

# 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](mailto: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](http://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: _____	
<b>Profession (select one)</b>			
<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"/> Principal	<input type="radio"/> Purchasing Agent	
	<input type="radio"/> Professor	<input type="radio"/> School Social Worker	
	<input type="radio"/> Psychiatrist	<input type="radio"/> Social Worker	
<b>Do you have a valid license or certificate issued by a state regulatory board?</b> <input type="radio"/> Yes <input type="radio"/> No			
License number: _____			
Licensing agency: _____			
<b>Do you have a professional degree?</b> <input type="radio"/> Yes <input type="radio"/> 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> <input type="radio"/> Yes <input type="radio"/> No			
Date: _____ Course: _____			
Institution _____			
Level (select one): <input type="radio"/> Undergraduate <input type="radio"/> 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> <input type="radio"/> Yes <input type="radio"/> No			
Date: _____ Course: _____			
Institution _____			
Level (select one): <input type="radio"/> Undergraduate <input type="radio"/> Graduate			
<b>Do you have active or retired membership in the following professional organizations?</b> (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) _____			
<b>I certify that:</b>			
• 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.			