

# 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 or mailed to PRO-ED Qualifications, 8700 Shoal Creek Blvd., Austin, TX 78757-6897, 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 use 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: _____			
<b>*Profession (circle one)</b>			
Audiologist	Education Professional	Psychiatrist	Social Worker
Behavior Analyst	Educational	Psychologist—Clinical	Special Education
Consultant/ Specialist—Education	Diagnostician	Psychologist—Forensic	Professional
Counselor—Family/Mental Health/Substance Abuse	Human Resources Professional	Psychologist—Industrial/Organizational	Special Education Teacher
Counselor—Vocational/Academic	Nurse	Psychologist—Neuro	Speech—Language Pathologist
Director—Clinical Training	Occupational Therapist	Psychologist—School Psychometrist	Student/Intern
Early Childhood Professional	Physician	Public Safety Officer	Teacher
	Principal	Purchasing Agent	Testing Coordinator
	Professor	School Social Worker	Training Development Professional
<b>*Do you have a valid license or certificate issued by a state regulatory board?</b> _____ Yes _____ No			
*License number: _____			
*Licensing agency: _____			
<b>*Do you have a professional degree?</b> _____ Yes _____ No		*Highest degree obtained: _____	
*Major/field: _____		*Year degree completed: _____	
*Institution: _____		*Date: _____	
<b>*Do you have course work completed in the area of Tests and Measurements?</b> _____ Yes _____ No			
*Date: _____		*Course: _____	
*Institution _____			
*Level (circle one): Undergraduate Graduate			
<b>*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?</b> _____ Yes _____ No			
*Date: _____		*Course: _____	
*Institution _____			
*Level (circle one): Undergraduate Graduate			
<b>*Do you have active or retired membership in the following professional organizations? (circle all that apply)</b>			
AAA ACA AEA AERA AMA AOTA APA ASHA CEC EAA INS NAN NASP NAEYC NBCC			
*Member #(s) _____			
<b>I certify that:</b>			
<ul style="list-style-type: none"> <li>• I will update this information upon request.</li> <li>• 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.</li> <li>• Any test and assessment products purchased under my account will be used by me and/or under my supervision.</li> <li>• Any test and assessment products purchased under my account will be used in accordance with all applicable legal and ethical guidelines.</li> <li>• I have read and hereby agree to PRO-ED/LinguiSystems's Qualification Terms and Conditions of Sale and Use and I agree I will not resell any test or assessment products.</li> <li>• I understand that violation of any PRO-ED/LinguiSystems's 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.</li> </ul>			
*Signature: _____		Date _____	
*Required fields			