*To ensure accessibility in accordance with the Americans with Disabilities Act (ADA),   
please use the down arrow key to navigate this tool.*

**Educator Information**

Educator Name: Click here to enter text.

Academic Year: Click here to enter text.

**Student Learning Goal – Make it S.M.A.R.T.**

*(Specific and Strategic; Measurable; Action-Oriented and Achievable;   
Realistic, Relevant, and Results-Focused; Timed and Tracked)*

All School Counselors evaluated with the NEPF are required to set a Professional Practice Goal (PPG) as described in the NEPF protocols. The Professional Practice Goal focuses on the NEPF School Counselor Professional Responsibilities Standards.

**Directions:** Use the sections below to write a Professional Practice Goal (PPG). Questions and criteria are designed to help guide the goal-writing process.

1. Complete the details for each goal element in the descriptions column.
2. The educator and evaluator use the criteria column and its contents as a guide/rubric to create the PPG and throughout the review and approval process.
3. Guiding questions in the description column are provided for reference and may not pertain to all PPGs.
4. The final step is for the educator and evaluator to agree to the goals and sign the form signifying understanding of the PPG expectations.

The PPG will be reviewed as part of the Mid-Cycle Goals Review. At that time, if necessary, the goal may be revised. The evaluator will add comments to the appropriate section below to record any changes made and provide a brief summary of the Mid-Cycle Goals Review discussion.

**Professional Practice Goal**

*The educator uses the Self-Assessment Tool and/or previous evaluation to identify and set a professional practice goal (PPG). This goal should clearly identify an NEPF Standard(s) that supports the attainment of the PPG.*

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| --- | --- | --- |
| **Element** | **Criteria** | **Description** |
| **Professional Practice Goal Statement** | * Based on NEPF self-assessment and/or prior year evaluation * Identifies **specific** NEPF standard(s) (a Professional Responsibilities standard(s) that supports the PPG) * **Measureable** and identifies specific measures/assessments that will be used to determine progress toward goal | *“In order to help the students I serve, I will improve my practice on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NEPF Standard (s)) and measure my progress toward this goal by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”*  Click here to enter text. |
| **Action Steps and Rationale** | * **Action** steps are clearly described and necessary to attain the goal * Goal is **realistically achievable** given the timeframe and identified target * Goal is **relevant** to expected outcomes and if reached should have the effect expected | *What actions will you integrate into your daily/weekly routines? Are they highly likely to impact your professional practice goal?*  Click here to enter text. |
| **Timeline and Evidence of Progress** | * Goal clearly identifies the **timeframe** from start to finish with **benchmarks** identified throughout * Identifies evidence that may be used to determine progress toward goal | *What evidence will be generated by taking the actions described above? How and when will you show evidence of progress?*  Click here to enter text. |

**Initial Approval**

|  |  |
| --- | --- |
| Evaluator Name: | Click here to enter text. |
| Initial Approval Date: | Click here to enter a date. |
| Educator Signature: |  |
| Evaluator Signature: |  |

**Mid-Cycle Goal Review** *(If the PPG is revised, provide rationale in the Notes section below.)*

|  |  |
| --- | --- |
| Mid-Cycle Goal Review Date: | Click here to enter a date. |
| Mid-Cycle Goal Review Notes: | Click here to enter text. |
| Evaluator Signature: |  |
| Educator Signature: |  |