



Dear Applicant:

Thank for your inquiry regarding the International Psychometric Evaluation Certification through the American Board of Vocational Experts (ABVE). Below are the criteria to be able to become certified through Peer Review Experts:

- **A Licensed Psychologist** is qualified to be grandfathered by submitting a copy of their current license to practice, the application and the IPEC fee. Proof of experience, coursework or work product **is not** required for psychologists. Section 1 & Section 3 are required to complete the application – however, completing all sections is encouraged to help assist with our data collection.
- **Masters level counselors who can show proof of having held their Certified Vocational Evaluator (CVE)** certification are qualified to be grandfathered. Proof of the CVE and master's degree diploma or transcripts along with application and fee is required. Course work, experience or work product **is not** required of master level CVE's candidates. Section 1 & Section 3 are required to complete the application – however, completing all sections is encouraged to help assist with our data collection.
- **Masters level counselors who have not held a CVE and hold one of the masters level degrees below must provide:**

Transcripts: Proof of transcripts/equivalent coursework, and sample work experience. Any discipline that deviates from the list below will be reviewed by the Peer Review Committee to determine if it qualifies you.

- Masters in Psychology (MA, MS, M.Ed.)
- Masters in School Psychology
- Masters in Rehabilitation
- Masters in Social Work
- Masters in Therapy/Family Therapy/Counseling
- Masters in Health Related Field
- Masters Education
- Masters Other

Specific Education Courses and Equivalents: Because every Masters level program has different accreditation standards and therefore different coursework titles and offerings, coursework will be reviewed to determine if you meet the following Education and or Equivalent Standards for the IPEC. Below are the eight course equivalents we will consider and will review equivalents. **At least five of the course equivalents must be met for grandfathering.**

- Tests & Measurements
- Ethics in testing
- Assessment/Evaluation
- Descriptive Statistics
- Inferential Statistics
- Multicultural/Ethnic Perspectives
- Theories
- Specialized Psychometric Training

Professional Experience: There are at least 11 different testing domains recognized in the Psychometric Industry. Applicants must provide samples to **show they administer, interpret, and or score with regard to at least three of the 11 domains.** This can be shown in a testing report or general report with psychometric data embedded.

- Academic
- Achievement
- Personality, behavioral health
- Intelligence/cognitive
- Career/vocational
- Neuropsychology
- Pain/Medical
- Research
- Forensic
- Speech language
- Work evaluation/work capacity

The American Board of Vocational Experts recognizes and supports the policies and high professional standards of the various rehabilitation credentialing bodies. This view is all-encompassing but focused on the integrity and industry demand for high ethical policies and practice. ABVE maintains a strict ethics approach to take rapid action with professional members who are found to have violated one or more of these 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 or IPEC examination or hold the ABVE or IPEC credential.

To be considered for certification, you must meet the above criterion and submit your application with the accompanying documents requested and appropriate fees:

Fees Required at Time of Application:

- **\$225** – Onetime nonrefundable application fee
- **\$170** – Associate ABVE Membership fee (if not a current ABVE Member)

Once Grandfathering Criterion are met the Following Fee Will Apply for certification to be valid:

- **\$80** – IPEC Credential Fee

Fees for Maintaining IPEC Once Certification is Valid:

- **\$170** – ABVE Membership fee will be due January 1st of each year
- **\$80** – IPEC Credential Fee will be due January 1st of each year

Fee Policy Should IPEC Application not fulfill all requirements:

- Should an applicant submit the IPEC application along with the fee and the Peer Review process finds the applicant short in experience or coursework, **the applicant will have 1 year from the date of application to fulfil all requirements**. Once the year has lapsed and if requirements have not been met the applicant must submit a new application and application 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, 2022, and end December 31, 2024. You must submit 42 credit hours to ABVE by the end of each 3-year cycle to maintain your certification.

BEFORE MAILING YOUR APPLICATION CHECKLISTS:

➤ **LICENSED PSYCHOLOGISTS**

- Completed application with Sections 1 & 3 Completed
- Non-refundable application fee of \$225 made out to ABVE
- \$170 for ABVE membership (if not already an ABVE member)
- Copy of current license to practice
- Signed ABVE code of Ethics

➤ **MASTERS LEVEL COUNSELORS WHO CAN SHOW PROOF OF HAVING HELD THEIR CERTIFIED VOCATIONAL EVALUATOR**

- Completed application Sections 1 & 3 Completed
- Non-refundable application fee of \$225 made out to ABVE
- \$170 for ABVE membership (if not already an ABVE member)
- Proof of CVE
- Master's degree diploma or transcripts in a sealed envelope from the institution rendering the degree(s)
- Signed ABVE code of Ethics

➤ **MASTERS LEVEL COUNSELORS WHO HAVE NOT HELD A CVE & HOLD ONE OF THE MASTERS LEVEL DEGREES**

- Completed application with ALL Sections Completed
- Non-refundable application fee of \$225 made out to ABVE
- \$170 for ABVE membership (if not already an ABVE member)
- CV and/or Resume
- A report or no more than 3 redacted reports showing your testing experience
- Transcripts in a sealed envelope from the institution rendering the degree(s)
- Signed ABVE code of Ethics

When headquarters receives your completed application, it will be reviewed by the IPEC Credentials Peer Review Committee. **Upon completion of your review you will be notified of the findings – please allow 3-4 weeks for the review process.** If you have any questions, please feel free to contact the ABVE Headquarters office at (919) 926-3265 or abve@abve.net.

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

International Psychometric Evaluation Certification

Application for Certification

SECTION 1:		
Date: _____	Referred by: _____	
Name: _____		
First	Middle	Last
Address: _____		
City: _____	State: _____	Zip: _____
Telephone: _____	Fax: _____	
E-Mail: _____		

SECTION 2:		
Current Position: _____		
Firm: _____		
Previous positions: (Please list most current first)		
Dates	Position	Organization

Summary of Experience Related to Psychometric Industry: <i>(i.e. vendor training, conferences, publications, specialized trainings etc.)</i>

Education:		
Dates Attended	Institution	Degree Earned

Transcript Interpretation:
<i>(Older transcript coursework titles may require listing under "Other" category. Other may include: Practicum Internship/ Professional Trainings/Presentations/Published Research/Dissertation and/or Master's Project, Research Methods, Personality Assessment, Learning, Behavioral, Life Span Development, Integrated Report Writing, Evidenced Based Assessment, Abnormal Psychology, Psychopathology, Biology & Behavior, Child Assessment, Social Psychology, History & Systems, Treatment & Planning, Cognitive/Behavioral, Assessment Practicum, Assessment Internship, Educational Assessment, Vendor Training, Independent Research, Teaching Psychometrics, Other-Explain. Some coursework or training may be highly enriched with psychometric measurement, therefore, please identify the course equivalent and course number from your transcript.)</i>

IPEC	Institution Equivalent – List Course Numbers <i>(taken from transcript – please list all that apply, must meet at least 5 areas)</i>	Credits Earned
Tests & Measurements		
Ethics in Testing		
Assessment/Evaluation		
Descriptive Statistics		
Inferential Statistics		
Multicultural/Ethnic Fair Testing		
Theories		
Specialized Psychometric Training		
Other		

Testing Domains You Administer, Score and Analyze (mark at least 3 to qualify):

- Academic Achievement Personality/Behavioral Health Pain/Medical Intelligence/Cognitive
 Career/Vocational Neuropsychology Forensic Speech/Language Work Evaluation/Work Capacity
 Research

Professional affiliations: *(Please identify any offices held, past or present, membership, licensure or certifications.)*

Have you ever been investigated or disciplined by, sanctioned or suspended from practice by, any governing body of your profession? Yes No - *If yes, please list reason and date:*

Has any claim or suit ever been brought against you or are you aware of any incident that might reasonably lead to a claim or suit in the last 12 months? (i.e. major crimes) Yes No - *If yes, please list reason and date.*

Current valid licenses and/or certifications: *(Certification will be verified)*

Date	Type or Level	Certifying Body	Membership #

Area(s) of specialization: *(Forensic, Economics, Life Care Planner, LMHP, Therapist, School Psychology)*

WORK PRODUCT: Please provide a sample of your work, there are at least 11 different testing domains recognized in the Psychometric Industry (see page 1 of this document for testing domains). Applicants must provide samples to **show they administer, interpret, and or score (analyze scores) with regard to at least three of the 11 domains.** This can be shown in a testing report or general report with psychometric data embedded.

SECTION 3:

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

I, the undersigned, hereby make voluntary application to the International Psychometric Evaluation Certification (IPEC) section of the American Board of Vocational Experts, (ABVE). I agree to be bound by the Code of Ethics adopted by ABVE and the Standards for Educational and Psychological Testing (APA, AERA, NCME, 2011, 2014, www.aera.net/Standards14), if I am awarded IPEC 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 junction beyond the limits of my competency. I further understand and agree that IPEC a section of ABVE and its affiliates assume no responsibility for any of my activities and actions.

Signed: _____ **Date:** _____

Application fee of \$225 issued to **American Board of Vocational Experts**. We accept personal check, MasterCard, VISA or Amex. ABVE Annual Membership \$170 (To be paid with provided payment information if applicant is not a member)

Check Master Card Visa American Express

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City : _____ State: _____ Zip code: _____

Signature: _____

Please return to:

American Board of Vocational Experts
Attn: IPEC Certification
3739 National Drive, Suite 202, Raleigh, NC 27612
Fax: 831.576.1417 • Email: abve@abve.net