

FEBRUARY

PASFAA NEWSLETTER

Dear Colleague:

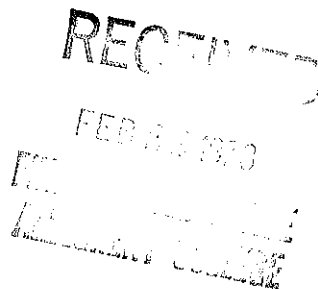
Enclosed is the revised and amended certification proposal based on your comments, concerns, and suggestions at the Annual PASFAA Conference in October.

Please examine the proposal carefully and objectively. You must consider it on a number of levels: first, of course, is its personal impact on you as a Financial Aid Officer and its effect on your institution; second, is the effect it will have on improving the level of professionalism within the Commonwealth; third, is the demonstration that it will provide to Federal and State Governments and to private donors that a certified Financial Aid Officer is a well-qualified and knowledgeable practitioner of the profession. All of these elements should be carefully considered as you examine and reflect on the document.

Collectively we of the Government Relations Committee sincerely believe that this revised proposal recognizes all of the concerns and questions which you raised at our state conference last October. It is by no means a perfect document for all members of the Association; it is, however, a document which attempts to serve the needs of the Association and its entire membership while carefully recognizing the needs and problems of individual members of the Association. We are certain that each of you will give this proposal careful consideration and serious thought. You may feel free to communicate with any individual member of the Committee or with any member of the Executive Committee in regard to additional questions and concerns which this revision may have raised. We anticipate your response and trust that you will react positively.

Very truly yours,
Government Relations Committee
Herney S. Schlesinger
Chairman

HSS:gc



Statement of Purpose

A national goal of education is to provide equal access to post-secondary education for all qualified and interested citizens. In order to achieve this goal, equal access requires the proper administration of the available financial resources. Therefore, it is desirable for the Pennsylvania Association of Student Financial Aid Administrators (PASFAA) to establish standardized certification leading to professional excellence which should provide for continuity of performance consistent with our goal. Certification should be an evaluative instrument, not a legal license.

A standard of excellence will include adherence to ethical principles, training which provides a broad base of knowledge necessary for student financial aid administration and continued professional growth.

The scope of this profession is broader than the technical skills that can be measured by objective criteria. It encompasses those qualities of interpersonal relations including empathy, flexibility and concern for the uniqueness of the individual student.

Therefore, these standards for certification are only the
1
foundation upon which true professionalism can be built.

1 Incorporated from a report by NASFAA Committee on Certification.

II. Procedures

- A. Individuals desiring to be certified will apply directly to the PASFAA Professional Standards Committee.
- B. Current members of PASFAA will pay a \$ _____ certification fee along with their application. Non-members will pay a \$ _____ certification fee along with their application.
- C. The Professional Standards Committee shall be a standing committee which shall report to the President of PASFAA, but is elected by the PASFAA membership and shall consist of only active members of the Association. The chairperson shall be selected by the President with the approval of the Executive Council. Each other member of the committee shall serve for a two-year term, except those initially elected to the first committee. The first committee should consist of at least four two-year members and three one-year members. After the first year the members of the Committee must be permanently certified with the Comprehensive Professional Certificate. For the first year the Executive Council will certify the Committee. Length of the terms of office will initially be determined by lottery.
- D. Types of Certification/Criteria
 1. Programmatic Certificate - minimum criteria:
 - A) Evidence of experience in the program(s) for which certification is sought.
 - B) Attendance at two different workshops and/or professional meetings within two years. (PASFAA, CSS, ACT, PAPSA-Pa. Assn of Private School Administrators, HAP-Hospital Association of Pennsylvania)
 - C) Adherence to the PASFAA Code of Ethics.
 - D) Recommendation of the Professional Standards Committee which will be based on the following criteria as they apply to the individual situation. These criteria will be measured by an evaluative tool.
 - 1) Programs(s) Administration
 - a. Knowing applicable statutes and regulations.
 - b. Preparing recommendations related to institutional policies and procedures.
 - c. Generating funding requests.
 - d. Developing student aid applications, processing and evaluation procedures.
 - e. Determining eligibility criteria.
 - f. Allocating funds.
 - g. Authorizing fund disbursements.

- h. Reconciling fund balances.
- i. Implementing operational procedures.

2) Counseling

- a. Conferring with students about expense budgets and money management.
- b. Recommending awards and aid adjustments in both routine and special circumstances.
- c. Referring students to other offices, agencies, and/or programs as appropriate.

3) Communicative Skills

- a. Effectively communicating financial aid information to the many publics.
- b. Establishing and maintaining effective working relationships with on-campus offices and off-campus agencies which are related to administration or coordination of programs.

2. Professional Certificate - minimum criteria:

- A) Evidence of experience in student aid administration.
- B) Bachelor's degree and/or appropriate preparation.
- C) Attendance at three different workshops and/or professional meetings (PASFAA, CSS, ACT, HAP-Hospital Association of Pennsylvania, PAPSA-Pa. Assn of Private School Administrators)
- D) Adherence to the PASFAA Code of Ethics.
- E) Recommendation of the Professional Standards Committee which will be based on the following criteria as measured by an evaluative tool.

1) Financial Aid Administration

- a. Knowing federal and state statutes and regulations.
- b. Preparing recommendations related to institutional policies and procedures.
- c. Generating funding requests.
- d. Developing student aid applications, processing and evaluation procedures.
- e. Determining eligibility criteria.
- f. Allocating funds.
- g. Authorizing fund disbursements.
- h. Reconciling fund balances.
- i. Implementing operational procedures.

2) Counseling

- a. Analyzing financial need.
- b. Assisting in the establishment of student expense budgets.
- c. Conferring with students about expense budgets and money management.
- d. Recommending awards and aid adjustments in both routine and special student circumstances.
- e. Referring students to other offices, agencies, and/or programs as appropriate.

3) Communicative Skills

- a. Effectively communicating financial aid information to the many publics.
- b. Establishing and maintaining effective working relationships with on-campus offices and off-campus agencies which are related to administration or coordination of programs.

3. Comprehensive Professional Certificate - minimum criteria:

- A) Must meet the minimum criteria for the Professional Certificate
- B) Currently employed in Student Aid Administration with a minimum of five years experience in the profession.
- C) Master's degree or appropriate substitute credentials. 2
- D) Recommendation of the Professional Standards Committee which will be based on the following criteria as measured by an evaluative tool.

1) Managerial Experience

- a. Establishing goals and objective(s).
- b. Planning, budgeting for and organizing a financial aid office.
- c. Establishing staff training and development programs.
- d. Supervising office personnel.

- 2 After October 1, 1983 only the Master's Degree will be acceptable. Educational requirements for renewal certificates will be based upon the criteria in effect during the initial certificate.

2) Financial Aid Administration

- a. Knowing federal and state statutes and regulations.
- b. Preparing recommendations related to institutional policies and procedures.
- c. Generating fund requests.
- d. Developing student aid applications, processing and evaluation procedures.
- e. Determining eligibility criteria.
- f. Allocating funds.
- g. Authorizing fund balances.
- h. Reconciling fund balances.
- i. Establishing clear audit trail.
- j. Implementing operational procedures.

3) Counseling

- a. Analyzing financial need.
- b. Establishing student expense budget.
- c. Conferring with students about expense budgets and money management.
- d. Recommending award and aid adjustments in both routine and special circumstances.
- e. Referring students to other offices, agencies, and/or programs as appropriate.

4) Communicative Skills

- a. Effectively communicating financial aid information to the many publics; some examples are: Student Financial Aid brochures, Formal Award Notification, letters to students, parents, fund donors, etc.
- b. Establishing and maintaining effective working relationships with on-campus offices and off-campus agencies which are related to administration or coordination of programs.

5) Research and Evaluation

- a. Preparing annual reports; and fund reports.
- b. Evaluating, modifying and restructuring office policies and procedures when necessary.
- c. Conducting studies measuring impact and results of financial aid on students and the institution.

- 6) The candidate must also show evidence of professional development by meeting at least four of the following requirements which in each case, must be related to the field of financial aid. One of the four must be "g".
 - a. Attendance at recent professional meetings, workshops, etc.
 - b. Participation in a leadership role in professional meetings.
 - c. Holding office or participation as an active committee member in a professional association.
 - d. Publishing and/or presenting a professional paper.
 - e. Serving as a resource person to various offices, organizations or agencies.
 - f. Recommendations from three currently practicing financial aid officers, no more than one from the applicant's own co-workers.
 - g. Successful completion of an evaluation as designated by the Professional Standards Committee.
 - 1) Oral review of individual's knowledge of the profession and the programs.
 - 2) Written evaluation.
 - 3) An on-sight review and evaluation of general policies and procedures.

E. Length of Certification

1. Certificates will remain valid for a period of five years from the date of issuance. Policies and procedures for renewal of these certificates will be developed by the Professional Standards Committee.

F. Results of Evaluation

1. Individuals who, in the judgement of the Committee, have fulfilled the respective criteria will receive the appropriate PASFAA Certificate of Professional Achievement. The Chief Officer of the institution will also receive a communication recognizing this achievement.
2. Individuals who, in the judgement of the Committee, have not fulfilled the respective criteria will receive a letter of denial. This letter will indicate the areas which need improvement. A letter will not be submitted to the Chief Officer of the institution under these circumstances.

G. Appeal Procedures

1. Individuals wishing to appeal the decision of the PASFAA Professional Standards Committee shall notify the chairperson of the Committee in writing within fifteen days of receiving the denial by the Committee.
2. The applicant will then have an additional fifteen days (thirty days from the date of receiving the denial letter) to provide to the chairperson of the Committee any additional written documentation which the applicant believes should be taken into consideration.
3. The applicant will be notified of the time, date and location of the appropriate meeting of the Committee so that s/he may be present, if s/he deems it necessary.
4. The applicant will be notified in writing of the re-evaluation decision of the Committee within fifteen days.
5. If the individual is then certified s/he will receive the appropriate credentials and the applicant's Chief Institutional Officer will be notified as per Part F, Section 1.
6. Should the Committee determine that sufficient documentation has not been presented by the applicant, a Letter of Appeal-Denial will be issued to the applicant.
7. An applicant who is denied certification by the appeal decision may, if dissatisfied with this decision, appeal to the Executive Council of PASFAA for further consideration. This appeal should be made in writing to the President of PASFAA within fifteen days of receiving the Letter of Appeal-Denial.
8. The decision of the Executive Council shall be final.

H. Evaluation Methods (to be developed)

1. Self-evaluation
2. Peer evaluation
3. Written technical evaluation

I. Reciprocity

1. Members of the profession who are from states other than Pennsylvania and wish to be certified, must comply with the minimum criteria as stated in these procedures.

Please complete this ballot and return it by March 22, 1978
to:

Ms. Cathy George
PASFAA Corresponding Secretary
Philadelphia College of Textiles & Sciences
Henry Avenue
Philadelphia, PA. 19144

_____ I vote to ACCEPT the certification proposal as it appears
in the attached copy.

_____ I vote to REJECT the certification proposal as it appears
in the attached copy.

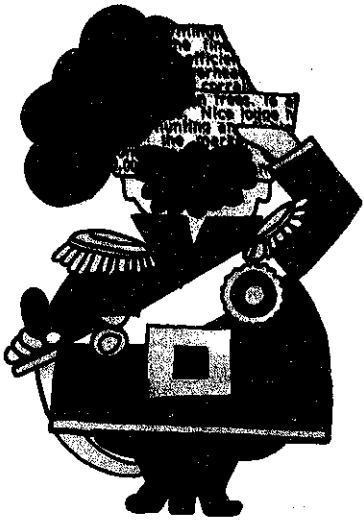
THE BOTTOM LINE - IMPROVING RETENTION

By Rene Saleh

The Pennsylvania ACT Council planned their annual workshop for March 8th and 9th 1978. The speakers are Dr. Dallas Martin, Dr. Kenneth Reeher and Dr. Lee Noel. The Council deals with issues on higher education, and participants at the workshop are mainly admissions officers, as well as academic deans and faculty. For the first time, financial aid is a topic to be discussed with individuals other than financial aid directors. Although this is an ACT Council, it has nothing to do with ACT analysis or testing. The Council is concerned with general issues of concern to all.

It is important for all aid administrators to plan to attend these workshops for the articulation we discussed in our circles for a long time.

See attached circular for more information on this workshop.



ATTENTION!

THE BOTTOM LINE: IMPROVING RETENTION

PRESENTERS:

Dr. Dallas Martin
Executive Director
National Association of Student
Financial Aid Administrators

Dr. Lee Noel
Vice President
The American College Testing Program

Dr. Kenneth Reeher
Executive Director
Pennsylvania Higher Education
Assistance Agency

MARCH 8, 1978
Hilton Airport Inn
Pittsburgh, Pennsylvania
9:00 a.m. - 3:30 p.m.

MARCH 9, 1978
Valley Forge Hilton
King of Prussia, Pennsylvania
9:00 a.m. - 3:30 p.m.

LUNCHEON AND REGISTRATION \$15.00

SPONSORED BY THE PENNSYLVANIA ACT COUNCIL

MORE INFORMATION AND REGISTRATION
MATERIALS WILL FOLLOW

PENNSYLVANIA ACT COUNCIL PLANNING COMMITTEE:

Kenneth J. Wenger, State Representative
University of Pittsburgh

Kenneth Haldeman, Past Chairperson
Temple University

J. David Stearns, Chairperson
Mansfield State College

Susan Fowler, Secretary
Mount Aloysius Junior College

Clifford Campbell, Chairperson-Elect
Point Park College

Renee Saleh
Lehigh County Community College

Thomas O'Conner
Washington & Jefferson College

MARK YOUR CALENDAR!

The following article was contributed by William E. Stanford, Director of Financial Aid, Lehigh University.

In anticipation of the upcoming application filing period, our local group of aid officers, affectionately called LVFAA (Lehigh Valley Financial Aid Administrators), conducted a workshop for area guidance counselors on December 14th. LVFAA invited the guidance departments of the public, parochial and private secondary schools in the surrounding counties of Northampton, Lehigh, Berks, Bucks, Carbon, Monroe, Pike and Schuylkill. PHEAA aided the mailing by providing address labels for the schools.

Past experience indicated that it is difficult for counselors to get released time and that a half-day program is the limit. Experience also showed that any program extending beyond 3:45 causes severe anxiety in counselors. This program ran from 1:00 to 3:45 and focused on the following topics:

- (1) Changes in filing procedures for 1978-79 as influenced by multiple data entry and PHEAA's entry into the uniform methodology arena were reviewed. Special attention was given to problems of correcting or adding information once the applications are filed.
- (2) The counselors were cautioned about problem items on the FAF, FFS, and PHEAA/BEOG composite form (especially 83, 84 on the FAF; 92, 93, 94 of the FFS; and 10 and 97 on PHEAA's application).
- (3) Several special problems were discussed. These included divorce/separation situations and the home equity portion of asset contribution.

The response of counselors who attended the workshop ranged from positive to enthusiastic. Counselors want to know how to help their students, but their opportunities for learning are limited. They feel they are receiving conflicting signals from PHEAA, CSS, ACT and others.

In some parts of Pennsylvania where groups of post-secondary schools have been working together for a long time, training sessions for high school counselors are an annual event. If other groups of aid administrators wish to cooperate in such a training session, they might want to write to LVFAA for copies of letters, format, and list of enclosures. Those groups can then concentrate on improving rather than reinventing the program. Call or write Rene Saleh at Lehigh County Community College or Bill Stanford at Lehigh University.

Ed. LVFAA consists of Cedar Crest, Moravian, Allentown College of St. Francis DeSales, Muhlenberg, Lafayette, the Allentown Sacred Heart and St. Luke's Schools of Nursing, Northampton and Lehigh County Community Colleges, Lincoln Tech, United Wesleyan College and Lehigh University.

The following article was submitted for your information from the PASFAA State Trainer.

STATE TRAINING

PASFAA working cooperatively with PHEAA under the OE SFAT Grant will be organizing training sessions throughout the state in the near future. Within several weeks all financial aid administrators will receive a short questionnaire asking about training needs, areas of concentration that should be covered, length of workshops, time of the year, etc. Please read and respond.

Debby Dwyer, State Trainer, is also forwarding to a number of aid administrators names of other aid officers in their area. It is hoped that each small group of aid administrators will start meeting on a regular basis (maybe every other month) to discuss aid questions, institutional problems, organize high school information programs, etc., and just get to know each other better.

The following is a PHEAA release.

Reciprocal Agreements are still being sought by Pennsylvania with contiguous states in the hopes that the Keystone State will not have to discontinue its long-established policy of portability of Higher Education Grants. Five of six states have moved closer to reciprocity while one, New York, appears firm in its position against portability.

The Pennsylvania Higher Education Assistance Agency (PHEAA) began overtures in late 1976 after the Agency's Board of Directors instructed PHEAA staff to investigate the possibility of reciprocity. The Board ruled that, beginning with the academic year 1979-80, portability would be denied to non-reciprocating contiguous states.

PHEAA's long-standing policy has been to permit Pennsylvania to carry their student grants to any other state in the nation, regardless of whether the others reciprocated. Currently, this policy is in effect. The maximum award a student may receive for attending an out-of-state institution is \$600 at an approved institution.

In a status update, PHEAA Executive Director, Kenneth R. Reeher listed these developments:

Ohio: Has received and approved language of portability agreement developed by PHEAA. Discussion continues as to the size of the grants.

It is expected that the Ohio Board of Regents will sign a contract in mid-February. Reciprocity is expected for the 1978-79 academic year.

New Jersey: Has moved toward student grant reciprocity with other states and New Jersey now has Pennsylvania's reciprocity agreement for study. Agreement is expected for the 1978-79 academic year.

West Virginia: Has completed an impact study and legislation has been proposed and introduced in the West Virginia General Assembly on recommendation of the state's Board of Regents. Outcome is hard to predict, but Mr. Reeher says he thinks it could be in place by 1979-80 deadline set by the PHEAA Board.

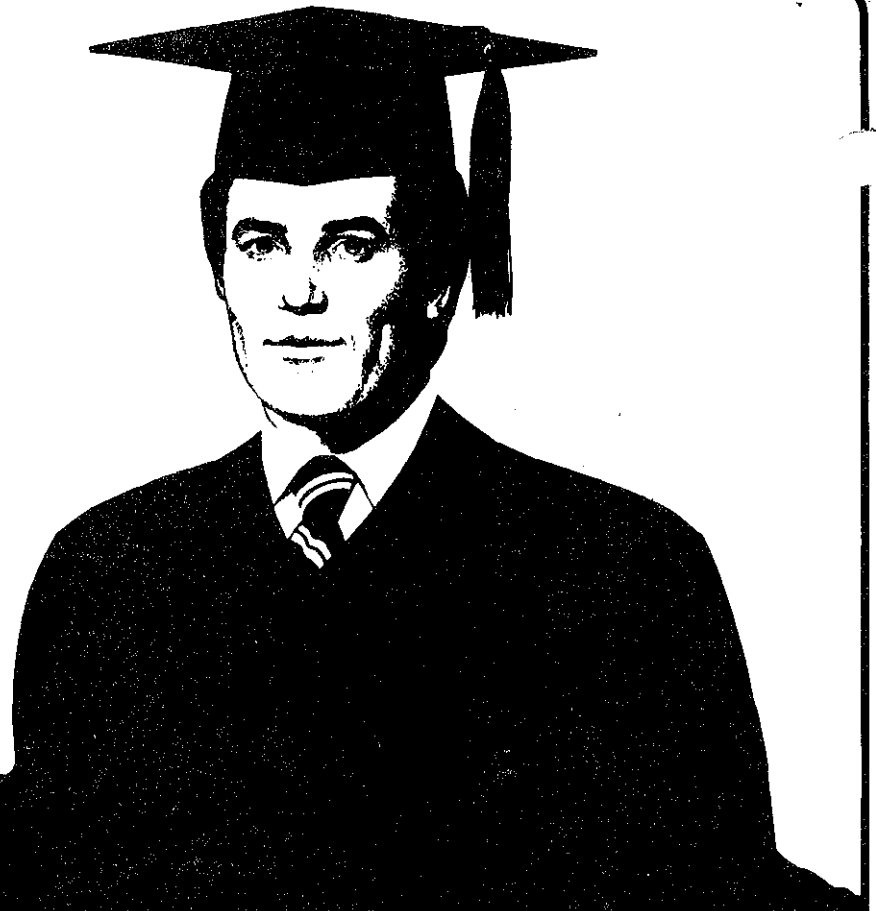
Maryland: Officials here hope to introduce legislation, but outcome at this point is difficult to predict. Reciprocity probably will come by the 1979-80 deadline.

Delaware: Described by Mr. Reeher as "very receptive" to the idea of reciprocity, this state also will need legislative authorization in order to reciprocate. This could occur in 1978-79, but it may be more realistic to look to the 1979-80 deadline.

New York: It appears that New York is immovable from its "very firm position" that the state has ample higher education opportunities for its residents and that portability is not a desirable program parameter. Reciprocity looks doubtful and there may not be portability with New York, thus making 1978-79 the final year for first-time students to carry Pennsylvania state awards to New York institutions.

For Information: Contact Ronald G. Taylor
Public Information Officer
PHEAA
Towne House, Harrisburg, PA 17102
717-787-1937

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We would like to work with YOU.

For more information on the "FCA Total Concept Collection Program" and a copy of our Financial Statement, write on your letterhead to:

Bob Prince
Financial Collection Agencies
Institutional Division
Suite 111
111 Presidential Blvd.
Bala Cynwyd, Penn. 19004
Tel.: (215) 667-9292

FCA has 13 eastern offices to serve EASFAA members.

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Harrisburg, Pa.
Hartford, CT

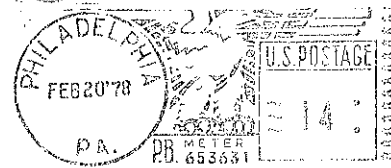
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IN ADDITION TO THE 13 OFFICES ABOVE THERE ARE 67 MORE FCA OFFICES THROUGHOUT THE USA, CANADA AND EUROPE.

PASFAA NEWSLETTER
PCT&S
Philadelphia, PA 19144



Peg C. O'Meara
Asst. Director, Student Aid
Allegheny College
North Main
Meadville, PA 16335