

Registry of Professional Vocational Evaluators (RPVE)

(715) 308-0907

pveregistry@gmail.com

<http://pveregistry.org>



<u>For Office Use Only</u>	Date Received		Amount Paid	
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1. PVE RENEWAL APPLICATION

PVEs are required to renew their registry status at four-year intervals. Within the four-year cycle, 60 hours of Continuing Education must be acquired. PVEs may use a combination of pre-approved Continuing Education and post-approved professional development activities provided the activities are proportionally distributed as follows:

- Continuing Education – a minimum of 30 clock hours of Continuing Education in any PVE knowledge domain area
- Professional Development – a maximum of 30 hours professional development activities

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 of the PVE Renewal & Continuing Education Manual.

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 pages 7-8 of the PVE Renewal & Continuing Education Manual. Post-approval applications are subject to a \$10.00 processing fee for EACH activity request for post-approval.

2. CONTACT AND GENERAL INFORMATION

Name				
Salutation	First Name	Middle Initial	Last Name	PVE Number
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.				
Email Address				
<i>(A current email address is required; email will be our principal mode of communication. <u>Please contact the Registry if you require an alternative form of communication as an accommodation.</u>)</i>				
Address				
Street	City	State/Province	ZIP/Postal Code	
Telephone Number				
Number Type	Area Code	Number	Extension	
<input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Cell				

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3. MORAL CHARACTER QUESTIONS

Respond to the questions below by checking the appropriate response. **If your answer is “yes” to any question except number one, a complete and detailed explanation of the events and final legal decree, if appropriate, must be attached to this application.**

		Yes	No
1.	Have you read and do you understand all provisions of the PVE “Guidelines for Professional Conduct?” (To qualify for certification, you must be able to answer “yes” truthfully; the Guidelines for Professional Conduct can be found on the RPVE website: www.pveregistry.org)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you ever held a professional license or certification that was revoked, suspended, or voluntarily relinquished?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ever been placed on probationary status by a professional credentialing organization?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you ever or are you now being charged with a felony, crime, and/or ethical violation?	<input type="checkbox"/>	<input type="checkbox"/>
	If you answered “yes” to questions 2, 3, or 4, are explanations and legal decrees, if appropriate, attached?	<input type="checkbox"/>	<input type="checkbox"/>

In cases where the applicant positively endorses (answers “yes”) to any moral character item(s) number two through four, RPVE conducts an individualized review of the requested documentation. Reviews will be conducted by a minimum of two members of the RPVE Professional Conduct Committee and may include: prior findings, revocations of licensure and/or certifications, and circumstances and explanations provided by the applicant. Upon completion of the review, RPVE reserves sole discretion in the final decision to accept or deny PVE registry status to said applicant.

4. STATEMENT OF UNDERSTANDING

By signing the PVE application, you are acknowledging that the information provided on the renewal application is accurate. RPVE retains the right to suspend or revoke registration if it is learned that registration was granted on the basis of false, misleading, or inaccurate information.

I am applying to the Registry of Professional Vocational Evaluators to be considered for renewal of PVE status. I understand that the registration process is administered by a private, non-profit voluntary organization representing vocational evaluators. I further understand that the Registry of Professional Vocational Evaluators (RPVE) is the sole judge of my eligibility for registry status and that I have no right to question its discretion in granting or denying registration. I also understand that RPVE has the right to request and check references in the process of considering applications for initial registration or registration renewal. Should I fail to include required documentation or should RPVE find that the documentation provided is insufficient in order to reach a determination, I understand that RPVE has the right to request additional information. If I do not respond to a request for additional information, RPVE will evaluate the issue of eligibility to seek registration based on the information I initially submitted. I agree to abide by RPVE’s Guidelines for Professional Conduct.

Before you sign this application, please note that your name will be entered by RPVE according to the information you have listed on page one of this application. If you are approved for PVE status, this is the way in which your name will be listed on your registry certificate.

Applications that are not signed and accompanied by the appropriate documentation will not be processed.

Signature of Applicant

Date (mm/dd/yyyy)

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5. PAYMENT

A re-certification fee of \$120.00 is required to be submitted with your completed renewal application. An additional fee of \$10.00 is required for each post-approval application. To avoid any delays in processing, send your payment with your completed renewal application packet.

<input type="checkbox"/>	Renewal fee:	\$120.00
<input type="checkbox"/>	Post-approval applications:	\$10.00 per post-approval application (Quantity submitted: _____)
Total Due:		\$ _____

Payment by Check

<input type="checkbox"/>	Enclosed is a check payable to Registry of Professional Vocational Evaluators for \$ _____
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Payment by Credit Card

<input type="checkbox"/>	I have submitted payment through the PayPal/Online payment system on the website: www.pveregistry.org .
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The Renewal Application Form, along with other required forms and supporting documents, can be mailed with payment to the following address:

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

The Application Form and supporting documentation can also be submitted via email:

pveregistry@gmail.com