

User Acceptance Form

Qualifications Process

Please establish your qualification level for purchases by completing this User Acceptance Form. This form can be emailed to qualifications@proedinc.com; mailed to PRO-ED Qualifications, 1301 W. 25th Street, Suite 300, Austin, TX 78705; or faxed to (800) 397-7633. For faster service, you can also complete this form online at www.proedinc.com. PRO-ED is committed to maintaining professional standards in testing as presented in the *Standards for Educational and Psychological Testing*, published by the American Educational Research Association (AERA), American Psychological Association (APA), and National Council on Measurement in Education (NCME). A central principle of professional test use is that individuals should administer only those tests for which they have the appropriate training and expertise. PRO-ED supports this principle by stating qualifications for the use of particular tests and selling tests only to individuals who provide credentials that meet those qualifications. The standards that PRO-ED employs to comply with professional testing practices are described below.

QUALIFICATION LEVEL A:

There are no special qualifications to purchase these products.

QUALIFICATION LEVEL B:

Tests may be purchased by individuals with:

- A master's degree in psychology, education, occupational therapy, social work, counseling, or a field closely related to the intended use of the assessment, and formal training in the ethical administration, scoring, and interpretation of clinical assessments

OR

- Certification by, or full active membership in, a professional organization (such as ASHA, AOTA, AERA, ACA, AMA, CEC, AEA, AAA, EAA, NAEYC, NBCC) that requires training and experience in the relevant area of assessment

OR

- A degree or license to practice in the health-care or allied health-care field

OR

- Formal, supervised mental health, speech-language, occupational therapy, social work, counseling, and/or educational training specific to assessing children, or in infant and child development, and formal training in the ethical administration, scoring, and interpretation of clinical assessments.

QUALIFICATION LEVEL C:

Tests with a C qualification require a high level of expertise in test interpretation and can be purchased by individuals with:

- A doctorate in psychology, education, or a closely related field with formal training in the ethical administration, scoring, and interpretation of clinical assessments related to the intended use of the assessment

OR

- State licensure or certification to practice in a field related to the purchase

OR

- Certification by, or full active membership in, a professional organization (such as APA, NASP, NAN, INS) that requires training and experience in the relevant area of assessment.

We are committed to supporting the professional standards of our clients, the integrity of our respected assessments, and the ethical obligations outlined by the American Psychological Association.



Name: _____			
Telephone: _____		Fax: _____	
Email: _____			
Address: _____		City: _____	
State: _____		Zip: _____ Country: _____	
Profession (select one)			
<input type="radio"/> Audiologist	<input type="radio"/> Education Professional	<input type="radio"/> Psychologist—Clinical	<input type="radio"/> Special Education Professional
<input type="radio"/> Behavior Analyst	<input type="radio"/> Educational Diagnostician	<input type="radio"/> Psychologist—Forensic	<input type="radio"/> Special Education Teacher
<input type="radio"/> Consultant/Specialist—Education	<input type="radio"/> Human Resources Professional	<input type="radio"/> Psychologist—Industrial/Organizational	<input type="radio"/> Speech—Language Pathologist
<input type="radio"/> Counselor—Family/Mental Health/Substance Abuse	<input type="radio"/> Nurse	<input type="radio"/> Psychologist—Neuro	<input type="radio"/> Student/Intern
<input type="radio"/> Counselor—Vocational/Academic	<input type="radio"/> Occupational Therapist	<input type="radio"/> Psychologist—School	<input type="radio"/> Teacher
<input type="radio"/> Director—Clinical Training	<input type="radio"/> Physical Therapist	<input type="radio"/> Psychometrist	<input type="radio"/> Testing Coordinator
<input type="radio"/> Early Childhood Professional	<input type="radio"/> Physician	<input type="radio"/> Public Safety Officer	<input type="radio"/> Training Development Professional
<input type="radio"/> Professor	<input type="radio"/> Purchasing Agent	<input type="radio"/> School Social Worker	
<input type="radio"/> Psychiatrist	<input type="radio"/> Social Worker		
Do you have a valid license or certificate issued by a state regulatory board? <input type="radio"/> Yes <input type="radio"/> No			
License number: _____			
Licensing agency: _____			
Do you have a professional degree? <input type="radio"/> Yes <input type="radio"/> No Highest degree obtained: _____			
Major/field: _____ Year degree completed: _____			
Institution: _____ Date: _____			
Do you have course work completed in the area of Tests and Measurements? <input type="radio"/> Yes <input type="radio"/> No			
Date: _____ Course: _____			
Institution: _____			
Level (select one): <input type="radio"/> Undergraduate <input type="radio"/> Graduate			
Do you have formal, supervised mental health, speech-language, occupational therapy, social work, counseling, and/or educational training specific to assessing children, or in infant and child development? <input type="radio"/> Yes <input type="radio"/> No			
Date: _____ Course: _____			
Institution: _____			
Level (select one): <input type="radio"/> Undergraduate <input type="radio"/> Graduate			
Do you have active or retired membership in the following professional organizations? (select all that apply)			
<input type="checkbox"/> AAA <input type="checkbox"/> ACA <input type="checkbox"/> AEA <input type="checkbox"/> AERA <input type="checkbox"/> AMA <input type="checkbox"/> AOTA <input type="checkbox"/> APA <input type="checkbox"/> ASHA			
<input type="checkbox"/> CEC <input type="checkbox"/> EAA <input type="checkbox"/> INS <input type="checkbox"/> NAN <input type="checkbox"/> NASP <input type="checkbox"/> NAEYC <input type="checkbox"/> NBCC			
Member #(s) _____			
I certify that:			
• I will update this information upon request.			
• I am qualified to properly use any test and assessment products I order, and I have provided PRO-ED/LinguiSystems with only accurate and true qualification information.			
• Any test and assessment products purchased under my account will be used by me and/or under my supervision.			
• Any test and assessment products purchased under my account will be used in accordance with all applicable legal and ethical guidelines.			
• I have read and hereby agree to PRO-ED/LinguiSystems' Qualification Terms and Conditions of Sale and Use, and I agree I will not resell any test or assessment products.			
• I understand that violation of any PRO-ED/LinguiSystems' Qualification Terms and Conditions of Sale and Use may result in the revocation of my right to purchase as a qualified customer. If there are any changes that may affect my qualification to purchase, I will immediately notify PRO-ED/LinguiSystems of such changes.			
Signature: _____		Date: _____	
All fields required.			