



## **TEST COPYRIGHT PERMISSION APPLICATION**

### General Copyright Policy

PRO-ED (“PRO-ED”) permissions are approved case by case. Requests must be submitted in writing (mail, fax, or email). We reserve the right to change any and all permission policies without notice. We take into account the intellectual content that is being sought and adapted (or reprinted) and from which components the content is taken. Based on this information, and the type of research/project being conducted, a fee may be charged for the permission to adapt/reprint that specific content. Fees are imposed on a case by case basis, are non-refundable, and also subject to change without notice. PRO-ED does not apply any discounts to copyright permission fees. PRO-ED requires payment for your request prior to granting permission and releasing any materials. A confirmation letter will be sent to you upon receipt of payment. All fees are due prior to the release of any material or granting of permission and are not refundable. Should PRO-ED in its sole discretion, determine the use of our material is contrary to the original intent as we understood it in your letter requesting permission, we reserve the right to demand that you cease and desist in your use of PRO-ED’s material and remove it from the marketplace. Given the volume of requests, copyright permission requests can take approximately four weeks to process. If applying for a free test kit for dissertation/thesis purposes, please allow an additional 2-3 weeks to process your request.

Permission requests (and questions) may be submitted to:

**Test Permissions Editor**

**PRO-ED**

[testpermission@proedinc.com](mailto:testpermission@proedinc.com)

**Fax: 512-451-1773**

**Test Development**

**1301 W. 25th Street, Suite 300**

**Austin, Texas 78705**



### **Examiner Qualifications**

In order to release the secured test materials, all requestors must meet minimum examiner qualifications. **If you are a student, your advisor/professor may fill out this portion of the application.**

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

#### **Educational Background**

Highest Completed Degree: \_\_\_\_\_

Year degree completed: \_\_\_\_\_

Major field/specialization: \_\_\_\_\_

Institution: \_\_\_\_\_

#### **Professional Organizational Memberships (select all that apply)**

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|-------------------------------|-------------------------------|-------------------------------|------------------------------|------------------------------|--------------------------------|
| <input type="checkbox"/> APA  | <input type="checkbox"/> ASHA | <input type="checkbox"/> AERA | <input type="checkbox"/> NAN | <input type="checkbox"/> CEC | <input type="checkbox"/> EAA   |
| <input type="checkbox"/> NASP | <input type="checkbox"/> AOTA | <input type="checkbox"/> ACA  | <input type="checkbox"/> INS | <input type="checkbox"/> AAA | <input type="checkbox"/> NAEYC |

#### **Professional Credentials**

Are you licensed? \_\_\_\_\_

License number: \_\_\_\_\_

Licensing agency: \_\_\_\_\_

#### **Coursework/Workshops Completed in Tests and Measurement**

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Are these materials for a student project, graduate research, or training in assessment? \_\_\_\_\_



### **General Information**

The following must be included for every copyright permission request.

1. Complete title of product: \_\_\_\_\_
2. Acronym of product: \_\_\_\_\_
3. Product number: \_\_\_\_\_
4. Specific intellectual content being sought:
  - Test item number(s): \_\_\_\_\_
  - Figure Number(s): \_\_\_\_\_
  - Subtest Title(s): \_\_\_\_\_
  - Page Numbers(s): \_\_\_\_\_
  - Picture(s): \_\_\_\_\_
  - Photograph(s): \_\_\_\_\_
5. Requester's complete contact information:
  - Name: \_\_\_\_\_
  - Institution Name: \_\_\_\_\_
  - Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Fax Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
  - Other: \_\_\_\_\_



Inclusion of the following is required:

6. Statement of purpose (and/or research abstract/summary). Please include a detailed written description of exactly how the intellectual property will be reprinted, altered, and/or used.

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7. Please indicate time/length of usage and/or estimated research date(s).

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8. Please indicate intent of use:

- Commercial Use (book, curriculum, a product for sale, etc.)
- Diagnostic or On-Going Evaluations
- Course Packet (professors displaying or using PRO-ED materials in their courses)
- Research for publication in academic journals
- Research under a Grant or Clinical Research

Grantor Name: \_\_\_\_\_

- Research for Hire

Company Name: \_\_\_\_\_

- Pharmaceutical Research

Company Name: \_\_\_\_\_

- Other

(Please explain) \_\_\_\_\_



9. Total number of test administrations including test/re-test:

\_\_\_\_\_

10. For requests to reprint in another publication, the following must also be included:

a. Book (or journal article) title: \_\_\_\_\_

b. Author(s): \_\_\_\_\_

c. Publishing company: \_\_\_\_\_

d. Print run: \_\_\_\_\_

e. Estimated cost: \_\_\_\_\_

f. Estimated publication date: \_\_\_\_\_

11. For requests to reprint in a course packet and/or for classroom use, the following must also be included:

a. Course title: \_\_\_\_\_

b. Session and/or Semester: \_\_\_\_\_

c. Instructor: \_\_\_\_\_

d. School/Institution: \_\_\_\_\_

e. Number of students and/or copies: \_\_\_\_\_

f. Fee(s) charged per student: \_\_\_\_\_



## **ELECTRONIC COPYRIGHT PERMISSION APPLICATION**

This part of the application applies to any video or electronic media format. (For example: PowerPoint presentation, DVD, CD, software of any kind, online publication, audio or video replication/adaptation, overhead transparency, PDA, Twitter, Facebook, Survey Monkey, online database, mobile phone application, etc.). Due to the secure nature of the intellectual property, PRO-ED must insist that any material accessible via a web site is not searchable (via Google, Yahoo, etc.) downloadable, printable or reproducible (*users cannot be able to cut/copy/paste or print screen*). There must be 128-bit encryption and the site must be password protected with limited access to only a select few qualified individuals. The validity of the signed agreement is contingent upon the security of the web site. The requestor shall demonstrate for PRO-ED the computer adaptation of the products (including any proposed special directions or modifications) and the security procedures in place to protect the product. The requestor's use of the adaptation shall be subject to approval in writing from PRO-ED. If completing a Dissertations or Master's Thesis, please note that permission will not include publication of any actual test items, discussion of any actual test items or inclusion of the actual product in the body or appendix of your dissertation. You would be permitted to discuss your analysis, summary statistics, and the results.

1. Provide your website address and a password so PRO-ED may verify and test the security provisions of your site.

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2. Exactly who will have access to the intellectual property?

- a. Is this for private or public use?

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- b. Will the information be accessed from one server/building location or several? Please list all locations.

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- c. Exactly who will be responsible for the security of the intellectual property online? If more than one entity, please explain security roles.

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- d. Is this for research project, a course, or constant evaluation/retesting?

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- e. Will the content of the site be removed from the internet when the research/project/course is complete? Please explain.

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- 3. Is the electronic information secure and password protected?

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- a. If so, how will you protect the intellectual property?

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- b. Will individual users have to login to access the intellectual property?

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4. Will there be a scoring software component? Please explain.

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a. After a given year or quarter, will you be able to track exactly how many users have accessed the intellectual property? How?

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5. Do you intend to administer the test via your requested media format (online, DVD, Survey Monkey, etc.)?

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a. If yes, exactly how will you administer the test?

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6. Is your electronic program replacing any components of the product (i.e. manual, paper protocols, specific items, pages, pictures, photographs, figures, tables, etc.)?

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a. If so, what is it replacing?

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b. Do you plan on publishing/sharing any of the normative data/tables?

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c. What *specific* data? (What tables, charts, or pages from the manual?)

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