



ABVE Certification

Dear Applicant:

Thank you for your inquiry regarding the American Board of Vocational Experts (ABVE). ABVE has set forth the following formalized standard for identifying persons for board certification as Vocational Experts. The person must:

- A. Be a current ABVE Associate Member
- B. Have specific training and experience in areas such as assessment, vocational rehabilitation and evaluation, psychological testing and measurement, job analysis, job placement, labor market surveys, and job site analysis; the Applicant must have experience providing testimony in at least one of these areas.

Social Security Vocational Expert (SSVE) testimony is not considered an acceptable forensic work product.
- C. Knowledge and expertise must be clearly demonstrated within a submitted forensic work product (work product must include generally accepted methodology and forensic analysis within the field of vocational rehabilitation and evaluation); and,
- D. Provide transcripts showing attainment of a Masters or Doctoral degree; Proof of transcripts/equivalent coursework and sample work experience are required. Any discipline that deviates from the list below will be reviewed by the Peer Review Committee to determine if it meets ABVE's standards..
 - Masters/Doctorate in School Psychology
 - Masters/Doctorate in Psychology (MA, MS, M.Ed.)
 - Masters/Doctorate in Rehabilitation
 - Masters/Doctorate in Therapy/ Counseling
 - Masters/Doctorate in Vocational/Counseling Vocational/Rehabilitation
- E. A minimum of three Letters of Reference documenting your years of experience providing expert opinion in a forensic setting (ie. Attorneys, Judges, Hearing Officers, Arbitrators, etc.)
- F. Demonstrate minimum competency by attaining a passing score on the ABVE examination; and,
- G. Adhere to the ABVE Code of Ethics.

AMERICAN BOARD OF VOCATIONAL EXPERTS
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CERTIFICATION LEVELS

FELLOW status requires a minimum of **three years of documented experience as a Vocational Expert in a forensic setting**, in addition to the requirements listed above.

DIPLOMATE status requires **at least seven years of documented experience** as a Vocational Expert in a forensic setting. The Diplomate status is reserved for those professionals who exemplify distinguished performance or recognition as a vocational expert, in addition to the above requirements. This may include but is not limited to the following: published works in a peer reviewed journal with subject matter pertinent to forensic vocational issues; leadership position in a professional organization in the field; presentation of papers at professional conferences in the realm of vocational expert testimony and assessment; and/or sitting on study groups or legislative committees to advance the practice of forensics and vocational expert testimony. .

ETHICAL STANDARDS

The American Board of Vocational Experts recognizes and supports policies and professional standards of the various rehabilitation credentialing bodies. This scope is all encompassing, but focused on the integrity and industry demand for ethical policies and practices. ABVE maintains strict guidelines on ethical concerns/complaints and executes rapid action with all ABVE members (Associate, Fellow, and Diplomate) who are found to have violated one or more of these ethical canons. It is with this philosophy that professionals who have been sanctioned by any vocational rehabilitation credentialing body with loss of membership will not be allowed to take the ABVE examination or hold the ABVE credential.

To be considered for Fellow/Diplomate certification, **you must meet the above criteria** and submit your application with the required documents. **The application fee of \$225 is non-refundable.** References should be individuals who can attest to the applicant's knowledge in forensics work, these references must be attorneys, judges, insurance companies or other referral sources who have utilized the candidate in a forensic setting. **Supervisors or co-workers do not meet this criteria.**

Fees Required at Time of Application:

- **\$225** – A one time non-refundable application fee
- **\$195** – Associate ABVE Membership fee (if not a current ABVE Member) **Once criterion are met, the following fee will apply for certification to be valid:**
- **\$80** – ABVE/F or ABVE/D Credential Fee

Fees for Maintaining ABVE Fellow/Diplomate Once Certification is Valid:

- **\$195** – ABVE Associate Membership fee will be due January 1st of each year
- **\$80** –Credential Fee for ABVE/F or ABVE/D will be due January 1st of each year.

Fee Policy Should the Candidate not fulfill all requirements:

Should an applicant submit a completed application packet for credentialing and the Peer Review process finds the applicant short in experience or coursework, **the applicant will have one (1) year from the date of application to fulfill all requirements**. Once the year has lapsed, if the requirements have not been met, the applicant must submit a new application packet and fee.

Other Maintenance Requirements:

- Continuing Education Units (CEU) credits will be required to maintain your certification. The certification cycle is a 3-year cycle, the period will begin January 1, 2019 and end December 31, 2021. You must submit 42 credit hours to ABVE by the end of each 3-year cycle to maintain your certification.

When ABVE receives your completed application, it will be reviewed by the Peer Review Committee. **If you pass peer review, you will be invited to sit for the exam.** On completion of the exam, you will be notified of the Committee's recommendation. If you have any questions, please feel free to contact our corporate office at (831) 464-4890 and speak to Membership Services.

Application Checklist:

- Completed application
- Non-refundable application fee of \$225 (check or credit card payment)
- \$195 for ABVE membership (if not already a current ABVE member)
- Transcripts in a sealed envelope from the institution or electronically directly sent from the institution awarding the Masters or Doctoral degree(s)
- Curriculum Vitae (CV)
- Three (3) letters of recommendation, each in individual sealed envelopes
- Redacted* work product(s). Please provide a sample of your work, which clearly identifies your forensic experience (e.g., a vocationally-oriented report submitted for court proceedings; a copy of a deposition focused on job/occupational functioning; copy of testimony relevant to loss of earning capacity). It is not sufficient to provide a report that arises out of a non-litigated content, it must relate to a vocational forensic matter
- Signed ABVE Code of Ethics.

All forms received shall be legible, written in English, or they will be returned to the applicant.

*All identifying information to include name, address, phone and email, names of any companies, dates of injury or disability, court case numbers, social security numbers or any other identifying information, etc.



AMERICAN BOARD OF VOCATIONAL EXPERTS

Application for Certification

(Complete all sections)

Date: _____ Referred by: _____

Applying for: Fellow Diplomate

First Name: _____ Middle: _____ Last: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Phone: _____ Email: _____

Current Position: _____

Employer: _____

Previous positions: (Please list most current first):

Dates	Position	Organization

Approximately how many forensic evaluation work products have you performed in the past five (5) years:

- 1 to 10 11 to 25 26 to 50 5-75 over 100

Vocational Expert Work:

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Education:

Dates Attended	Institution	Degree Earned

Professional affiliations: (Please identify any offices held, past or present.)

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Have you ever had a certificate, license, or other professional credential suspended or revoked or have you been expelled from membership from any organization?

Yes No (If yes, please list reason and date)

--

Have you ever been convicted of a felony?

Yes No (If yes, please list reason and date)

--

Current valid licenses and/or certifications:

Date Type or Level

Date	Type or Level

Area(s) of specialization:

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If you are applying for Diplomate status, please complete the following items:

List of any publications:

Date	Title	Publication

List of offices held in professional organizations:

Office	Organization	Dates

List of research or publications, *if any (must apply to vocational issues)*:

Date	Title	Where Published

Presentations to professional groups:

--

Special awards and recognition:

--

Other distinguished performance:

--

List of testimony given in the past four years as per federal guidelines (deposition, trial, arbitration)

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List of teaching experience, applicable to vocational issues:

Position	Institution	Dates

For your work product: please identify which legal venue(s) your work product was performed in:

- Personal Injury Federal
- Personal Injury State
- Family Law
- Employment Law
- MVA
- Workers Compensation
- ERISA; LTD, Disability Retirement Board
- SSA/SSDI
- USERRA; Veterans/Active Military
- Employment Law
- FELA
- Medical/Legal/other Malpractice
- Other: _____

List of References: All three references must provide evidence of your involvement in forensic work (i.e., preparation of expert opinions regarding vocational capacity in litigated matters and in giving expert testimony regarding these opinions). If necessary, use additional paper.

Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

NOTE: You may provide more than three references, but the three listed above are required and must provide evidence of your experience in the courtroom depositions or evaluations for court purposes (e.g., personal injury trials, workers' compensation appeals, divorce trials with disability and/or occupational involvement, etc).

WORK PRODUCT: Please provide a sample of your work, which clearly identifies your forensic experience (e.g., a vocationally-oriented report submitted for court proceedings; a copy of a deposition focused on job/occupational functioning; copy of testimony relevant to loss of earning capacity). It is not sufficient to provide a report that arises out of a non-litigated content, it must relate to a vocational forensic matter.

Print your name as you wish it to appear on certificate, if awarded:

I, the undersigned, hereby make a voluntary application to the American Board of Vocational Experts, (ABVE). I agree to be bound by the Code of Ethics adopted by ABVE if I am awarded certification, and that failure to do so may result in suspension or revocation of my certification. I affirm that the information I have provided in this application is true and accurate. I agree to keep my professional activities in full compliance with all existing laws and not to practice beyond the limits of my competency and scope. I further understand and agree that ABVE and its affiliates assume no responsibility for any of my activities and actions.

Signed: _____ **Date:** _____

Payment Information:

*Application fee of \$225 payable to **American Board of Vocational Experts**. This fee is non-refundable. We accept personal check, MasterCard, VISA or Amex. This fee includes a processing fee and your annual dues.*

Check **Master Card** **Visa** **American Express**

Credit Card #: _____

Expiration Date: _____ 3-Digit Code: _____

Signature: _____

Billing Address (if different from above): _____

Please return to: **American Board of Vocational Experts**
 Attn: ABVE Certification
 3121 Park Ave, Suite C
 Soquel, CA 95073