Registry of Professional Vocational Evaluators
Application Guide

Registry of Professional Vocational Evaluators
P.O. Box 158
Menomonie, WI 54751-0158
(715) 308-0907
pveregistry@gmail.com
http://pveregistry.org

Revised July 2013 by the Registry of Professional Vocational Evaluators
Table of Contents

Section 1  Introduction and Contact Information ........................................................................3

Section 2  The Registry Program, Purpose and Benefits ..........................................................4

Section 3  Eligibility Requirements ..........................................................................................5

Section 4  Description of Application Options and Associated Requirements ....................5
  • Clarification of Options (Includes Documentation Checklists) .........................................5
  • Descriptions of Knowledge Domains ................................................................................8
  • Continuing Education Guidelines .....................................................................................8
  • Work Experience and Internship Verification .......................................................................9
  • Self-Employment Status ..................................................................................................10

Section 5  Accessing and Submitting Materials .................................................................10

Section 6  Incomplete Applications, Ineligible Application Appeals Process .......................11

Section 7  Use of the PVE Designation ................................................................................12

Section 8  Registration Renewal Process ...............................................................................12

Section 9  Fees .......................................................................................................................13
SECTION 1

INTRODUCTION

RPVE refers to the Registry of Professional Vocational Evaluators. PVE refers to Professional Vocational Evaluator. The designation of PVE may be used only by those who have met the requirements for registration as authorized by the RPVE.

If you decide to apply for PVE status, please refer to this application guide; the guide contains specific information that will assist you through the application process.

Information in this application guide may be updated periodically. To ensure you have the most updated information, you may obtain an electronic version on the RPVE website at http://www.pveregistry.org.

The Registry of Professional Vocational Evaluators does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, marital status, or any other status or condition protected by law.

Furthermore, the Registry of Professional Vocational Evaluators recognizes that Vocational Evaluation is a field that is not exclusive to one population or language. If your language is not English, a certified translator must translate any syllabus, transcript, résumé, application or any other required documentation that is in a different language.

CONTACT INFORMATION

If you have any questions or need clarification on any part of the application, inquiries can be directed to the RPVE at the contact information listed below.

Registry of Professional Vocational Evaluators
P.O. Box 158
Menomonie, WI 54751-0158
(715) 308-0907
pveregistry@gmail.com
www.pveregistry.org

Reproduction of this Guide, in whole or in part, is expressly forbidden without written consent from the Registry of Professional Vocational Evaluators.
SECTION 2

THE REGISTRY PROGRAM

The Registry of Professional Vocational Evaluators (RPVE) was developed in response to the dissolution of the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES) in 2008, and the resulting loss of opportunity for new professionals in the field of vocational evaluation to become certified.

In 2010, representatives from the Vocational Evaluation and Career Assessment Professionals (VECAP) and Vocational Evaluation and Work Adjustment Association (VEWAA) organizations began meeting as an appointed ad hoc task force to explore opportunities to create a Professional Vocational Evaluation (PVE) Registry. The primary objective of the PVE Registry would be to provide an alternative form of professional recognition to new professionals in the field of vocational evaluation. After extensive research, discussion, and input from practicing vocational evaluators and educators in the field, stringent educational and experience criteria were put forth which were believed would set a professional standard for those dedicated to practicing and furthering the profession of vocational evaluation.

The RPVE is operated and sustained through application fees and exists independently of other professional or educational entities. The PVE designation can be used only by those who meet the criteria developed by the RPVE, and as set forth in this application guide and the PVE application.

PURPOSE AND BENEFITS OF REGISTRATION

The purpose of the RPVE is to signify that registrants are dedicated to maintaining acceptable standards of quality in the services they provide. Such standards are established in the best interest of consumers, practitioners, allied professionals, and the public. By meeting the registration criteria and participating in the registration process, Professional Vocational Evaluators (PVEs) are promoting a high standard of qualifications and performance within the vocational evaluation profession, and are advancing the good of consumers.

Persons who attain the designation of PVE have demonstrated that they have acquired the minimum level of knowledge and experience, as determined by the RPVE, necessary to practice their profession. The RPVE does not intend that PVE status automatically indicates suitability for employment. The RPVE’s primary purpose is to establish and promote acceptable standards of vocational evaluation services.

The initial registration is valid for four years; it is attained by meeting specific educational and experiential criteria as established by the RPVE. Vocational evaluation is a dynamic profession; to maintain PVE status, registrants are required to demonstrate their engagement in continued professional development at four-year intervals. Demonstration of professional development is based on participation in Continuing Education activities.
SECTION 3

ELIGIBILITY REQUIREMENTS

To be eligible for PVE status, applicants must meet ALL CRITERIA for at least one of the options that are further defined in Section 4 – Clarification of Application Options. Applicants must satisfy BOTH education and work experience components in order to demonstrate sufficient vocational evaluation competencies for the PVE designation.

The specific knowledge domains required by the RPVE are: Principles of Vocational Evaluation, Medical Aspects of Disability, Occupational Analysis/Job Placement, and Psychometric Testing/Vocational Assessment. Please refer to Section 4 - Description of Knowledge Domains to determine what competencies are included within each of the domains.

If the application is submitted with incomplete information or missing documentation, or if the applicant is deemed ineligible for registry status, the applicant will be given 90 days from the date of notification of ineligibility to correct the issue affecting ineligibility and reapply without incurring an additional application fee. Please refer to Section 6 – Incomplete Applications, Ineligible Application Appeals Process for further details.

SECTION 4

CLARIFICATION OF APPLICATION OPTIONS

Please read each category carefully and apply only to one. If you are not sure which option to apply for, please refer to the cover page of this application guide for the RPVE’s contact information. Please make sure that all application materials are accurate and filled in completely. The checklist that follows each option’s description is provided for reference only; it is not necessary to include the checklist when submitting application materials.

Note that the five application Options were developed solely to create clear guidelines for determining an applicant’s eligibility for the PVE Registry. Registrants are not “ranked” by application Option within the Registry, and the benefits of PVE status are the same for all accepted applicants. The application Option used to determine the registrant’s eligibility will not appear on the PVE certificate.
Option I:

Apply if you have a current certificate as a Certified Vocational Evaluator (CVE).

Option I Checklist:

☐ Copy of current CVE certificate (or other document from CRCC that indicates current CVE status and CVE number) is attached.

Option II:

Apply if you previously have been certified as a Certified Vocational Evaluator (CVE) but your certification has lapsed. You must also have completed 60 hours of Continuing Education and/or Professional Development related to the field of rehabilitation within the past 4 years.

Option II Checklist:

☐ Copy of lapsed CVE certificate (or other document from CRCC that indicates past CVE status and CVE number) is attached.

☐ Documentation of completion of 60 clock hours of Continuing Education and/or Professional Development within the past 4 years is attached.

Option III:

Apply if you have attained a Master’s Degree in Vocational Evaluation and/or Rehabilitation Counseling which included a minimum 300-hour Internship specifically designated to the provision of Vocational Evaluation services. Applicants must ensure that each of the four individual knowledge domain areas has been satisfied. Additionally, applicants for this Option must have completed 300 hours of Structured Vocational Evaluation Internship. The applicant’s Program Director must complete the PVE Internship Verification Form signifying that the applicant completed a minimum of a 300-hour internship specifically designated to the provision of Vocational Evaluation services. Please note that RPVE reserves the right to request additional information as needed in order to ensure that the knowledge domains are satisfied; additional syllabus review fees may apply.

Option III Checklist:

☐ Copy of transcript to provide verification of applicant’s Master’s Degree in Vocational Evaluation and/or Rehabilitation Counseling is attached.

☐ Completed Internship Verification Form is provided. (The Internship Verification Form is submitted to the Program Director by the applicant for completion and signature.)

☐ Documentation of coursework fulfilling Principles of Vocational Evaluation knowledge domain is attached.
Option IV:

Apply if you have attained a Master’s Degree in Rehabilitation Counseling or a related field AND you have 600 post-degree hours of Supervised Work Experience Providing Vocational Evaluation Services. Applicants must ensure that each of the four individual knowledge domain areas has been satisfied. Additionally, applicants for this Option must have completed 600 hours of Structured Vocational Evaluation Work Experience. The applicant’s supervisor verifies hours and experience using the PVE Work Experience Verification Form. (If not all 600 hours were attained through one supervisor and work site, please submit multiple Work Experience Verification Forms to total 600 hours.) Please note that RPVE reserves the right to request additional information as needed in order to ensure that the knowledge domains are satisfied; additional syllabus review fees may apply.

Option IV Checklist:

☐ Copy of transcript to provide verification of applicant’s Master’s Degree in Rehabilitation Counseling or a related field is attached.

☐ Documentation of 600 post-degree hours of supervised work experience providing Vocational Evaluation services is provided. (This requirement is fulfilled through submission of either the Work Experience Verification Form or the Self-Employment Verification Form.)

☐ Documentation of coursework fulfilling Principles of Vocational Evaluation knowledge domain is attached.

☐ Documentation of coursework fulfilling Psychometric Testing/Vocational Assessment knowledge domain is attached.

☐ Documentation of coursework fulfilling Medical Aspects of Disability knowledge domain is attached.

☐ Documentation of coursework fulfilling Occupational Analysis/Job Placement knowledge domain is attached.

Option V:

Apply if you have attained a Bachelor’s Degree in a related field, have completed the required coursework, and have worked for five years full time in the field of Vocational Evaluation. Applicants must ensure that each of the four individual knowledge domain areas has been satisfied. Additionally, applicants for this Option must have completed five years of full time work experience performing Vocational Evaluation services. The applicant’s
supervisor verifies hours and experience using the PVE Work Experience Verification Form. (If not all five years were attained through one supervisor and work site, please submit multiple Work Experience Verification Forms to total five years full time work experience.) Please note that RPVE reserves the right to request additional information as needed in order to ensure that the knowledge domains are satisfied; additional syllabus review fees may apply.

Option V Checklist:

☐ Copy of transcript to provide verification of applicant’s Bachelor’s Degree is attached.

☐ Documentation of Master’s Degree level coursework fulfilling Principles of Vocational Evaluation knowledge domain is attached.

☐ Documentation of Master’s Degree level coursework fulfilling Psychometric Testing/Vocational Assessment knowledge domain is attached.

☐ Documentation of Master’s Degree level coursework fulfilling Medical Aspects of Disability knowledge domain is attached.

☐ Documentation of Master’s Degree level coursework fulfilling Occupational Analysis/Job Placement knowledge domain is attached.

☐ Documentation of five years full time work experience performing Vocational Evaluation services is provided. (This requirement is fulfilled through submission of either the Work Experience Verification Form or the Self-Employment Verification Form.)

DESCRIPTIONS OF KNOWLEDGE DOMAINS

Principles of Vocational Evaluation – Course that provides orientation to test and measurement principles. Covers basic philosophies, practices, and processes of vocational evaluation as applied to individuals with disabilities. Must include information on use of standardized tests including achievement, aptitude, interest, personality, and situational testing, as well as utilizing work samples. Must have knowledge and experience in obtaining behavioral observations and interpreting data from assessment techniques.

Medical Aspects of Disability – Course(s) of training that provides information on medical and physical aspects of disabilities. Includes medical terminology and functional limitations of disabling conditions. Promotes understanding of onset of condition, severity, progression, expected duration, etc.

Occupational Analysis/Job Placement – Course(s) of training that includes the topics of career exploration, occupational analysis, career information, placement concepts involved in conducting job placement, career development theories, and current trends in workforce and labor market.

Psychometric Testing/Vocational Assessment – Course(s) of training module(s) that emphasizes practice on selection, evaluation, administration, scoring, and interpretation of standardized tests for individuals who have disabilities.
CONTINUING EDUCATION GUIDELINES

Contact hours are necessary to ensure that registrants maintain education in the field of vocational evaluation. Continuing Education may include attendance at conferences, workshops, seminars, in-service training programs, or completion of college/university coursework. Contact hours may also include development of training programs applicable to vocational rehabilitation, conducting research in the field, etc. If you are unsure about whether your contact hours will be approved, please contact the RPVE.

Note that only educational components of programs may count towards contact hours. Time spent on lunch breaks, opening ceremonies, receptions, exhibits, business meetings, etc. cannot be counted toward fulfillment of Continuing Education requirements. Examples of appropriate Continuing Education subject areas include any of the areas outlined in the knowledge domain categories above. Other acceptable subject areas include Ethics, Use of Technology, Transition Program Options for Consumers, Aging and Disability, Veterans and Return to Work, Brain Injury, Changes in the ADA, Workforce Trends and the Economy, etc. For complete information related to Continuing Education requirements, please refer to the RPVE Renewal & Continuing Education Guide; the guide is available on the RPVE website (www.pveregistry.org).

WORK EXPERIENCE AND INTERNSHIP VERIFICATION

To be eligible for registration under Options III, IV, and V, applicants must possess structured vocational evaluation (VE) work experience or supervised internship hours. Vocational evaluation is defined as “a comprehensive process that systematically utilizes work, real or simulated, as the focal point for assessment and vocational exploration to assist people in vocational development. It incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process” (VEWAA Glossary, 1988, p 14).

For Option III, applicants must have completed minimum 300-hour Internship specifically designated to the provision of Vocational Evaluation services. By completing and signing the Internship Verification Form, the Program Director vouches for the applicant’s skills, abilities, and knowledge of Vocational Evaluation, as well as fundamental details of the internship site and supervision given. Internship site supervisors should possess at least one year of employment at the internship site agency and should demonstrate sufficient knowledge of vocational evaluation to provide adequate supervision to the applicant.

For Options IV and V, applicants must possess post-degree Vocational Evaluation work experience. The applicant’s supervisor verifies work experience by completing and signing the Work Experience Verification Form. The supervisor must be able to vouch that the applicant has the skills and abilities to function in the professional role of a vocational evaluator. The supervisor must have an awareness of the knowledge and skill competencies necessary for a vocational evaluator. Furthermore, the supervisor must also function in a professional partnership role with the applicant where the supervisor has an awareness of work completed by the applicant. In cases where the applicant does not have a formal supervisor and considers him or herself to be “self-employed,” the Self Employment Verification Form should be utilized to verify the applicant’s work experience.
SELF-EMPLOYMENT STATUS

The Self-Employment Verification Form is designed for individuals who work in the field of vocational evaluation and are considered to be “self-employed.” Self-employment includes individuals who own a business and operate as independent contractors, individuals who are members of a partnership that carries on a business, and individuals who are otherwise in business for themselves.

The Self-Employment Verification Form is an alternative method of verification for applicants in Options IV and V. It is intended to be used in situations where an applicant does not have a supervisor to provide verification of his or her work experience. The Self-Employment Verification Form is completed and signed by a representative from a referral agency for which the applicant provides vocational evaluation services. This representative must be an individual who has direct knowledge of the vocational evaluation services provided by the applicant. The referral agency representative returns the Self-Employment Verification Form to the applicant to be submitted with the Application Form. The Self-Employment Verification Form is not meant to be a performance evaluation; rather it is used to help determine whether the applicant possesses the minimal knowledge and skills in vocational evaluation.

SECTION 5

ACCESSING MATERIALS

To access the application materials and forms, please go to www.pveregistry.org and click on the “Apply” button. This will direct you to the Application Form. Print and complete the application. If you require an alternate format, please contact the RPVE.

SUBMITTING MATERIALS

To submit application materials to the Registry of Professional Vocational Evaluators you have two options:

1. Mail Application Form, supporting documentation, and fees to:

   Registry of Professional Vocational Evaluators
   P.O. Box 158
   Menomonie, WI 54751-0158

2. Submit Application Form and supporting documentation via email to:

   pveregistry@gmail.com
To submit your application and supporting documentation through email, complete the forms by hand and then create an electronic document that can be accessed by the RPVE. Make sure to attach ALL required documentation with the application; all materials must be legible. Payment can be made either online through PayPal, or by mailing a check.

Please submit ALL application materials together in one mailing or email.

Before submitting your application, please refer to the checklist for the Option you have selected to verify that you have included all required documentation.

SECTION 6

INCOMPLETE APPLICATIONS

If the application is submitted with incomplete information or missing documentation, the applicant will be given 90 days from the date of notification of incomplete application to correct the issue affecting ineligibility and reapply without incurring an additional application fee. If the re-application is postmarked after the 90-day notification of ineligibility, the applicant will be deemed ineligible and his or her application fee will be forfeited. In this situation, the applicant must resubmit a new application, necessary materials, and the appropriate fees to be considered for PVE status.

After the 90-day incomplete application review timeframe, applicants who have not submitted the requested materials will be deemed ineligible; renewal fees are non-refundable. Applicants who are deemed ineligible will be notified of this fact in writing. Applicants who are deemed ineligible have the right to appeal their application status by following the procedures outlined as follows.

INELIGIBLE APPLICATION APPEALS PROCESS

If your application is deemed ineligible for reasons you believe to be unfair and inconsistent with the RPVE’s Eligibility Requirements, you have the right to appeal the decision. To initiate an appeal, you must submit an appeal letter no longer than 300 words stating why you believe you should be granted PVE status. Upon receipt of your appeal letter, your application and other materials (syllabi, supervisor’s credentials, CE Verification, etc.) will be forwarded to the RPVE Appeals Committee for their further review of your application status. You will have 30 days from the date of notice of ineligibility to submit an appeal letter. The RPVE Appeals Committee will make an eligibility determination within 60 days.

Please understand that the RPVE reserves the right to make a final designation on granting or denying registration.
SECTION 7

USE OF THE PVE DESIGNATION

Use of the PVE designation is strictly limited to individuals who:

1. Have met all the criteria in at least one application Option as established by the RPVE;
2. Have been notified by the RPVE through mailing of a certificate and notification of approved status; and
3. Have met renewal requirements, as appropriate, and have renewed their status as a PVE within the timeframe outlined in RPVE guidelines.

No individual may use the PVE designation or otherwise represent themselves as having the status of a Professional Vocational Evaluator without having first fulfilled the requirements as set forth by the RPVE. Individuals who improperly use the PVE designation may be denied future acceptance into the PVE Registry. Improper use of the PVE status constitutes a misrepresentation within the field of vocational rehabilitation, which creates an ethical violation. Individuals who wrongfully use the PVE designation may be subject to legal action.

SECTION 8

REGISTRATION RENEWAL PROCESS

To maintain registration status as a PVE, members must renew their status every four years. To meet the education requirement, include verification that you have completed 60 contact hours with your renewal application; the renewal fee is $120.00. Failure to submit a renewal application or meet renewal of registration requirements will result in the loss of registration status.

Contact hours are necessary to ensure that registrants maintain education in the field of vocational evaluation. Continuing Education may include attendance at conferences, workshops, seminars, in-service training programs, or completion of college/university coursework. Contact hours may also include development of training programs applicable to vocational rehabilitation, conducting research in the field, etc.

Note that only educational components of programs may count towards contact hours. Time spent on lunch breaks, opening ceremonies, receptions, exhibits, business meetings, etc. cannot be counted toward fulfillment of Continuing Education requirements. Examples of appropriate Continuing Education subject areas include any of the areas outlined in the RPVE required knowledge domain categories. Other acceptable subject areas include Ethics, Use of Technology, Transition Program Options for Consumers, Aging and Disability, Veterans and Return to Work, Brain Injury, Changes in the ADA, Workforce Trends and the Economy, etc.
Verification of contact hours should be submitted to the RPVE in the form of a program agenda copy, verification of credits earned with course title, a letter from the instructor stating you have completed a course with date of completion and clock hours attended, or a syllabus of the course completed with grade transcript. Verification may also include research findings discovered, lecture notes and syllabi created, articles published, etc.

For complete information related to Continuing Education requirements, please refer to the RPVE Renewal & Continuing Education Guide; the guide is available on the RPVE website (www.pveregistry.org).

SECTION 9

INITIAL APPLICATION FEES

The application fee of $150.00 is required to be submitted with your completed application. An additional fee of $25.00 is required for each syllabus review. To avoid any delays in processing your application, send your payment with your completed application packet.

Please make checks payable to the Registry of Professional Vocational Evaluators. Electronic payments through PayPal can be submitted via the RPVE website: www.pveregistry.org. If you have submitted your payment electronically, please indicate this on your Application Form.

In the event that application materials are submitted without appropriate funds (i.e. not enough money for application, returned check, declined PayPal transaction), the application will be held until the appropriate fees are received.

OTHER FEES

Handling Fee for Returned Checks .................................................................$35.00

*Note: If the applicant’s check is returned due to non-sufficient funds, the PVE Certificate will be withheld until the application fee and returned check fee have been paid in full.*

Replacement or Duplicate PVE Certificate ...............................................................$25.00

4-Year Registration Renewal Fee ..............................................................................$120.00

All fees are in U.S. Dollars and are subject to change without notice. For a listing of the most current fees charged by the RPVE, please consult the RPVE website: www.pveregistry.org. Fees are non-refundable. Receipts for payment will be provided if a written request is made by the applicant/registrant.