



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. Be a current ABVE Member.
- B. Education/Academics:
  - a. Master's/Doctorate in psychology, social work, counseling, or health related degree.
  - b. Applicant must provide an official copy of their transcripts in a sealed envelope.
- C. A copy of the academic degree.
- D. Professional Experience/Work Product:
  - a. Three years' work experience administering psychometric tests is required.
  - b. Applicant must provide 1 to 3 redacted work samples to show they administer, interpret, and/or score psychometric tests. Examples of psychometric tests include but are not limited to testing in achievement, aptitude, interest, personality, behavior, career, neuropsychology, pain, research, forensic, speech, occupational therapy, physical medicine, work evaluation, medical or human resource management.
- E. Applicant must provide an up-to-date CV or resumé.
- F. Proof of Ethical/Legal Standing:
  - a. Confirmation to show if you have ever been investigated or disciplined by a national certifying body or state/national licensing body. Investigation or discipline does not necessarily mean you would be precluded from being qualified from IPEC or ABVE certification.
- G. Proof of current certifications or licensure:
  - a. List your current certifications or licensure credential along with certification/licensure number, and status of each.
- H. References:
  - a. Three professional references must be provided to verify employment, education, and experience. (Please use the reference letter template).
- I. IPEC Application:
  - a. Applicants are required to complete the IPEC Application provided by ABVE and submit it with all attachments.
- J. Code of Ethics:
  - a. Applicants are required to sign an ABVE/IPEC code of ethics, affirming they agree to practice within their scope of practice.
- K. Peer Review Approval:

- a. A peer review of your application and supporting documents is reviewed by peer review committee members to ensure full pre-qualification status and authorization to sit for the IPEC exam.
- L. Non-Refundable Application Fee and Membership:
  - a. A non-refundable application fee of \$225.00 must be paid at time of application.
  - b. If you are not a current AVBE Associate Member, then the non-refundable membership fee of \$225.00 must also be submitted with your application.
- LI. Attain a passing score on the IPEC examination.

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 non-refundable application fee
- **\$225** – Associate ABVE Membership fee (if not a current ABVE Member)
- A minimum of an Associate ABVE membership is required.

**Fees for Maintaining IPEC Once Certification Exam is Passed:**

- **\$225** – ABVE Membership fee will be due January 1<sup>st</sup> of each year
- **\$95** – IPEC Credential Fee will be due upon passing the exam and then due January 1<sup>st</sup> 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. You must submit 42 credit hours to ABVE by the end of each 3-year cycle to maintain your certification.

## **Before Mailing Your Application Checklist:**

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





**SECTION 9:****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, 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 function beyond the limits of my competency. I further understand and agree that IPEC is a certification of ABVE and its affiliates assume no responsibility for any of my activities and actions.

**Signed:** \_\_\_\_\_**Date:** \_\_\_\_\_**SECTION 10:**

*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: IPEC Certification

3739 National Drive, Suite 202, Raleigh, NC 27612

Fax: 919.787.4916 • Email: abve@abve.net