Application for Candidacy

General Overview and Instructions

The Accreditation Council for Genetic Counseling (ACGC) was established in 2012 to serve as the accrediting body for the genetic counseling profession. The ACGC's mission is to provide leadership by establishing Standards for graduate level genetic counseling education in order to protect the interests of students and the public, as well as the integrity of the genetic counseling profession through:

- Evaluating educational programs to ensure compliance with those Standards; and
- Accrediting genetic counseling training programs that meet the Standards established by the ACGC.

Eligibility for Candidacy:

The ACGC accredits qualified, masters-level genetic counseling training programs located within institutions chartered by and physically located within the United States and Canada. Sponsoring institutions must be accredited by, and in good standing with, a recognized regional accrediting agency and must be authorized by that agency to confer upon graduates of the Genetic Counseling program a graduate degree.

System Instructions:

You do not need to complete the application in one sitting. The system will allow you to enter responses, save your current progress and finish the submission later.

Navigating the Survey

- Use the 'Previous' or 'Next' links at the bottom of each section page, the arrows next to the 'Save' button at the top of the page, or the appropriate section links in the navigation menu on the right.
    - **Do not use the back button in your browser without saving your data first or it will not be saved.**
- To save your work at any point, click the 'Save' button at the top or bottom of the page.

Uploading Attachments

- To upload all attachments at once:
    - On the top right navigation, click on the 'Documents' tab.
    - Upload your documents.
- To view or remove the uploaded documents:
    - On the top right navigation, click on the 'Documents' tab.
    - If you exit the survey, the 'Documents' section may be accessed at the top of the navigation menu on the 'Instrument Summary Response' page.

Exporting Your Response

- If you have the application open with the data input sheet on the left, click 'Exit' in the top right-hand corner to close the application and navigate to the 'Instrument Summary Response' page. If you just logged in to the system and clicked the 'Application for Candidacy' under 'Instruments', the 'Instrument Summary Response' page will be the first page you will see.

To export your response, click the gear icon to the right of the 'Application for Candidacy' instrument title and select the 'Export to HTML/PDF' & 'Print' link.

If you have questions or difficulties, contact the ACGC Executive Office at (703) 506-7667 or info@gceducation.org.

Program Information

Q-1

Primary Contact Information

Q-2

Program Design

Q-3

Program Design

SECTION A: ADMINISTRATION - Sponsorship

A1

A1

A1.1

A1.1.1

Q-4

Please upload or provide a link to the most recent accreditation decision letter from the accrediting body to the sponsoring institution. If providing an upload, the file name should be: A1.1Accreditation_NAMEofDegreeGrantingInstitution

No document provided

A1.1.2

A1.1.2

Q-5

Please document necessary information regarding the institutional administrative oversight (Dean, Chair) and partnering institution(s). Briefly describe how the sponsoring institution fulfills the requirements delineated in Standard A1.1.2. (max 750 words)

A1.1.3

A1.1.3

Q-6

Briefly describe how the sponsoring institution fulfills the requirements delineated in Standard A1.1.3.

SECTION A: ADMINISTRATION - Institutional Resources

A1.2

A1.2

A1.2.1

A1.2.2

A1.2.3

A1.2.4

Q-7

Fiscal Year

What is the institution's fiscal year cycle (month/day to month/day)?

Month	Day		Month	Day
		to		

Q-8

Budget

Complete and upload a budget table, using the budget template on the ACGC website. The table should only include applicable income and expenses that are specific to the operating budget of the program. For example, if the program director's salary is paid by another source, that expense should not be included in the table, but rather described in the narrative section. Support for the students outside of the program (e.g., scholarships, travel money, etc.) should also be included in the narrative.

No document provided

Q-9

Budget Narrative

In the space provided, address the following questions.

1. Describe the budgetary process for the program.
2. Tuition: Explain how tuition was calculated. If tuition for the genetic counseling program differs from other graduate degree programs at the institution, please describe. If only a portion of tuition is retained by the program, or if no tuition is retained by the program, please explain.
3. Describe any in-kind support offered by departmental or other institutional faculty, clinical supervisors, or others.
4. Describe any other program income and show calculations for the numbers included in the table above.
5. Provide details to explain the Program Expenses for each category (e.g., how did you arrive at the numbers shown in the table?).
6. Student support: Describe the types of student support programs to which the students have access and provide an estimate of financial impact on the program and/or overall cost of attendance for the students.

Q-10

No document provided

SECTION A: ADMINISTRATION - Program Personnel and Faculty

A2

A2

Q-11

Please upload the current job descriptions for program leadership positions. The file name should be: A2LeaderPositionDescriptions_ShortNAMEofProgram

(Note: A description is required for each leadership position you include in your program's structure)

Program Leadership Position Title	Job Description
	No document provided

A2.1

A2.1

A2.1.1

Q-12

In each column below mark the roles/responsibilities of the Program Leadership, including whether the role is primary (P), secondary (S) or not applicable (N/A). Complete the overall % FTE dedicated specifically to program leadership responsibilities (as defined in Std. A2.1.1) for each individual in the last row.

Responsibility	Name	Name	Name	Name	Name	Curriculum	Practicum Training	Research	Other
Fill in the job title as appropriate for your program:									
Maintaining program compliance with the Standards									
Developing, reviewing, and revising the program's strategic plan, which may include mission, vision, goals, and/or philosophy									
Developing, reviewing, and revising the program's plan to identify and address diversity, equity, inclusion, and justice for students, faculty, staff, and leadership									
Communicating with the ACGC about significant staffing, administrative, financial, and/or practicum training changes									
Developing, reviewing, and overseeing the program admissions process									
Developing, implementing,									

and continuously evaluating the program, including all curricular requirements outlined in Section B									
Providing guidance to faculty and staff about where to access required continuing education									
Providing academic advising, as well as monitoring, evaluating, and remediating student performance									
Incorporating the principles of diversity, equity, inclusion, and justice into the curriculum									
Fostering an inclusive environment where all individuals are valued and supported									
FTE %									

A2.2

A2.2.

A2.2.1

Q-13

No response provided

Q-14

Q-15

A2.2.2

A2.2.2

A2.2.3

Q-16

Please upload the Program Director/Co-Director biosketch for each director/co-director using the ACGC biosketch template available here. File(s) should be named: A2.2.2Biosketch_Director_PersonName_ShortNAMEofProgram (NOTE: include the name of the program director where it says Person Name and your program name).

Name	Position Title	Biosketch
		No document provided

A2.2.4

A2.2.4

A2.2.5

Q-17

No response provided

A2.3.1

A2.3.1

Q-18

There is a required minimum ratio of paid FTE dedicated to program leadership per total student enrollment (full or part time):

    i. ≤10 students: 1.0 FTE

    ii. 11-15 students: >1.0 FTE

    iii. 16-20 students: >1.25 FTE

    iv. 21-25 students: >1.5 FTE

    v. 26-30 students: >1.75 FTE

    vi. 31-35 students: >2.0 FTE

    vii. 36-40 students: >2.25 FTE

    viii. 41-45 students: >2.5 FTE

    ix. 46-50 students: >2.75 FTE

Q-19

A Program Director or Co-Director, specifically, must have at least 0.5 FTE dedicated to academic and administrative responsibilities in support of the program. Please list the breakdown of the Program Director's or Co-Directors' FTE.

SECTION A: ADMINISTRATION - Administrative Support Staff

A2.6

At a minimum, the program must have 0.5 FTE of administrative support staff time that is in addition to the program leadership administrative FTE (as outlined in Standard A2.3.1). The personnel assigned to provide administrative support report to the program leadership, and the program leadership will define the specific responsibilities of the administrative support staff.

Q-20

Please explain how the program meets Standard A2.6 in regard to administrative support staff time.

SECTION A: ADMINISTRATION - Operational Policies and Procedures

A3.2.3

A program's mission, vision, and/or value statement should include articulation of the program's commitment to diversity, equity, inclusion, and justice and be consistent with both the institution's mission and with the National Society of Genetic Counselors (NSGC) Code of Ethics and/or, where applicable, the Canadian Board of Genetic Counselors (CBGC) Code of Ethics.

Q-21

A3.2.5

All graduate programs in genetic counseling are required to provide training over a minimum of 21 months or two academic years.

Q-22

Please list the length of the program in months.

SECTION B: CURRICULUM AND INSTRUCTION - Practicum Training

B3

B3

B3.1

B3.1.1

B3.1.2

B3.1.3

B3.1.4

B4

B4.1

Q-23

Please complete the table below for participatory case practicum placements, supplementary placements and experiences.

Instructions/Definitions:

Setting: The place, surroundings, or environment in which a practicum experience occurs. This can include clinical, laboratory, research, government, industry, and or/simulated environments.

Delivery mode: In-person, telephone, group, and telemedicine

Specialty/Experience: Cancer, pediatrics, prenatal, advocacy, variant interpretation, utilization management, etc.

 # BC GC Supervisors: Number of board-certified genetic counselors who serve as supervisors

 # Other Supervisors: Number of other supervisors on-site who are not board-certified genetic counselors

Practicum Placement Name	Setting	Specialty/Experience Type	Patient/Client Life Cycle Stage	Service Delivery Mode	# BC GC Supervisors	# Other Supervisors	Participatory Case Acquisition or Supplemental Experiences
Cancer Clinic X	Clinic	Cancer	Prenatal	In-Person	3	0	Participatory
Lab B	Lab	Variant interpretation	Pediatric	Telephone	1	2	Supplemental
Non-profit C	Non-profit	Patient advocacy	Adult	In-person	1	1	Supplemental

B3.2

B3.2

B3.2.1

B3.2.2

Q-24

Please upload a practicum placement grid for two full cohorts. This file should be named: B3.2PracticumPlacements_ShortNAMEprogram

No document provided

B3.3

B3.3

Q-25

Please provide evidence that all enrolled students will receive equitable and comparable practicum training experiences that facilitate exposure to a range of practice settings across the lifespan and the full range of PBCs (i.e., number of supervisors, average numbers of patient interactions, coordination of students from multiple programs at one site, etc.).