO program has designated a maximum number of contact hours that may be identified for any single event or during any single year. By capping contact hours the PRO program hopes to encourage professional development involvement in a variety of local, state, regional, and national experiences.

Competency-Related: Experiences identified in this section contribute to the development of competencies as outlined in the Statement on Counselor Competencies.

Professional Development Experience	Max. Contact Hours per Event/Item	Max. Contact Hours per Year
NACAC National Conference	10	10
S/R Conferences	5	5
Drive-In Workshops	5	5
Professional Workshops or Conferences (e.g. College Board, ASCA, AACRAO, NASFAA)	10	10
Reading (professional related books, journals and papers)	1	3

Experiences Contributing to General Knowledge: Experiences identified in this section may not directly contribute to the development of specific counselor competencies. However, they do contribute to one's general knowledge of the profession and are recognized under PRO.

Professional Development Experience	Max. Contact Hours per Event/Item	Max. Contact Hours per Year
Officer/Committee Involvement (local state, regional, national)	N/A	7
Mentoring (includes providing and receiving mentoring)	1	5
Campus Visits	1	5
NACAC E-list Subscription	N/A	1
Other (professional development activities not captured in any other category)	N/A	5