

# User Acceptance Form

## Qualifications Process

Please establish your qualifications level for purchases by completing this User Acceptance form. This form can be emailed to customerservice@ganderpublishing.com; mailed to Gander Publishing Qualifications, P.O. Box 780, Avila Beach, CA 93424; or faxed to 805-782-0488. For faster service, you can also complete this form online at ganderpublishing.com/pages/Qualifications. Gander Publishing 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), the American Psychological Association (APA), and the 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. Gander Publishing supports this principle by stating qualifications for the use of particular tests and selling tests only to those individuals who provide credentials that meet those qualifications. The standards that Gander Publishing 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 AAA, ACA, AEA, AERA, AOTA, ASHA, CEC, EAA, NAEYC, NBCC) that requires training and experience in the relevant area of the 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, INS, NAN, NASP) that requires training and experience in the relevant area of the 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 Psychology Association.*



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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"/> Professor <input type="radio"/> Purchasing Agent
<input type="radio"/> Psychiatrist <input type="radio"/> School Social Worker <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? (select all that apply)</b>
<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 Gander Publishing 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.
• I have read and hereby agreed to Gander Publishing's Qualification Terms and Conditions of Sale and Use, and I agree I will not resell any test or assessment products.
• Any test and assessment products purchased under my account will be used in accordance with all applicable legal and ethical guidelines.
• I understand that violation of any Gander Publishing's 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 Gander Publishing of such changes.
Signature: _____ Date: _____
<i>All fields required.</i>