



# RPVE Renewal & Continuing Education Guide

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## SECTION 1

### INTRODUCTION

The Registry of Professional Vocational Evaluators (RPVE) believes that individuals registered as professional vocational evaluators (PVE) should continue to expand their skills and competencies in an effort to enhance the quality of service they provide. The RPVE renewal requirements encourage PVEs to augment professional skills by participating in Continuing Education, training, and/or engaging in other professional development activities that promote effective service delivery to their clients.

### GUIDELINES FOR REGISTRY RENEWAL

PVEs are required to renew their registry status every four years. To renew, PVEs must submit documentation of 60 clock hours of Continuing Education and professional development activities. All Continuing Education (CE) and professional development activities must be completed within the current four-year cycle: **beginning the date the certificate was issued and ending on December 31<sup>st</sup> of the expiration year on the registry certificate.**

All necessary documents, including the PVE Renewal Application and the documentation of 60 clock hours of Continuing Education, must be submitted to RPVE by December 31<sup>st</sup> of the designated renewal year. For example, if the validation date on your registry certificate is April 21, 2015, the deadline for submission of the renewal materials will be December 31, 2015.

RPVE is committed to facilitating the ongoing education, training and professional development of its registrants. To promote flexibility, RPVE offers registrants multiple options to enhance their knowledge, skills and abilities in vocational evaluation through Continuing Education and/or to demonstrate their ongoing commitment to the field through professional development activities in service, training or scholarship activities.

**A total of 60 clock hours are required for PVE renewal. One clock hour is equivalent to 60 minutes** of instruction or participation; all Continuing Education must be a minimum of one hour in duration. Clock hour credit is not given for social hours, coffee breaks or meals during which instruction is not provided.

Within the four-year renewal cycle, PVEs may use a combination of pre- and post-approved CE and post-approved professional development activities provided the following criteria are met:

- **Continuing Education (CE): a minimum of 30 clock hours of Continuing Education in the PVE domain focus areas listed on page 7;**
- **Professional Development: a maximum of 30 hours of professional development activities listed on page 8.**

## **PRE-APPROVED Continuing Education**

There is never a charge for using pre-approved PVE, CVE or CRC Continuing Education clock hours provided the topic area of the Continuing Education clearly aligns with one or more of the PVE knowledge domain areas outlined on pages 5-6.

## **POST-APPROVED Continuing Education or Professional Development**

PVEs may complete a post-approval application for any PVE-related Continuing Education or professional development activity listed on page 8. Post-approval applications are subject to a \$10.00 processing fee for EACH activity request.

## **SECTION 2**

### **RENEWAL PROCEDURES**

The RPVE business office will send you a registry renewal reminder via email approximately one year prior to the expiration of your PVE registration. The Renewal Application Form is available on the RPVE website ([www.pveregistry.org](http://www.pveregistry.org).) To complete the renewal process, you must:

1. Fill out the renewal application and provide copies of documentation to show that you have completed 60 clock hours of Continuing Education acquired within your four-year renewal cycle. Please submit ALL renewal materials together in one mailing or email.
2. Submit the nonrefundable \$120.00 registry renewal fee with your renewal application.
3. If applicable, complete post-approval applications for any Continuing Education activity or professional development activity that requires post-approval (include \$10.00 processing fee per activity request for post-approval.)

Please notify the RPVE business office of any change in your contact information ([www.pveregistry.org](http://www.pveregistry.org).) RPVE will make reasonable efforts to send renewal information to current PVEs; however, it is the responsibility of the PVE to renew registry status by the valid-through date on the PVE certificate.

When you sign the renewal application, you agree to adhere to the PVE Guidelines for Professional Conduct and you acknowledge that the information provided on the application is accurate. Failure to renew your PVE will result in the expiration of your registered status. If you fail to renew, you may not use the PVE designation. Should you choose to reapply at a later date, you must meet the PVE criteria in effect at the time of reapplication.

## **INCOMPLETE RENEWAL APPLICATIONS**

If the renewal application is submitted with incomplete information or missing documentation, the applicant will be given 90 days from the date of notification of incomplete renewal application to correct the issue. **After the 90-day incomplete renewal application timeframe, renewal applicants who have not submitted the requested materials will be deemed ineligible for renewal;** renewal fees are non-refundable.

### **SECTION 3**

## **PVE KNOWLEDGE DOMAINS AND FOCUS AREAS**

### **DOMAIN 1: PRINCIPLES OF VOCATIONAL EVALUATION**

- Vocational evaluation philosophy and process
- Situational or community-based assessment techniques
- Work samples and/or commercial vocational evaluation systems
- Work performance and work behavior assessment
- Principles of learning and/or learning assessment
- Accommodation and modification of evaluation techniques
- Assistive technology applications in evaluation
- Systematic behavioral observation techniques
- Work adjustment or work hardening techniques
- Service delivery systems common to vocational evaluation
- Community resources and support programs
- Vocational evaluation planning
- Employer and/or workplace standards or needs
- Theories of career development and/or vocational decision-making
- Ethical and/or legal practices in vocational evaluation

### **DOMAIN 2: PSYCHOMETRIC TESTING/VOCATIONAL ASSESSMENT**

- Principles of psychological measurement
- Selection and administration of standardized tests/assessment instruments
- Scoring and interpreting standardized tests/assessment instruments
- Statistical concepts related to reliability, validity and/or norming of standardized tests/assessment instruments
- Analysis, synthesis and interpretation of evaluation results
- Legal and/or ethical uses of standardized tests/assessment instruments
- Factors impacting standardized testing
- Triangulation of evaluation techniques
- Concepts of multiple and/or emotional intelligence

### DOMAIN 3: OCCUPATIONAL ANALYSIS/JOB PLACEMENT

- Standardized occupational information and classification systems
- Transferrable skills analysis
- Labor market research and analysis
- Job and task analysis
- Job development and job placement
- Forensic applications of vocational evaluation
- Benefit systems
- Computer- and Internet-based occupational resources

### DOMAIN 4: MEDICAL ASPECTS OF DISABILITY

- Functional skills assessment
- Ecological/environmental variables that impact vocational functioning
- Medical aspects of disability
- Psychosocial aspects of disability
- Cultural implications of disability
- Psychological/psychiatric implications of disability
- Pharmacology: impact of medications, addiction or substance abuse on vocational functioning

### DOMAIN 5: PROFESSIONAL COMMUNICATION

- Vocational interviewing
- Vocational counseling techniques
- Verbal communication skills to convey evaluation results
- Recommendations: individualizing and prioritizing vocational evaluation recommendations
- Written communication skills: vocational evaluation report development
- Principles of case management
- Negotiation and/or mediation techniques
- Collaboration skills to develop effective partnerships across disciplines

## SECTION 4

<b>POST-APPROVED CONTINUING EDUCATION*</b>		
TYPE OF CONTINUING EDUCATION	CLOCK HOURS AWARDED	PROOF OF ATTENDANCE OR COMPLETION
Attendance at conferences, workshops, seminars, webinar, in-service training programs, or distance learning courses related to any PVE knowledge domain area(s).	1 hour of credit for each 60' (hour) of training	Program agenda and certificate of attendance/completion OR A letter from the sponsor stating you have completed the program, the dates of completion and number of training clock hours attended.
Completion of for-credit college/university courses relevant to any PVE knowledge domain area(s).	15 clock hours for 1 Semester credit OR 10 hours for 1 Quarter credit	Transcript that documents credits earned.

**POST-APPROVED PROFESSIONAL DEVELOPMENT\***  
**(maximum of 30 clock hours)**

TYPE OF PROFESSIONAL DEVELOPMENT	CLOCK HOURS AWARDED	PROOF OF COMPLETION
Internship Supervision of Vocational Evaluation Students	10 clock hours for each Semester OR 7 clock hours for each Quarter	Letter on university letterhead signed by Chair of the Department stating the semester or quarter and year that you supervised the vocational evaluation student.
Development of Professional Presentation OR In-Service Training relevant to any PVE knowledge domain area	2 clock hours of credit for each hour of presentation training	Outline of the training program or presentation AND a program agenda listing you as the presenter which states the date and length of the presentation. OR A letter from the supervisor or training director stating that you are the developer which includes the length and date of the program or presentation
Service to a National or State-based Vocational Evaluation Membership Organization (e.g. VECAP, VEWAA, RPVE)	1 clock hour for each hour of service provided to the organization	Letter from the president/director of the membership organization documenting services performed, the number of hours served, and the dates of service.
Editorial Review of Vocational Evaluation Publication	15 clock hours	Copy of page from the publication listing you as editor. Must reflect the date and title of the publication.
Research aligned with any PVE knowledge domain area	50 clock hours	Copy of the qualitative and/or quantitative research findings related to any PVE knowledge domain area that is disseminated or distributed. Must include list of citations/source materials.
Authorship/Co-Authorship of Published Article on a topic aligned with PVE knowledge domain area	15 clock hours	Copy of the published article OR internet citation for the article, including date of publication. Must appear in a professionally recognized, peer-reviewed publication. Information submitted must reflect your name as author/co-author
Authorship/Co-Authorship of Published Book Chapter or Book on a topic aligned with PVE knowledge domain area	30 clock hours (one chapter) 50 clock hours (book)	Copy of published chapter OR a copy of the book cover, title page with publication date and table of contents. Information submitted must reflect your name as author/co-author
Development of Curriculum of Vocational Evaluation	15 clock hours for 1 Semester credit OR 10 clock hours for 1 Quarter semester credit	Copy of the course syllabus and a letter of verification from the chair of the program stating that you developed the curriculum including dates of development and number of credit hours awarded for the course.

*\*Adapted from CRCC Continuing Education Manual and Pre-Approval Manual*