

Hawai'i Teacher Standards Board
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DOCUMENTATION OF MEETING HTSB SCHOOL COUNSELOR PERFORMANCE STANDARDS FOR LICENSE RENEWAL

1. DIRECTIONS

Complete and sign this form. Upload this completed form to the Documents tab of your HTSB Profile.

2. PERSONAL INFORMATION

HTSB ID from your My Profile tab in your online record _____ Last 4 digits of SS # XXX-XX-_____

_____ Last name _____ First name _____ Middle name _____

Statement of Affirmation:

I hereby affirm that the information contained in this form is true and accurate. I understand that misrepresentation or falsification is grounds for the Hawaii Teacher Standards Board to deem me in non-compliance with meeting renewal requirements. My license status may change, and the Board may impose other disciplinary sanctions.

Applicant signature _____ Date _____

3. AUTHORIZED ADMINISTRATOR OF EPP TO COMPLETE THIS SECTION

- The Hawai'i Performance Standards for school counselors are listed in the following table in column one.
- The second column lists examples of professional growth activities that could be used to meet the standard.
- The third column provides examples of documentation that can be used for meeting the standard.
- Check off the documents you are using for verification that you meet the standards.

Standard	The following activities meet each standard individually.	Suggested Documentation
<p>STANDARD 1: The professional school counselor plans, organizes, and delivers the school counseling program.</p>	<p>Suggested Professional Activities:</p> <p>Suggested Activity 1a: Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training relating to counseling programs.</p>	<p>Suggested Evidence:</p> <p>Suggested Evidence for Activity 1a:</p> <p><input type="checkbox"/> Evidence of participation in professional development activity OR <input type="checkbox"/> Document verifying service as a facilitator OR <input type="checkbox"/> Assignment or reflection paper</p>
	<p>Suggested Activity 1b: Read professional materials that include counseling programs/strategies.</p>	<p>Suggested Evidence for Activity 1b:</p> <p><input type="checkbox"/> Written reports or journals describing knowledge gained through this reading and how it might be used OR <input type="checkbox"/> Reflections</p>
	<p>Suggested Activity 1c: Collaborative work with school faculty to support and enhance learning for all students.</p>	<p>Suggested Evidence for Activity 1c:</p> <p><input type="checkbox"/> Meeting notes written by either teacher or counselor OR <input type="checkbox"/> Individual student or classroom plan curriculum maps</p>
	<p>Suggested Activity 1d: Implement a counseling program that will have a positive effect on student learning.</p>	<p>Suggested Evidence for Activity 1d:</p> <p><input type="checkbox"/> Counseling plans OR <input type="checkbox"/> Unit and lesson plans OR <input type="checkbox"/> Schedules OR <input type="checkbox"/> Data to show increased student learning</p>

<p>STANDARD 2: The professional school counselor is able to implement a school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions.</p>	<p>Suggested Activity 2a: Develop and implement school guidance lessons/units around statewide General Learner Outcomes. Work with students using existing guidance curriculums.</p>	<p>Suggested Evidence for Activity 2a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unit and lesson plans OR <input type="checkbox"/> Student work samples OR <input type="checkbox"/> Data to show increased student learning
	<p>Suggested Activity 2b: Provide instructional involvement in students' academic achievement.</p>	<p>Suggested Evidence for Activity 2b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student learning goals OR <input type="checkbox"/> Modes and examples of assessments that were used OR <input type="checkbox"/> Samples of student work OR <input type="checkbox"/> Compilation and analysis of student achievement of learning goals
	<p>Suggested Activity 2c: Develop a tool chest with best practices, instructional strategies, accommodations, etc.</p>	<p>Suggested Evidence for Activity 2c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tool chest charts OR <input type="checkbox"/> Strategies and examples of how they were used OR <input type="checkbox"/> Accommodations and examples of their use
	<p>Suggested Activity 2d: Collaborate with teachers to ensure effective implementation of school guidance curriculum.</p>	<p>Suggested Evidence for Activity 2d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electronic Comprehensive Student Support System (ECSSS) reports OR <input type="checkbox"/> Student referrals OR <input type="checkbox"/> Schedules of sessions OR <input type="checkbox"/> Session activities with samples of student work
<p>STANDARD 3: The professional school counselor implements the individual planning component by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.</p>	<p>Suggested Activity 3a: Conduct sessions with students and coordinate ongoing systemic activities designed to assist the students in establishing personal goals and developing future plans.</p>	<p>Suggested Evidence for Activity 3a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unit and lesson plans with activities OR <input type="checkbox"/> Student work samples OR <input type="checkbox"/> Student Growth Plan OR <input type="checkbox"/> Evidence of conducting student workshops such as Career Day
	<p>Suggested Activity 3b: Conduct workshops and informational sessions for parents or guardians to address the educational and career needs of students.</p>	<p>Suggested Evidence for Activity 3b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of presenting at events such as Parent Night or Career Day OR <input type="checkbox"/> Powerpoint used at presentation
	<p>Suggested Activity 3c: Collaborate with the IEP team to develop and implement career, educational and behavioral goals for students with special needs.</p>	<p>Suggested Evidence for Activity 3c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual Education Program OR <input type="checkbox"/> Explanation of how data led to the established goals
<p>STANDARD 4: The professional school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills.</p>	<p>Suggested Activity 4a: Document and implement the counselor roles and responsibilities for the school.</p>	<p>Suggested Evidence for Activity 4a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Counselor roles and responsibilities OR <input type="checkbox"/> Implementation plan OR <input type="checkbox"/> Daily diaries OR <input type="checkbox"/> Calendars

<p>STANDARD 4: The professional school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills.</p> <p><i>Continued</i></p>	<p>Suggested Activity 4b: Implement counseling sessions with a small group of students with identified needs and concerns.</p>	<p>Suggested Evidence for Activity 4b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unit and lesson plans with activities OR <input type="checkbox"/> Student work samples OR <input type="checkbox"/> Outcomes of the group sessions
	<p>Suggested Activity 4c: Implement prevention and/or intervention activities to meet students' immediate and future needs.</p>	<p>Suggested Evidence for Activity 4c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop an effective referral process OR <input type="checkbox"/> Written procedures to be used in crisis situations OR <input type="checkbox"/> Referrals to other school support services or community resources
	<p>Suggested Activity 4d: Consult with parents/guardians, teachers, other educators, and professionals from community agencies regarding strategies to help students and families.</p>	<p>Suggested Evidence for Activity 4d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of contacts OR <input type="checkbox"/> Written plans for parents/students OR <input type="checkbox"/> Outcome of meetings
	<p>Suggested Activity 4e: Provide prevention, intervention, and follow-up to students and families facing emergency situations.</p>	<p>Suggested Evidence for Activity 4e:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intervention Plans OR <input type="checkbox"/> Results of plans
<p>STANDARD 5: The professional school counselor provides system support through effective school counseling program management and support for other educational programs.</p>	<p>Suggested Activity 5a: Collaborate with staff to provide a comprehensive and balanced school counseling program that addresses students' needs and educational goals.</p>	<p>Suggested Evidence for Activity 5a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Documents that were completed OR <input type="checkbox"/> Results of the implementation
	<p>Suggested Activity 5b: Participate and support other school programs or teams.</p>	<p>Suggested Evidence for Activity 5b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Individualized Education Program OR <input type="checkbox"/> Functional behavioral assessment plans OR <input type="checkbox"/> Modification Plans
	<p>Suggested Activity 5c: Develop and implement a yearly calendar that identifies counseling activities and programs to keep students, parents/guardians, teachers, administrators, and community stakeholders informed.</p>	<p>Suggested Evidence for Activity 5c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yearly Calendars OR <input type="checkbox"/> Evidence of planned activities and results
	<p>Suggested Activity 5d: Serve as an active participant on school or community committees and advisory councils.</p>	<p>Suggested Evidence for Activity 5d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting notes OR <input type="checkbox"/> Evidence of planned activities and results OR <input type="checkbox"/> Powerpoint presentation or other verification of your presentation
<p>STANDARD 6: The professional school counselor discusses the counseling department management system and the program action plans with the school administrator.</p>	<p>Suggested Activity 6a: Develop and implement a counseling action plan.</p>	<p>Suggested Evidence for Activity 6a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Counseling Plans OR <input type="checkbox"/> List of yearly goals
	<p>Suggested Activity 6b: Collaborate with staff to provide a comprehensive and balanced school counseling program that addresses student needs and educational goals.</p>	<p>Suggested Evidence for Activity 6b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Documents that were completed OR <input type="checkbox"/> Results of the implementation

<p>STANDARD 6: The professional school counselor discusses the counseling department management system and the program action plans with the school administrator.</p> <p><i>Continued</i></p>	<p>Suggested Activity 6c: Develop and implement a yearly calendar which identifies counseling activities and programs to keep students, parents/guardians, teachers, administrators, and community stakeholders informed.</p>	<p>Suggested Evidence for Activity 6c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yearly Calendar OR <input type="checkbox"/> Evidence of planned activities and results OR <input type="checkbox"/> Evidence of input obtained from staff, administrators, and other stakeholders
	<p>Suggested Activity 6d: Set up an advisory council to review the counseling program goals, indicators, and results.</p>	<p>Suggested Evidence for Activity 6d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Documents that were completed OR <input type="checkbox"/> Results of the implementation
<p>STANDARD 7: The professional school counselor collects and analyzes data to guide program direction and emphasis.</p>	<p>Suggested Activity 7a: Use student achievement data to make decisions regarding student choice of classes, special programs or other academic program planning.</p>	<p>Suggested Evidence for Activity 7a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Student plans OR <input type="checkbox"/> Individualized Education Program OR <input type="checkbox"/> Report on how data helped establish the plans
	<p>Suggested Activity 7b: Collect, analyze and interpret relevant data to establish goals and activities to support academic achievement.</p>	<p>Suggested Evidence for Activity 7b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of analyzed data OR <input type="checkbox"/> Established goals OR <input type="checkbox"/> Documents showing activities that were used to support achievement
	<p>Suggested Activity 7c: Communicate assessment criteria and standards to teachers, students and parents.</p>	<p>Suggested Evidence for Activity 7c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Faculty agenda with presentation OR <input type="checkbox"/> Individualized Education Program meeting notes
	<p>Suggested Activity 7d: Based on data, collaborate with teachers to present lessons to small and large groups of students.</p>	<p>Suggested Evidence for Activity 7d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unit and lesson plans with activities OR <input type="checkbox"/> Student work samples OR <input type="checkbox"/> Outcomes of the group sessions
	<p>Suggested Activity 7e: Use data to identify and assist individual students who have behavioral issues.</p>	<p>Suggested Evidence for Activity 7e:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Referrals OR <input type="checkbox"/> Behavior charts OR <input type="checkbox"/> Behavior plan OR <input type="checkbox"/> Functional Behavior Assessment samples
<p>STANDARD 8: The professional school counselor monitors the students on a regular basis as they progress in school.</p>	<p>Suggested Activity 8a: Implement a monitoring system appropriate to the school.</p>	<p>Suggested Evidence for Activity 8a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report on how the monitoring system will work <input type="checkbox"/> Results of the monitoring system
	<p>Suggested Activity 8b: Use school data to identify and assist individual students who have behavioral issues.</p>	<p>Suggested Evidence for Activity 8b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Referrals OR <input type="checkbox"/> Behavior charts OR <input type="checkbox"/> Behavior plan OR <input type="checkbox"/> Functional Behavior Assessment samples

<p>STANDARD 8: The professional school counselor monitors the students on a regular basis as they progress in school.</p> <p><i>Continued</i></p>	<p>Suggested Activity 8c: Use school data to identify and assist individual students who do not perform at grade level and do not have opportunities and resources to be successful in school.</p>	<p>Suggested Evidence for Activity 8c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student plans OR <input type="checkbox"/> Score reports OR <input type="checkbox"/> Implementation plans
	<p>Suggested Activity 8d: Use student and school site data to monitor student progress and to ensure all students receive what they need to achieve school success.</p>	<p>Suggested Activity 8d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disaggregated data analysis OR <input type="checkbox"/> Interpretation of cognitive, aptitude, and achievement tests OR <input type="checkbox"/> Student Action Plans OR <input type="checkbox"/> Interventions OR <input type="checkbox"/> Results of plans
<p>STANDARD 9: The professional school counselor develops a system for evaluating the results of the counseling program.</p>	<p>Suggested Activity 9a: Use data to evaluate the counseling program effectiveness and to determine program needs.</p>	<p>Suggested Evidence for Activity 9a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Results of formal and informal methods of program evaluation OR <input type="checkbox"/> Report on how data will modify the counseling program OR <input type="checkbox"/> Data based report on the effectiveness of the program OR <input type="checkbox"/> Revisions that will be made to the program and the rationale
	<p>Suggested Activity 9b: Share the program assessment results with faculty, parents, and students.</p>	<p>Suggested Evidence for Activity 9b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agenda/attendance lists OR <input type="checkbox"/> Presentation handouts OR <input type="checkbox"/> Powerpoints
<p>STANDARD 10: The professional school counselor is an advocate for students, a leader, collaborator, and a systems change agent.</p>	<p>Suggested Activity 10a: Participate in community-based intervention trainings (e.g., ASCA webinars.)</p>	<p>Suggested Evidence for Activity 10a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificates of completion
	<p>Suggested Activity 10b: Participate in a local, state, or national professional organization to improve the level of competence.</p>	<p>Suggested Evidence for Activity 10b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Agendas OR <input type="checkbox"/> Other documentation verifying service
	<p>Suggested Activity 10c: Share professional knowledge and skills at a district, complex, state, or national level conference.</p>	<p>Suggested Evidence for Activity 10c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Powerpoints OR <input type="checkbox"/> Reflections OR <input type="checkbox"/> Verification of presentation OR <input type="checkbox"/> Sample of completed activities
	<p>Suggested Activity 10d: Collaborates with teachers, parents, and the community to promote academic success.</p>	<p>Suggested Evidence for Activity 10d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Documents that were completed OR <input type="checkbox"/> Results of the implementation

<p>STANDARD 10: The professional school counselor is an advocate for students, a leader, collaborator, and a systems change agent.</p> <p>Continued</p>	<p>Suggested Activity 10e: Advocating for students at IEP meetings and other student-related meetings.</p>	<p>Suggested Evidence for Activity 10e:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student learning goals OR <input type="checkbox"/> Modes and examples of assessments that were used OR <input type="checkbox"/> Samples of student work OR <input type="checkbox"/> Compilation and analysis of student achievement of learning goals
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