

Dear Applicant:

Thank for your inquiry regarding certification with the American Board of Vocational Experts. ABVE has set forth the following formalized standard for identifying persons for board certification as Vocational Experts.

The applicant must:

- A. Be a current ABVE Associate Member.
- B. Have Masters or Doctoral degree in a related field of study. Proof of transcripts/equivalent coursework is required. Any discipline that deviates from the list below will be reviewed by the Credentialing Committee to determine if it qualifies.
 - Masters/Doctorate in Vocational Counseling or Evaluation
 - Masters/Doctorate in Rehabilitation
 - Masters/Doctorate in Therapy/Family Therapy/Counseling
 - Masters/Doctorate in Psychology (MA, MS, M.Ed.)
 - Masters/Doctorate in School Psychology
 - Masters/Doctorate in Social Work
 - Masters/Doctorate in Health Related Field
 - Masters/Doctorate in Education
- C. Have specific training and direct experience in such areas as assessment, functional capacity measures, psychological testing and measurement, job analysis, job placement, job surveys, and have experience providing testimony in these areas; (Social Security Disability testimony will not count as acceptable forensic experience.)
- D. Display knowledge and expertise within a submitted, redacted forensic work product; and,
- E. Attain a passing score on the ABVE examination.

FELLOW status requires three years of documented experience in assessment of vocational capacity and vocational expert forensics in addition to the requirements listed above.

DIPLOMATE status requires seven years of documented experience in the area of assessment of vocational capacity and vocational expert opinion and demonstration of distinguished performance or recognition as a vocational expert, in addition to the above requirements. This may include the following: published works; a leadership position in a professional organization; presentations at professional organizations; presentation at professional seminars; and/or sitting on study groups or legislative committees to enhance the professionalism of an organization.

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 examination or hold the ABVE credential.

To be considered for certification, **you must meet the above criteria** and submit your application with accompanying documents requested. **The application fee of \$225 is nonrefundable.** References should be individuals who can attest to the applicant's knowledge in forensics work. They should be attorneys, judges, insurance companies or other referral sources who have utilized the candidate in this regard. References must clearly state the relationship between the applicant and the duration of their working relationship. References citing unrelated work will not apply toward this requirement. **Supervisors or co-workers are not acceptable.**

Fees Required at Time of Application:

- **\$225** – One-time non-refundable application fee
- **\$225** – Associate ABVE Membership fee (if not a current ABVE Member)

Once criterion A – E is met, the following fee will apply for certification to be valid:

- **\$95** – ABVE F/D Credential Fee

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

- **\$225** – ABVE Membership fee will be due January 1st of each year
- **\$95** – ABVE F/D Credential Fee will be due January 1st of each year

Fee Policy should the Applicant not fulfill all requirements:

- Should an applicant submit the ABVE F/D 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 fulfill 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:

- CEU credits will be required to maintain your ABVE F/D Certification. The certification cycle is a 3-year cycle. The period will begin January 1, 2025 and end December 31, 2027. You must retain 42-hours on file with ABVE at the end of each cycle to maintain your ABVE F/D certification.

When headquarters receives your completed application, it will be reviewed by the Credentialing Committee. **If you pass peer review, you will be invited to sit for the exam.** On completion of the exam, you will be notified if you have passed or failed. If you have any questions, please feel free to contact our corporate office at (919) 926-3265 and speak to Membership Services.

Before Mailing Your Application Checklist:

- A completed application
- Non-refundable application fee of \$225 (Checks made out to ABVE)
- \$225 for ABVE Associate membership (if not already a current ABVE member)
- College transcripts in a sealed envelope or sent directly to ABVE from the institution rendering the degree(s)
- CV and/or resume
- 3 Letters of reference each in a sealed envelope or sent directly to ABVE from the individual
- Work product – redacted
- If you answered “yes” to either section 6 or 7, please include the findings with your application
- Signed ABVE Code of Ethics

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

Any questions may be directed to the Director of Membership and Certification at abve@abve.net.

AMERICAN BOARD OF VOCATIONAL EXPERTS

Application for Certification

Applying for: Fellow Diplomate

SECTION 1:

Demographics

Date: _____ Referred by: _____
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

SECTION 2:

Work/Professional History

Current Position: _____
Firm: _____
Previous positions: (Please list most current first)

Dates	Position	Organization

SECTION 3:

Vocational Expert Work

SECTION 4:

Education

Dates Attended	Institution	Degree Earned

If you are applying for Diplomate status, please complete sections 9 – 15 below:

SECTION 9:

List of any publications (use additional sheet if necessary)

Date	Title	Publication

SECTION 10:

List of offices held in professional organizations

Office	Organization	Dates

SECTION 11:

List of research accomplished (if any, must apply to vocational issues)

Date	Title	Where Published

SECTION 12:

Presentations to professional groups

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SECTION 13:

Special awards and recognitions

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SECTION 14:

Other distinguished performance:

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SECTION 15:

List of teaching experience applicable to vocational issues

Position	Institution	Dates

SECTION 16

References:

List of References: If necessary, use additional paper. 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. References must clearly state the relationship between the applicant and the duration of their working relationship.

References citing unrelated work will not be applied toward this requirement.

Name:

Address:

City: State: Zip:

Email: Phone:

Relationship to Applicant: Years Working Together:

Name:

Address:

City: State: Zip:

Email: Phone:

Relationship to Applicant: Years Working Together:

Name:

Address:

City: State: Zip:

Email: Phone:

Relationship to Applicant: Years Working Together:

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

WORK PRODUCT: Please provide a sample of your work, which clearly identifies your vocational forensic experience (e.g. a vocationally oriented report submitted for court hearings; 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 forensic matter. ***Social Security Vocational Expert (SSVE) testimony is not considered an acceptable forensic work product.***

SECTION 17:**Print your name as you wish it to appear on your certificate, if awarded:**

I, the undersigned, hereby make 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 junction beyond the limits of my competency. I further understand and agree that ABVE and its affiliates assume no responsibility for any of my activities and actions.

Signed: _____ **Date:** _____
SECTION 18:

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

 Check # _____
 MasterCard
 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: ABVE Certification
 3739 National Drive, Suite 202, Raleigh, NC 27612
 Fax: 919.787.4916 • Email: abve@abve.net