Application for IRB Review and Certification of Compliance
Expedited Cover Sheet

IRB# SC17-024
Date Logged: 5-23-17

Expedited Review (Level 2) Application, Moderate Risk

(Review by one or more IRB Members—May lead to Full IRB Review)

Principal Investigator Researcher's Name: Micah A. Frett

Student ID Number: 0906394736

Type of Research Project (CRP, Dissertation, describe other) Quasi-Experimental Quantitative Researc

Title of Research Project: CACREP Counselors In-Training Self-Efficacy Concerning Helping Older Adult

Principal Investigator/Researcher's Address: Micah A. Frett- 1153 Hospital Ground # 200
St. Thomas VI 00802

Email Address: M.Frett@umiami.edu Telephone Number: 340 777 8804 x2620

Faculty Research Supervisor/CRP/Dissertation Committee Chair's Name: Dr. B. Mustaine

College: ☐ Business ☑ Psychology and Behavioral Sciences
☐ Education ☐ Health Sciences ☐ OTHER

Program of Study: Counselor Education and Supervision Degree Ed.D

Project Proposed Start Date: 04/01/0017 Project Proposed Completion Date: 08/01/0017

As the principal investigator, I attest that all of the information on this form is accurate, and that every effort has been made to provide the reviewers with complete information related to the nature and procedures to be followed in the research project. Additional forms will be immediately filed with the IRB to report any change in subject(s), selection process, change of principal investigator, change in faculty research supervisor, adverse incidents, or final completion date of project. I also attest that I will treat human participants' data ethically and in compliance with all applicable state and federal rules and regulations that apply to this study, particularly as they apply to research work conducted in countries other than the United States.

Signature of Principal Investigator/Researcher Micah A. Frett Digitally signed by Micah A. Frett DN: cn=Micah A. Frett, o, ou, email=Frett@st...argosy.edu, c=US Date: 2017.04.03 1...10:40:04 -04'00' 04/03/2017
Date

Approval Signature - Faculty Research Supervisor/CRP Dissertation Committee Chair:

Beverly Mustaine Ed.D, 4/4/17
Date

IRB Certification Signature:

Dale Lee Coovert, PhD

Digitally signed by Dale Lee Coovert, PhD
DN: cn=Dale Lee Coovert, PhD, o=Argosy University, ou=College of Behavioral Sciences, email=dcoovert@argosy.edu, c=US
Date: 2017.05.23 15:18:10 -04'00'

The above named research project is certified for compliance with Argosy University's requirements for the protection of human research participants with the following conditions:

1. Research must be conducted according to the research project that was certified by the IRB.

2. Any changes to the research project, such as procedures, consent or assent forms, addition of participants, or study design must be reported to and certified by the IRB.

3. Any adverse events or reactions must be reported to the IRB immediately.

4. The research project is certified for the specific time period noted in this application; any collection of data from human participants after this time period is in violation of IRB policy.

5. When the study is complete, the investigator must complete a Completion of Research form.

6. Any future correspondence should be through the principal investigator's research supervisor and include the assigned IRB research project number and the project title.

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NOTES:

- *Please complete this cover and the Petition in detail. Every question must be answered. Please type your answers.*
- *Attach the appropriate documents and submit the entire application materials under the cover of a completed Application Checklist to the CRP or Dissertation Chairperson.*
- *Do not proceed with any research work with participants until IRB Certification is obtained.*
- *If any change occurs in the procedure, sample size, research focus, or other element of the project impacts participants, the IRB must be notified in writing with the appropriate form (see ancillary forms).*
- *Please allow 30 days after receipt of a complete application for processing.*
- DO NOT COLLECT DATA PRIOR TO RECEIVING IRB CERTIFICATION

Appendix B

Application for IRB Review and Certification of Compliance:
Expedited Application Form Checklist

Expedited Review (Level 2) Application, Moderate Risk

(Review by the designated IRB member or the IRB Chair).

Application Form Checklist

To the Principal Investigator of a research project:

1. *Please review the documents listed below that pertain to your research project. In the event that your project does require the use of any of the listed documents, attach a copy of that document to the application submitted for IRB review.*

2. *Please be advised that research projects involving interaction with human participants must have an Informed Consent Form(s) attached. If a minor or incapacitated individual of any age is involved, parent/guardian permission must be noted and included.*

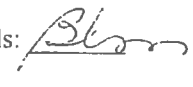
3. *Parental permission does not negate the child's right to chose to not participate.*

4. *If you are conducting a research project in another institution (e.g., a hospital or school), you must attach a signed permission letter from a supervisor/administrator who is in a position to grant you permission to conduct the research at that site. The letter must be on institutional letterhead and must have an original signature.*

5. *If that institution also has a Human Subjects Review Committee--often referred to as the Institutional Review Board (IRB)-- then written permission from the participating institution's IRB must be attached to your IRB application.*

6. *If you are conducting the research outside of the United States, attach a letter of assurance that where the research is being conducted.*

Please check: The attached Application for Certification of Compliance contains

- ☐ Institutional Permission Letter (where research is taking place)
- ☐ Assurance of Adherence to Governmental Regulations concerning Human Subjects (if Research project is conducted outside the US)
- ☑ Letter(s) of Informed Consent
- ☐ Parent/guardian Permission Letter (must have provision for written signature)
- ☐ Oral statement of Assurance (used with minors)
- ☐ Data-gathering instruments (s): Observation, Interview, Survey, other
- ☑ CITI completion documentation for Principal Investigator and all Committee Members
- ☐ Conflict of Interest Disclosure Statement
- ☑ Principal Investigator and Faculty Research Supervisor's signatures Chair's Initials: 

Application for IRB Certification of Compliance
Expedited Application

Expedited Review (Level 2) Application, Moderate Risk

(Review by one or more IRB Members May lead to Full Review)

Research with minors, prisoners, mentally/emotionally/physically challenged persons, pregnant women, fetuses, in vitro fertilization, and or individual or group studies where the investigator manipulates the participant' behavior or the subject is exposed to stressful or invasive experiences do(es) not qualify for Expedited status.

Please completely answer the requested information (NA is not acceptable for any question). DO NOT attach your research proposal answer each specific question in the area provided. Begin typing in the blue boxes.

1. Purpose of the Study:

The intent of this body of work is twofold .The first is to explore the relationship between CACREP curriculum and counselor-in training self efficacy concerning counseling older adult clients. The second is to identify any important statistical differences between the degree programs of Clinical Mental Health Counseling, Community Counseling, and School Counseling concerning self efficacy of counselors-in -training counseling older adult clients.

2. Summary of the Study. Methodology (Be Specific).

A sample of 183 counselors in-training attending123 Council for Accreditation for Counseling and Related Education Programs (CACREP) combined accredited programs of School Counseling, Clinical Mental Health Counseling, and Community Counseling programs from across the Nation. These counselors in-training are enrolled or eligible to be enrolled in the practicum portion of their degree program.
The counselors-in training will be given an electronic invitation sent from the institutions' CACREP liaison originating from the primary researcher M. Frett. The invitation will contain a electronic link to a survey on Survey Monkey. The informed consent will be presented before the student starts the survey and in the invitation. After the expected target amount of 183 particpants complete the survey, the primary research will download the survey's results and transfer this information to IBM's SPSS Statistics ™ 22 (2013) on the primary researchers locked computer for analysis of the Kruskal-Wallace H test statistic and the descriptive statistics.

3. Subject/participant Demographics:

a. Anticipated Sample Size:

The anticipated sample size for this study is 183 participants.

b. Special Ethnic Groups (describe):

No Special Ethnic Groups will be considered for this study.

c. Institutionalized ☐ Y ☑ N Protected Group (describe):

d. Age group:

The expected participants are graduate students who are assumed to be over the age of 18.

e. General State of Health:

It is to be expected that the participants are mentally healthy or under treatment for any mental health condition. The counselors in-training are graduate students who are eligible to be enrolled or enrolled in the practicum portion of their degree program.

f. Other details to describe sample group:

The counselors-in -training, are from across the U.S. The study is inclusive to all groups that exists in the U.S. except minors.

4. Will deception be used in the study? ☐ Y ☑ N (please describe)

Deception will not be used in the study, the directions of the survey the participant will take will be clearly displayed.

5. Will audio or videotapes be used in the study? ☐ Y ☑ N (please explain)

No audio or videotapes will be used in the study

6. Confidentiality protection issues (pertains to audio and video as well as written documents):

a. What precautions will be taken to insure the privacy and anonymity of the participants? (i.e. closed doors, private rooms, handling of materials where subject's identity could be discovered, etc.).

The survey will be collected using Survey Monkey which has it's own security protocol and the survey does not ask for any identifying information from the participants. The results will be stored on primary researcher P.C. which has a security lock .

b. What specific precautions will be taken to safeguard and protect subject's confidentiality while handling the data (audio/video paper) both in principal investigator's possession and in reporting the findings? (i.e., coding, removal of identifying data).

The survey will be collected using Survey Monkey which has it's own security protocol and the survey does not ask for any identifying information from the participants. The results will be stored on primary researcher P.C. which has a security lock .

c. Describe procedures where confidentiality may be broken by law (e.g., child abuse, suicidal intent).

The survey does not ask any sensitive questions, however the informed consent states that is the participant become distress during this process, the participant may contact the primary researcher for help in finding adequate mental health services in the participant's location.

7. Review by institutions outside of Argosy University ☐ Y ☑ N
(Attach copies of permission letters, IRB certifications, and any other relevant documents).

No outside institutions will be helping to conduct this research.

8. Informed Consent and Assent (Attach copies of all relevant forms). If consent is not necessary (e.g., anonymous interview), describe how you will inform all participants of the elements of consent (see instructions).

The participants will be given a copy of the informed consent in the invitation email and also again at the beginning of the survey. The participants will have to indicate if they read and agree to the Informed Consent before they start the survey.

9. If written or oral informed consent is required, describe the manner in which consent and/or assent was obtained for each level).

(a) Adult Participants (18 years and older written consent required).

At the beginning of the survey participants will either a acknowledge the informed consent in the invitation email, or acknowledge the informed consent before they start the survey.

(b) Child Participants (under 18 parent guardian permission and participant assent required).

No Child Participants will be apart of this survey, it is assumed that the graduate students in the study will be over the age of 18.

(c) Institutionalized participants (parent guardian/conservator permission with appropriate participant assent).

There are no minors participating in this study.

10. Describe any possible physical, psychological, social, legal, economic or other risks to participants

a. Describe the precautions taken to minimize risk to participants.

Emmanuel, Abdoler &Stunker, (n.d) state in their review of how a researcher should treat participants ethically, that a survey provides minimum stress to the participant. However, the primary researcher has stated in her "Informed Consent" that if a participant wants to find out more information or if the survey causes the participant distress : there is contact information to reach the primary researcher to help the participant in either situation.

b. Describe procedures implemented for correcting harm caused by participating in the study (e.g., follow up calls, referral to appropriate agencies).

This survey does not ask sensitive questions except the participants' perceptions of self efficacy concerning helping older adult clients. However, if a client does become distress while taking the survey: the primary researcher's phone number will be listed for the participant to receive help in finding adequate mental health services in the participant's location.

11. Potential benefit of the study:

a. Assess the potential benefit(s) of the study for the participants.

There are no forseeable benefits for the participants. However, this survey can serve as a precontedmplation tool for building their self-efficacy concerning older adult clients.

b. Assess the potential benefits(s) to the professional community.

This research benefits the professional community "indirectly, by generating information that increases understanding and guides future research" it takes on social value. (Emmanuel, Abdoler &Stunker, n.d p.4) . This research's information can be used in constructing counselor training programs to increase counselors self-efficacy on a whole or targeted for counselor helping older adult clients.

Attach any other required forms, including the principal investigator and faculty research supervisors' CITI completion forms, the principal investigator's Conflict of Interest form, tests, institutional permission slips, etc, related to this study. Failure to do so will result in delayed processing of the application.