

ACSCI Standards Q&A
ACSCI Standards Committee
June 2003

1. Where do I send completed checklist(s)?

ACSCI Administrative Office
Creative Management Alliance, LLC.
10820 East 45 Street, Suite 210
Tulsa, Oklahoma 74146

2. Can checklists be submitted after June 30?

Yes.

3. How do I receive the ACSCI logo that indicates standards compliance?

Upon submitting the checklist(s) to ACSCI, the entity will receive by e-mail a file containing the ACSCI logo and text stating, "Standards Compliant." The text is a hyperlink to the definition of the highest level of standards for which the entity asserts compliance.

Here is how the system works:

a. All products that are standards compliant will display the ACSCI logo with hyperlinked text below stating "Standards Compliant."

b. Clicking on the logo will link users with the appropriate level of standards met. For example a product that meets core standards would display the logo and text as above. When a user clicks on the hypertext, the user would go to the document "What Does It Mean to Meet ACSCI Core Standards" on the ACSCI website.

c. ACSCI will provide the logo and "Standards Compliant" hypertext (one of four versions depending upon the level of compliance asserted).

4. How long does "compliance" last?

Until due date of checklists the following year.

5. Can non-members assert ACSCI compliance?

No.

6. Does compliance assertion indicate ACSCI certification or endorsement?

No. The organization believes that the voluntary application of ACSCI standards will lead organizations to create better products and services.

7. Is documentation or explanation required to support how a product or service meets each element of the checklists?

ACSCI doesn't require documentation for each element of the checklists. The checklists must be applied to an identified product or set of products, and there must be an explanation for any indication that a standard element doesn't apply (use of the N/A). If a question is raised by an ACSCI member, or if there is a need for clarification, ACSCI may request further documentation or explanation.

8. What is required to meet Core Standard 2.1. *Identifying components for which use requires the assistance or oversight of a trained professional?* In our product, I think we do that in one assessment component, however, for the XXX assessment we provide only instructions. Should we say that the interpretation of XXX results requires a trained professional?
I don't know XXX well enough to opine whether professional interpretation is required or merely adds value. Interpretation is a form of "assistance." If such is required by a trained professional, the standard says that the product should be so-identified. You should consult with the instrument's publisher and identify the instrument as the publisher intends.
9. What is required to meet Core Standard 2.3. *Publicly stated policy for inclusion of linked components and third-party components?* What does publicly stated mean? Must the policy be on the website, or does providing the policy upon request satisfy the standard?
The standard calls for a "publicly stated policy." As long as the policy is available to anyone who requests it, the standard is met.
10. What is required to meet Core Standard 4.3 *Validating effectiveness of career information through ongoing research and evaluative functions?* We observe users, gather feedback, and implement suggested changes. These are evaluative functions, but are they research?
The standard calls for ongoing research and evaluative functions that assess usability, navigability, and appropriateness for principal audiences. The standards do not prescribe a methodology for carrying out this function. The intent of the standard is to ensure ongoing review and refinement of career information and services.
11. Regarding Component Standard 7.8 on Norms: "...the entity provides practitioners with easily accessible details regarding assessment norms..." The requested information on the XXX assessment is in the "Counselors Guide to Career Assessment Instruments," but it is not provided to practitioners. We just tell them where to look if they ask. Does that meet the intent of this standard?
Yes, the standard is met. "Easily accessible" may be a bit vague. The proposed 2003 standards will contain the following language, "The entity makes available or provides citations of relevant resources that provide norms, interpretation guides, implementation instructions, or other contextual information that enhances use of the instrument." Note: revised standards will be proposed for adoption in December 2003.
12. Another question about norms: For O*NET instruments, I assume they have been properly normed by DOL, but I have not personally seen the normative data, nor do we provide it to practitioners. Is referring practitioners to the appropriate DOL site, department or individuals sufficient?
With regard to the O*NET and other widely used instruments, there is extensive technical information available, so a relevant DOL reference would suffice.
13. Core Standard 5.2 "Vested Rights" Can you explain the meaning?
This should read "Vested Interests." I'll try to get the checklist corrected. Note: a revised version of the checklist was posted on the ACSCI website April 29, 2003.

14. Component Standard 7.6 Alternative Access and Comprehensive Standard 19.3 Use by persons with disabilities I assume XXX meets the standards, but need to check with you. Our customers are the Career Services Centers in colleges and universities and they advise us about specific accommodations they regard as appropriate for their student users. We in turn, make accommodations (e.g., text enlargement, etc.) for the specific XXX content and modules pinpointed by our customers to the extent technology for web-based systems allow. It's an ongoing incremental process rather than a blanket effort.

This is a judgment or assertion for you to make and be able to defend.

15. 22.2 Localization of education & training information and 22.3 Customization for state education workforce initiatives I assume XXX meets standards for 22.2 and 22.3, but must check with you. XXX provides active hyperlinks that users access with our user-friendly menus and definitions in order to satisfy "localization" and "customization" criteria. Examples of our hyperlinks are: America's Career Infonet (ACINet) America's Job Bank, Employment Projections by the US Bureau of Labor Statistics, ERI Economic research Institute, NACE's JobWeb, CollegeNet, CollegeBoardOnline, US Universities and Community Colleges, FinAid, Military Career Guide Online, AmeriCorps*Vista, Peace Corps and many other "non-fee", free, blue-ribbon sites that provide localized information.

Standard 22 reads, "Comprehensive systems provide mechanisms that localize key information or present information in a localized context." The checklist items 22.1 and 22.2 speak to localization. While it is possible to provide systematic, integrated information with a link that connects users directly to state-specific information on another website, a general link to a website in which it is the user's task to FIND or SEARCH FOR the local information definitely does not meet the intent of the standard. Further, a link to a national site doesn't conform to item 22.3's requirement to target AND customize information. Information linked in this way must meet Core Standard 2.3 AND relevant Content Standards to be considered as sufficient to meet Comprehensive System Standards for including localized occupation or education and training information.

16. **What does ACSCI mean in Comprehensive System Standards 22 Localization of Key Information? Can you provide examples?**

Localized information generally consists of information at the state or sub-state levels that has been developed and entered into the system by analysts. By key information, ACSCI Standards are referring to the major components of information that are necessary in helping individuals succeed in their own career development (e.g., awareness, exploration, decision-making, planning, preparation and job search). Some examples of localized information in key areas include: Occupational information – state or substate specific wages, number of people employed in the state or relative size, outlook or growth prospects for the occupation, licensing or certification and the name and address of the state licensing/certifying authority.

Employer information - name, address, relative size, and industry designation of public and private organizations doing business in the state.

Educational information - descriptions of programs offered in the state; references to or information about state educational initiatives such as state career pathways or state graduation standards; state apprenticeship programs and local organizations that accept applications; and state college, university and private proprietary school information topics such as costs, admission requirements, housing information and degrees or certificates awarded.

Financial aid information - state sponsored or state specific scholarships, grants and other awards.

17. 22.4 Local data input Do we meet standard? XXX provides each customer with a free HTML template with a label for the Institution's name enabling them to author and insert and post their own customized localized information about their own education and study programs, employment opportunities, local guidelines for using XXX, etc.

22.4 has three specific standards beneath it. Assuming compliance with these, the answer would be yes.

18. 24.7 (2nd item) "provide information on where financial statements may be obtained" The entity, "XXX, Inc." is a privately owned, "for-profit" business firm. We naturally provide pricing information to customers and potential customers, but do not provide the public or our customers with data from our firm's financial records or statements. Does this meet the standard?

The purpose of the standard is to inform the consumer (purchaser) when buying something from a company that may be financially unstable. I don't believe this means providing a profit-loss statement, but it necessitates some type of authoritative information on the financial status of the entity.

19. I am not sure what the difference is between standards 15.1, 16.1, and 17.2. Can you provide any additional explanation.

15.1 requires that relationships be valid (relationship integrity).

16.1 requires that entities disclose the relationships (relationship transparency). This answers the what and why about relationships.

17.2 requires that, in addition to disclosing significant relationships, the entity should disclose the rationale or linking strategy behind these relationships. This addresses the how of relationships.

20. Can you explain the meaning of Integration Standard 18.2?

For some component integration, it may be useful to describe the audiences for which a component was developed or upon which validity has been established. Primarily, this standard applies to assessments that may have been developed for use by a particular audience for which validity studies apply. When generalized to other audiences, it's incumbent to state that the instrument is known to be valid for audience X.