



How to Transition from Associate to Professional Membership

Congratulations! You are a current Associate member of IECA and are now ready to work toward becoming a Professional member, demonstrating your professional mastery and years of experience. Where to begin?

One of the requirements to become an IECA Professional member is to complete a minimum number of evaluative campus visits during the previous five years within the IEC's specialty area(s): 25 visits for boarding/day schools; 50 visits for college; 25 visits for LD schools/programs; and 50 visits for therapeutic programs.

In a recent Associate & New Member Roundtable, one participant posed the question: how do other IECs tackle this requirement? Several members shared their suggestions:

- Until campuses open again for in-person tours, you can include virtual visits; IECA will allow for up to 40% of your total visits to be virtual. They will be counted at a 2:1 ratio if completed through IECA and at a 3:1 ratio if completed outside of IECA.
- Attach visits to conferences
- Reach out to other IECs to arrange group visits
- Participate in organized bus tours, which also provide opportunities to get to know other IECs
- Add time for visits onto your personal vacations
- Each year, spend at least two weeks doing several tours per week

Other Professional membership requirements include:

- Three years of experience in educational placement counseling or admissions, including a minimum of one year of independent educational consulting.
- A master's degree or higher in a relevant field, or a combination of training and experience that demonstrates a mastery of the profession.
- Minimum number of students advised (during the previous five years) on school, college, or program admission. Either:
 - o 35 students advised in private practice; OR
 - o 50 students advised: a minimum of 10 students advised in private practice; the balance personally advised as a counselor or admission professional.
- Three professional references: If you are an Associate member, IECA should already have one professional reference document on file. If you wish to use that for one of the three required professional references, you are

welcome to list that person as a reference contact again. The IECA membership staff will simply afford that person the opportunity to write a quick update.

Suggestions for additional references include:

- o College or independent school admissions officers
- o Psychologists/counselors
- o Other educational counseling professional with whom applicant has worked in the application process
- o An IECA member
- o Client family
- o Should not be a relative of the applicant

- Transcripts: With a few exceptions, the IECA office should already have your official transcripts, as filed with your associate application.
- Dues: Professional membership dues are \$600 annually. We'll apply all of your unused Associate membership dues toward Professional membership when your application is complete and approved, so you won't lose any of your membership dues and there is no need to wait for your current Associate membership year to lapse.

We welcome all qualified IEC applicants and want to make the process as smooth as possible. For more information about transitioning from an Associate to Professional member of IECA, contact the membership department (membership@iecaonline.com).

