

# CSP<sup>SM</sup>

Certified Specialist in Psychometry<sup>SM</sup>

2010

Updated 6/21/10

Candidate Handbook of Information for the  
Certified Specialist in Psychometry<sup>SM</sup>  
Examination (CSPE)



**A Voluntary Certification for Psychometrists**

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## **Board of Certified Psychometrists (BCP)**

The Board of Certified Psychometrists (BCP), an independent organization and separate from the National Association of Psychometrists (NAP), administers the Certified Specialist in Psychometry<sup>SM</sup> (CSP<sup>SM</sup>) examination (CSPE). This certification process was developed with the support and endorsement of NAP. *NAP is not responsible for the content or administration of this certification process.*

In 2005, the Psychometry Certification Committee (PCC) was dissolved and replaced with the formal Board of Certified Psychometrists (BCP).

The Certified Specialist in Psychometry<sup>SM</sup> (CSP<sup>SM</sup>) designation is awarded to those professional psychometrists who have successfully met the standards of this certification.

A registry of current Certified Specialists in Psychometry is available at <http://PsychometristCertification.org>.

## **The National Association of Psychometrists (NAP)**

The National Association of Psychometrists (NAP) is a not-for-profit organization that is comprised primarily of psychometrists who administer and score psychological and neuropsychological tests under the supervision of a licensed psychologist, neuropsychologist or equivalent. The NAP has served its members since 1995 in such capacities as resource consultation and education, ethics advising, and professional advocacy (<http://NAPnet.org>).

Disclaimer: Attempts have been made to avoid and prevent errors in this certification process. Neither the BCP nor its members are liable for errors.

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*\*The BCP has retained an independent consulting firm to provide assistance with the development and implementation of the examination and the overall management of the Certified Specialist in Psychometry<sup>SM</sup> project. The consulting firm specializes in the design, development, and administration of credentialing examinations.*

# **HISTORY**

## ***WHAT IS PSYCHOMETRIST CERTIFICATION?***

Psychometrist certification from the Board of Certified Psychometrists (BCP) proves to the psychometrist, public and employers that the psychometrist has met the minimum standards set by the psychometrist profession. Possessing the Certified Specialist in Psychometry (CSP) credential is the *gold-standard* in psychometry – not a license to practice independently or in the absence of a licensed/certified psychologist. In some states, holding certification may assist the psychometrist obtain/maintain a psychometric position. The BCP is the only organization offering certification for psychometrists and is the largest psychometrist certification program in the world.

## ***HOW WAS THE CERTIFICATION DEVELOPED?***

The eligibility requirements and examination materials for the Certified Specialist in Psychometry<sup>SM</sup> (CSP<sup>SM</sup>) examination were developed based on the pooled judgments of the BCP Subject-Matter Experts (SMEs), a national representative panel of experts. The SMEs analyzed the practice of Psychometry and determined the content areas appropriate for the examination. The content of the examination is based on this analysis of practice.

Examination questions are written by and reviewed by the BCP prior to selection for the examination. After the examination, the questions are statistically analyzed to identify potential flaws. Questions appearing to be flawed are reviewed by the BCP and the consulting firm to determine if the question(s) should be deleted or if credit should be given for more than one answer. After these issues are resolved, the examination is scored.

The examination item bank for the CSP<sup>SM</sup> examination is updated on a regular basis to reflect current knowledge in the practice of Psychometry. Individual questions that have been shown by statistical analysis to be problematic are revised or deleted from the pool.

The CSP<sup>SM</sup> examination has been designed to meet testing industry standards for validity and reliability.

## ***PURPOSES OF CERTIFICATION FOR PSYCHOMETRISTS?***

The purposes of certification for psychometrists are to:

- establish recognized minimum standards for the certification of psychometrists;
- assess the level of practice-based knowledge demonstrated by psychometrists in a valid and reliable manner;

- encourage professional development in the field of psychometry;
- serve the public by encouraging quality services among psychometrists.

The BCP, with the assistance and advice of professionals in relevant fields, has developed a credential that recognizes accepted levels of knowledge in the profession with the goal of improving professional standards in psychometry. However, no certification program can guarantee professional competence. In addition, given the frequent changes in the profession, the BCP cannot warrant that the examination materials will reflect the most current state of knowledge.

## ***BENEFITS OF CSP<sup>SM</sup> DESIGNATION FOR PSYCHOMETRISTS***

Certification is a verification and assessment of practice-based knowledge by an independent organization and is a source of career enhancement and self-esteem for you as a psychometrist professional. Benefits include:

- Authentication & assessment of practice-based knowledge by an independent organization – *a way to prove you have the knowledge needed for the profession*;
- Recognition by other professionals, employers, universities, medical facilities, colleagues and the public;
- Meeting the standard of professional services to the public and profession;
- Enhanced professional credibility;
- Ability to negotiate improved compensation;
- Professional growth and development;
- Superior job/career opportunities;
- Advanced professional responsibility and visibility;
- Designation that is nationally and internationally valued;
- Secures standards developed by psychometrists;
- Exclusive networking with other credentialed professionals;
- Supports the promotion of psychometry as a profession;
- Immediate online verification of certification;
- Enhancement of the rights of psychometrists to positively influence test development and use;

- Abiding by documented Code of Ethics for CSPs; and
- Ability to purchase some professional products from vendors (B-Level Qualification for ordering products through PAR; for Master's level CSPs this can include C-Level Qualifications).

## ***BENEFITS OF CSP<sup>SM</sup> DESIGNATION FOR EMPLOYERS***

- Preferred by most neuropsychologists;
- Favored by NAN/Div40 members;
- Competitive advantage in promoting services to clients;
- The only standardized and recognized minimum standard of competence;
- Decrease training time;
- Increased productivity;
- Potentially lower liability and liability insurance premiums; and
- Greater likelihood of reimbursement (e.g., Medicare).

# APPLYING FOR THE EXAMINATION

## **WHO CAN SIT FOR THE EXAM?**

Candidates who meet any one of the following criteria are eligible to sit for the Certified Specialist in Psychometry<sup>SM</sup> examination:

- 1) A Bachelors degree from a regionally accredited college or university **and** a minimum of 3000 hours of testing, scoring and associated administrative experience earned under the supervision of licensed psychologist, neuropsychologist or equivalent.

**-OR-**

- 2) A Masters or Doctoral degree from a regionally accredited college or university with documented course work in a related field **and** a minimum of 2000 hours of testing, scoring and associated administrative experience earned under the supervision of licensed psychologist, neuropsychologist or equivalent.

A total of 2000 hours is equivalent to one-year of “Full-time work experience.” To qualify, work experience must include substantial time spent in testing, scoring and associated administrative activities performed under the supervision of a licensed psychologist, neuropsychologist or equivalent. Periods of work that include significant time devoted to tasks unrelated to psychometry do **not** qualify. The required hours of qualifying work experience may have been earned at any time during the five (5) year period immediately prior to the date of application.

## **EXAMINATION LOCATION(S):**

<u>Primary location</u>	<u>Secondary location</u>
<b>Vancouver, BC</b>	<b>Manchester, NH</b>
<b>Friday 10/15/2010 – in the morning before the NAP conference</b> <u>Note for US citizens</u> - you will be REQUIRED to have a valid passport to enter Canada.	<b>Friday 10/15/2010 – time and location to be determined</b>

## HOW MUCH DOES IT COST TO SIT FOR THE EXAMINATION?

The fees for taking the CSP<sup>SM</sup> examination are as follows:

FEES (All funds in USD)	<i>NAP Members Early bird Fees (Before 8/18/10)</i>	NAP Members Regular (Deadline Fees 9/18/10)	<b>Non-NAP Members Fees</b> (Deadline 9/18/10)
Application Fee	\$150.00	\$175.00	\$225.00
Non-Refundable Registration Fee	\$25.00	\$25.00	\$25.00
<b>Total</b>	<b>\$175.00</b>	<b>\$200.00</b>	<b>\$250.00</b>

Payments must be made by check, cashier's check, or money order (USD) and must be made payable to the "Board of Certified Psychometrists – BCP." NO OTHER FORM OF PAYMENT WILL BE ACCEPTED. Failure to submit the fees in the requested form **along with a completed application** will result in the rejection of your application.

The Non-Refundable Registration Fee of \$25.00 charge is incurred upon receipt of your application by the BCP. If for any reason you fail to meet the eligibility requirements at the time of review, your application and documentation will be returned to you along with your Application Fee.

## APPLICATION DOCUMENTS REQUIRED

1. Completed Application.
2. Attestation(s) from supervisor(s) confirming you have met the minimum requirements necessary to sit for the CSP<sup>SM</sup> examination.
3. School transcript(s) – from the highest completed degree school\*.
4. Please make out a payment for the Application Fee\*\*
5. **AND** a separate payment for the Non-Refundable Registration Fee\*\*.

\*Your school transcript(s) need not be provided directly from the school(s) - an official copy from you is acceptable.

\*\*Payable to the "Board of Certified Psychometrists – BCP"

## HOW DO I REGISTER?

To register to take the examination you must complete the application attached to this document. Please read all the following information included in this handbook and follow the instructions carefully.

Payment of the Application Fee AND Non-Refundable Registration Fee, attestation letter(s) from supervisor(s) confirming you have met the requirements necessary to sit for the CSP<sup>SM</sup> examination and school transcript must accompany your completed

application. Only CSP<sup>SM</sup> applications found in this handbook or those supplied by the BCP will be accepted. Before mailing your application, be sure to carefully review the information and specific instructions.

All applications must be postmarked by the deadline noted in the application. Please allow sufficient postal transit time when mailing your application. Applications postmarked after the deadline will be rejected and your Application Fee will be refunded less the \$25 Non-Refundable Registration Fee.

## ***APPLICATION DEADLINE: September 18<sup>th</sup>, 2010***

Approximately ten (10) business days prior to the examination you will receive an Admission Letter containing your identification (ID) number, and specific information about the date, time and location of the testing site. ***Please keep a record of your ID number, as you will need it after the examination if there are any inquiries regarding your examination score(s).***

If you lose your Admission Letter or have not received it ten (10) business days before the examination date, please contact the BCP immediately so that another letter can be sent to you. In such an event, please contact the CSP Exam Committee, c/o Joan Marsh-Reed, 1604 Button Bay Road, Vergennes, VT 05491; or via email ([bbcattail61@yahoo.com](mailto:bbcattail61@yahoo.com)).

**\*\*\* You must bring your Admission Letter with you to the examination site on the examination date. \*\*\***

If, for any reason, you have registered but are unable to take the examination, you may request a refund of the Application Fee, less the \$25 Non-Refundable Registration Fee, up to ten (10) business days prior to the examination date. After this deadline there will be **no refund** of the Application Fee. If you wish to take the examination at a future date you must meet all eligibility requirements in effect at the time of the registration, complete a new application form, and submit the application fees.

Please check the BCP website at <http://PsychometristCertification.org/> for more up-to-date information.

# **PREPARATION FOR THE EXAMINATION**

At this time there are no exam preparation materials available. In the future there may be such opportunities.

## ***WHAT IS THE FORMAT OF THE EXAMINATION?***

The CSP examination is a single, two and one-half (2.5) hour session consisting of 120 multiple-choice questions. Each question contains four options or choices, only one of which is the correct or best answer. You will be asked to select the correct or best answer from these options. Sample questions can be found below.

### **Sample Examination Questions**

(Disclaimer: These items are representative of the types of items found on the examination but not necessarily representative of overall examination content.)

- 1) **Upon the completion of testing, the examinee asks you for feedback regarding performance and/or diagnosis. Your best response is to:**
  - a. inform the examinee that the supervising psychologist will provide feedback.
  - b. reassure the examinee and indicate that test performance was “fine.”
  - c. provide a provisional diagnosis, but defer interpretation and recommendations to the supervising psychologist.
  - d. provide interpretive information on the examinee's performance, but defer diagnosis to the supervising psychologist.
  
- 2) **A score from a distribution with a mean of 50 and a standard deviation of 10 is called a:**
  - a. z-score.
  - b. T-score.
  - c. stanine score.
  - d. scaled score.
  
- 3) **Anomia, the impaired ability to name objects or retrieve words, is a form of:**
  - a. anoxia.
  - b. ataxia.
  - c. aphasia.
  - d. apraxia.

- 4) **When assessing an examinee with a history of frontal lobe injury, you can expect the examinee to be:**
- a. paraphasic, confused, and disoriented.
  - b. overly cooperative, docile, and passive.
  - c. selectively mute, inattentive, and indecisive.
  - d. disinhibited, easily frustrated, and inflexible.
- 5) **An examinee you are testing is constantly distracted and interrupts you, saying things like “that reminds me of the time...,” or “let me tell you a story about that.” This behavior is best described as:**
- a. tangential.
  - b. perseverative.
  - c. intrusional.
  - d. distractible.
- 6) **When administering a list-learning task, the examinee reports a word that is not on the target list. What type of error is this?**
- a. Perseveration
  - b. Intrusion
  - c. Substitution
  - d. Insertion

Correct Answers: 1) a, 2) b, 3) c, 4) d, 5) a, 6) b.

## ***WHAT DO I NEED TO KNOW FOR THE EXAMINATION?***

### **Content Outline**

The following is a detailed outline of the four major content areas of the examination, with an indication (in parentheses) of the approximate percentage of the examination devoted to each area.

#### **I. Pre-testing (20%)**

***Review patient records to obtain information on how to proceed with evaluation.***

***Prepare testing environment to ensure patient safety and maintain standardization, and gross neuroanatomy.***

***Review test materials and manuals needed to prepare for the administration.***

***Interview patient to obtain background information, determine readiness for testing, establish rapport, confirm appropriateness of tests selected; prepare patient and family for the evaluation (e.g., purpose, duration, process).***

**II. Test Administration (55%)**

***Knowledge of the administration and scoring of tests in a standardized manner to validly perform and execute planned evaluation.***

***Monitor patient performance and behavior to determine need for modification to planned evaluation.***

***Monitor patient safety to protect patient and Psychometrist.***

***Score tests to obtain results of the evaluation.***

***Record behavioral observations to provide additional data and validity for the evaluation.***

**III. Post-Testing (20%)**

***Convert raw data to normative data to provide information for interpretation and statistical comparisons.***

***Review integral behavioral observations and test observations data to provide information and recommendations for interpretation.***

**IV. Ethical / Professional / Legal Issues (5%)**

***Psychometrists practice their profession in an objective manner consistent with applicable published codes of ethics. They protect patient confidentiality and the security of tests and copyrighted materials. Familiarity with Code of Ethics for CSPs.***

**The examination may contain questions specific to the following tests**

(You may need to know tests by the acronyms below)

Aphasia Screening Test (AST)  
Bayley Scales of Infant Development – 2<sup>nd</sup> Ed (BSID-II)  
Beck Anxiety Inventory (BAI)  
Beck Depression Inventory - 2 (BDI-2)  
Booklet Category Test, 2<sup>nd</sup> Edition (BCT) & Category Test (CT)  
Boston Naming Test – 2 (BNT-2)  
California Verbal Learning Test - Adult (CVLT)  
California Verbal Learning Test – II (CVLT-II)  
California Verbal Learning Test - Children (CVLT-C)  
Child Behavior Checklist (CBC) (a.k.a. Achenbach)  
Continuous Performance Test (CPT)

Controlled Oral Word Association Test (COWAT)  
 Delis-Kaplan Executive Functioning Scale (DKEFS)  
 Dementia Rating Scale – 2 (DRS-2)  
 Dot Counting Test (DCT)  
 Geriatric Depression Scale (GDS)  
 Grip Strength (Dynamometer)  
 Grooved Pegboard Test (GPT)  
 Halstead-Reitan Neuropsychological Test Battery (HRB) – Adult, Older Children & Younger Children  
     Finger Tapping Test  
     Lateral Dominance Test  
     Rhythm Test - Seashore version  
     Sensory Perceptual Exam  
     Speech Perception Test (SPT)  
     Tactile Form Recognition Test (TFR)  
     Tactual Performance (TPT) - children through adult  
 Hooper Visual Organization Test (HVOT)  
 Judgment of Line Orientation Test (JOLO)  
 Memorization of 15-Items (a.k.a. Rey 15-Item Memory Test; Rey's Memory Test (RMT)  
 Millon Clinical Multiaxial Inventory - III (MCMI-III)  
 Mini Mental Status Exam (MMSE)  
 Minnesota Multiphasic Personality Inventory - 2 (MMPI-2)  
 Minnesota Multiphasic Personality Inventory - Adolescent (MMPI-A)  
 North American Adult Reading Test - Revised (NARTR; NAART)  
 Paced Auditory Serial Addition Test – 200 (PASAT-200)  
 Peabody Picture Vocabulary Test - 3 (PPVT-3)  
 Peabody Picture Vocabulary Test - 4 (PPVT-4)  
 Personality Assessment Inventory (PAI)  
 Repeatable Battery for the Assessment of Neuropsychological Status (RBANS)  
 Rey Auditory Verbal Learning Test (RAVLT)  
 Rey-Osterrieth Complex Figure Test (RCF; RCFT) - including Taylor version  
 Rorschach  
 Selective Reminding Test (SRT)  
 Stanford-Binet – 5<sup>th</sup> Ed (SB-5)  
 State-Trait Anxiety Inventory (STAI)  
 Stroop Tests (Dodrill, Golden, Kaplan/Comalli & Trennery versions)  
 Symbol Digit Modalities Test (SDMT)  
 Test of Memory Malingering (TOMM)  
 Tokens Test  
 Trail Making Test (TMT) - adult and intermediate  
 Vineland Adaptive Behavior Scales (VABS)  
 Visual Object and Space Perception Battery (VOSP)  
 Wechsler Abbreviated Scale of Intelligence (WASI)  
 Wechsler Adult Intelligence Scales – III (WAIS-III)  
 Wechsler Adult Intelligence Scales – IV (WAIS-IV)  
 Wechsler Intelligence Scales for Children – IV (WISC-IV)  
 Wechsler Memory Scale – III (WMS-III)  
 Wechsler Memory Scale – IV (WMS-IV)  
 Wechsler Test of Adult Reading (WTAR)  
 Wide Range Achievement Test – 3 (WRAT-3)  
 Wide Range Achievement Test – 4 (WRAT-4)  
 Wide Range Assessment of Memory and Learning – 2 (WRAML-2)  
 Wisconsin Card Sorting Test (WCST) – both the PC and manual card versions  
 Word Memory Test (WMT) – both PC and oral versions

# ***HOW DO I PREPARE FOR THE CSP<sup>SM</sup> EXAMINATION?***

The BCP offers the following suggestions for preparing for the CSP<sup>SM</sup> examination:

1. Review the examination content outline and ask yourself the following questions:
  - Do I have a good understanding of the content area?
  - Do I use this knowledge area regularly in my practice?

Plan your studying based on your answers to these questions. For example, for content areas you have a good understanding of and use everyday, you may only need to do a quick review to prepare for the examination, whereas for areas with which you are less familiar you may decide that you need more in-depth study or training before taking the examination.

When planning your studying, you should also consider what percentage of the examination questions are devoted to each major content area. If you are not very familiar with a content area that will include a significant proportion of the examination questions, you should probably spend some additional time studying this area.

2. Decide which resources will best help you to prepare for the examination. The references listed in this Handbook may be helpful when you are reviewing the content areas included on the examination. *(Note: The listing of these references is intended for use as a study aid only. The BCP does not intend the list to imply endorsement of specific resources, nor are the questions on the examination obtained directly from these resources.)*

**Tip:** Historically, the areas that have given previous examinees the greatest challenge have been ethics and statistics.

You may choose to study on your own or you may decide to take a course or workshop (when available) to gain a better understanding of one or more content areas. If you know other psychometrists in your area who are taking the exam you may want to form a study group. You may want to ask your employer to establish educational training sessions.

3. Answer the sample questions in this Handbook to help familiarize you with the types of questions that will be on the examination.

# CSPE STUDY GUIDE OUTLINE

NOTE: This material is provided by the Board of Certified Psychometrists as a general guide for your test preparation. Percentages refer to approximate amount of exam devoted to that domain.

## I. PRE-TEST ISSUES (DOMAIN I...20%)

### A. Review of records: Questions to ask

1. Demographics (e.g. age, gender, ethnicity and primary language, handedness, education)
2. Nature of pathology (e.g. site of injury, date of onset, severity, reported symptoms and difficulties)
3. Premorbid physical or psychological issues (e.g. disabilities, mental illness, alcohol or substance abuse)
4. Has examinee been tested previously? How recently? What tests were used? (Consider whether valid to re-test; what alternative tests to use if necessary.)
5. Stressors, acute and chronic (e.g. fire, flood, death of loved one, divorce) that could call score-validity into question

### B. Testing environment

1. What are the general standards for the testing environment?
2. What accommodations/modifications may be needed: What tests cannot be used? What changes need to be made to the testing environment and/or procedures? Consider the following as some of the modifying variables you might encounter.
  - Agitated
  - Aphasic / dysphasic (receptive or expressive)
  - Aggressive
  - Color blindness / color deficiency
  - Compromised activities of daily living (ADLs)
  - Cross cultural issues
  - Easily fatigued
  - Hemiparetic
  - Impaired mobility (use of wheelchair, walker, hemiplegia, casts and slings, neck brace, etc.)
  - Impulsive
  - Incarcerated or on a locked psychiatric unit
  - Pain
  - Presence of interpreter or third-party observer
  - Resistant to testing
  - Seizures/epilepsy
  - Sensory impairment: vision, hearing, touch
  - Sensory sensitivity
3. Review test materials: Be familiar with protocols and manuals (with special emphasis on Wechsler scales). Which tests can interfere with one another?
4. Are there considerations that can effect your or the examinee's safety?

**C. Neurocognitive / Neuropsychological concepts.** Working in the field of brain-behavior relationships requires us to understand some basic concepts. Knowing these can be important to your test administration, your observations, as well as your safety and that of your examinee. As examples, consider the following:

1. Anhedonia
2. Aneurysm
3. Apraxia / dyspraxia
4. Arteriovenous malformation (AVM)
5. Aura
6. Basal and ceiling

7. Bilateral / unilateral
8. Bradykinesia
9. Circumlocution
10. Confabulation
11. Coup-contracoup
12. Embolism
13. Executive functions
14. Halo effect
15. Ideational praxis
16. Intrusion
17. Lateralized
18. Long-term memory (LTM)
19. Malingering
20. Micrographia
21. Neologism
22. Perseveration
23. Practice effect
24. Premorbid
25. Prosody
26. Recency / primacy effect
27. Response latency
28. Semantic / serial clustering
29. Seizures: grand mal / generalized tonic-clonic (GTC), partial, partial complex, petit mal absence)
30. Set maintainance / set loss
31. Short-term memory
32. Telegraphic speech
33. Testing the limits
34. Traumatic brain injury (TBI)
35. Tremor (resting and intention)
36. Thrombosis
37. Universal precautions

**D. The presentation of examinees with a history of various illnesses / injuries / impairments** (i.e. the ecological validity of presenting symptoms). Consider the following as examples:

1. Attention Deficit Disorder / Attention Deficit Hyperactivity Disorder (ADD/ADHD)
2. Agraphia / dysgraphia
3. Akinesia / dyskinesia
4. Alzheimer's disease
5. Amnesia (e.g. anterograde, retrograde, global)
6. Aphasia / dysphasia
7. Asperger's syndrome
8. Ataxia
9. Autism
10. Cerebral palsy
11. Cerebrovascular accident (CVA)
12. Dementia
13. Dysarthria
14. Dyslexia
15. Dysnomia
16. Down's Syndrome
17. Embolism
18. Encephalopathy
19. Epilepsy
20. Hemianopsia / Hemianopia
21. Hemiparesis
22. Hydrocephalus

23. Ischemia
24. Korsakoff's Syndrome
25. Learning disability
26. Lesions: left hemisphere, right hemisphere, frontal lobes, occipital lobe, parietal lobes, temporal lobes, cerebellum, brain stem, hippocampus
27. Malingering
28. Mental retardation (Intellectual Disability)
29. Multiple sclerosis
30. Organic Brain Syndrome (OBS)
31. Orthopedic injury
32. Parkinsonism
33. Shaken Baby Syndrome (SBS)
34. Substance abuse
35. Sundown Syndrome
36. Tardive dyskinesia
37. Toxin exposure
38. Traumatic brain injury (TBI)
39. Tremor: resting, intention, high and low frequency
40. Visual disturbances (e.g. diplopia, acuity, field cut)

**E. Explanation of testing / evaluation to examinee** (In the event that the examinee raises questions or concerns, you should have some awareness of the following issues and the extent to which you can address them.)

1. Purpose of testing
2. Informed consent
3. How information will be used
4. Confidentiality
5. If / how feedback will be provided
6. Explanation of testing procedures
7. Discussion of effort
8. Release of information to family, companions, third-party payers, court and attorneys, etc.
9. Effect of third party observers
10. Working with interpreters and 3<sup>rd</sup> party observers

**II. TEST ADMINISTRATION (DOMAIN II...55%)**

**A. List of tests to know (i.e. quantitative data).** We recommend some familiarity with all versions of the previously listed tests as the basic prerequisites for taking the CSPE. Special emphasis, however, will be on currently used versions.

**B. Commonly used abbreviations**  
(DK, NR, Q, WNL, Sx, Tx, Pt, etc.)

**C. Categories of tests**

1. Attention / concentration
2. Memory
3. Perception
4. Motor
5. Integration (visuomotor, oral-motor, sensory-motor)
6. Language
7. Executive functions
8. Abstracting
9. Intelligence
10. Academic achievement
11. Personality
12. Aptitude

**D. Neuroanatomy (specific to brain-damage effects upon testing)**

1. Hemispheres of the brain and their gross functioning
  - Left
  - Right
2. Lobes of the brain and their gross functioning
  - Frontal (left and right)
  - Temporal (left and right)
  - Parietal (left and right)
  - Occipital
3. Cerebellum
4. Brain Stem
5. Corpus Callosum
6. Ventricles
7. Limbic system
8. Hippocampus
9. Thalamus

**E. Behavioral Observations (i.e. qualitative data)**

1. Descriptive vs. interpretive
2. Structured vs. narrative
3. Formal use will require some form of Likert scale or rating system
4. Accurate informal notations will assist the Neuropsychologist to analyze and support quantitative data. Providing an example can be helpful especially if you're unfamiliar with the terminology. You should, however, familiarize yourself with terms and categories such as the following:
  - Ability to understand directions
  - Affect: range and appropriateness
  - Ambulation / gait
  - Apathy
  - Appearance: dress and grooming
  - Attention / concentration
  - Auditory comprehension
  - Bradykinesia
  - Circumlocution
  - Color awareness and/or deficiency
  - Column misalignment
  - Concrete
  - Confabulation
  - Delusions
  - Depressed affect
  - Distractible
  - Echolalia
  - Effort and level of cooperation
  - Encouragement: amount needed
  - Effect of premorbid conditions on current test session
  - Emotional control (i.e. lability)
  - Emotional blunting
  - Error usage
  - Extraneous motor activity
  - Extrapyrmidal symptoms
  - Eye contact
  - Fatigability / stamina
  - Frustration tolerance
  - Hallucinations

- Handedness
- Hemineglect / inattention
- Histrionic
- Hostile vs. friendly
- Hypomania
- Impulsivity
- Inhibition / disinhibition
- Intrusion
- Irritable
- Lateralized motor signs
- Letter-number reversals / transposing
- Maintaining / losing set
- Mania
- Mood vs. affect (e.g. flat, stable, full range, congruent)
- Need for repetition
- Neologisms
- Overall affect
- Paranoia
- Pencil grasp
- Performance anxiety
- Perseveration
- Persistence
- Phonetic skill
- Practice effect
- Response latency
- Safety of examinee or examiner
- Shifting ability / mental flexibility
- Shy or outgoing
- Spatial disorientation
- Spatial neglect
- Speech: fluent, concrete, pressured, tangential, confabulatory, spontaneous conversation, telegraphic (mostly nouns, lacks small functional words), increased or decreased output, lack of prosody
- Social appropriateness
- Stimulus bound
- Suspiciousness / overly cautious
- Thought content: disorganized vs. cohesive
- Thought process (e.g. tangential, obsessive)
- Tremors (while resting or during action)
- Use of assistive devices (e.g. hearing aids, glasses, augmentative communication)
- Validity of testing
- Visual tracking
- Word finding difficulties (WFD)

### III. POST TEST (DOMAIN III...20%)

**A. Common standardized scoring:** You will need to be familiar with standardized methods of reporting scores, with understanding how the normative scores relate to one another, with their individual means, standard deviations and ranges. Consider the following terms as possibilities:

1. Z-score
2. Percentile
3. T-score
4. Stanine / sten
5. Deviation IQ

6. Mean, mode, median
7. Normal distribution

## **B. Terminology (Consider these as examples.)**

1. Criterion referenced test
2. Errors of omission, commission
3. False positive / False negative
4. Interference task
5. Likert Scale
6. Mean, median, mode
7. Measurement error
8. Normal Curve / Bell Curve
9. Pattern analysis
10. Percentile Score
11. Regression to the mean
12. Reliability
13. Sensitivity
14. Skewed distribution
15. Specificity
16. Standard Deviation (SD)
17. Standard Distribution
18. Standard error of measurement
19. Standardization
20. Stanine
21. Validity
  - Face validity
  - Predictive validity
  - Ecological validity
  - Construct validity
22. Variables: dependent and independent

## **IV. ETHICAL / PROFESSIONAL / LEGAL ISSUES (DOMAIN IV ... 5%)**

Consider the following as examples of the areas of information that the CSPE might cover:

### **A. Decisions regarding ethical standards**

1. Ethical vs. legal
2. Standards vs. restrictions
3. Procedures and process

### **B. Ethical standards**

1. CSP, APA, NAN, NAP, ACA, NBCC
2. Purpose of licensure and certification
3. Dual relationships
4. Answering examinee's questions
5. Release of Information (ROI) / Disclosures
6. Psychometrist supervision
7. Professional limitations

### **C. Patient confidentiality**

1. Informed consent
  - Duration and purpose of testing
  - Right to decline or withdraw and possible consequences thereof
  - Potential risks and benefits
  - Disclosure to third parties
  - Right to access results and data

- Time constraints for release of information
  - Record retention
2. Regulations can vary by setting
    - Clinical
    - Research
    - Forensic
    - Rehabilitation (acute, long-term and community)
    - Child assessment (e.g. age of consent, custodial parent, guardianship, school assessment)
    - Older Adults
    - Psychiatric units
    - Private practice
    - Military
    - Educational
    - Vocational
  3. Confidentiality can sometimes be breached without signed consent of the examinee:
    - Court order / forensic evaluations / workman's compensation
    - To the parent or legal guardian of a minor
    - Suspected abuse of child or vulnerable adult
    - Peer review, accreditation, quality assurance
    - Clear and imminent danger to self or others
    - Third-party payers

#### **D. Terminology that could appear on the CSPE**

1. Protected Health Information (PHI)
2. Institutional Review Board (IRB)
3. Health Insurance Portability and Accountability Act (HIPAA)

#### **E. Test security**

1. Standards for administering, scoring, and interpreting
2. Copyright standards
3. Third-party observers
4. Use of computerized testing and scoring programs
5. Storing and archiving of data

This portion of this document has been prepared by the Study Guide Committee of the Board of Certified Psychometrists: Karen Cornell, Ed.D, CSP; Tom Erickson, MA, CSP, NCC, LMHC (Chair); Annette Hanson, BA, CSP

## ***POSSIBLE REFERENCES TO REVIEW***

The following is a partial list of references that *may* be helpful in reviewing for the examination. This list is intended for use as a study aid *only*. The BCP does not intend the list to imply endorsement of these specific references nor are the examination questions necessarily obtained from only these sources.

### **Test administration and scoring manuals for tests mentioned above.**

- American Psychiatric Association (2000). *Diagnostic and Statistical Manual – IV-TR*.
- American Psychological Association (2002). *Ethical Guidelines*. Retrieved 7/4/05 from <http://www.apa.org/ethics/>
- Anastasi, A. & Urbina, S. (1997). *Instructor's manual for psychological testing (7<sup>th</sup> Ed)*.
- Association for Advanced Training in the Behavioral Sciences (2004). *National counselor examination preparation material (Vol 1 & 2)*. Ventura, CA
- Board of Certified Psychometrists (2008). *Code of Ethics for Certified Specialists in Psychometry*. Retrieved 5/18/08 from <http://psychometristcertification.org/>
- Cohen, R. J. & Swerdlik, M. E. (2005) *Psychological Testing and Assessment (6<sup>th</sup> Ed.)* New York: McGraw Hill.
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- Darby, D. & Walsh, K. (2005) *Walsh's Neuropsychology: A clinical approach*. Edinburgh: Elsevier
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- Filskov, S. B. & Boll, T. J. (1986). *Handbook of clinical neuropsychology, Vol. 2*. New York: Wiley & Sons.
- Goldberg, S. (1983). *Clinical neuroanatomy made ridiculously simple*. Miami, FL: MedMaster, Inc.
- Graham, J. R. (1990). *MMPI-2 assessing personality and psychopathology*. Oxford, NY: Oxford Press.
- Greene, R. L. (1991). *The MMPI-2/MMPI: an interpretation manual*. Needham Heights, MA: Allyn and Bacon.
- Guilmette, T. J. (1997). *Pocket guide to brain injury, cognitive, and neurobehavioral rehabilitation*. San Diego, CA: Singular Publication Group, Inc.
- Harrison, et al. (1988). *A survey of tests used for adult assessment*. Journal of Psychoeducational Assessment, 6, 188-198.
- Hebben, N. & Milberg, W. (2002). *Essentials of neuropsychological assessment*. Wiley: New York.
- HIPAA Guidelines [E.g., <http://www.hhs.gov/ocr/privacysummary.pdf>]
- Incagnoli, T, Goldstein, G. & Golden, C. J., (1986). *Clinical application of neuropsychological test batteries*. New York: Plenum Press.

- Jarvis, P. E. & Barth, J. T. (1984). *Halstead-Reitan test battery: an interpretive guide*. Odessa, FL: Psychological Assessment Resources, Inc.
- Kaufman, A. S. & Lichtenberger, E. O. (1999). *Essentials of WAIS-III assessment*. New York, NY: Wiley & Sons, Inc.
- Kranzler, G. & Moursund, J. (1999). *Statistics for the terrified*. (2<sup>nd</sup> Ed.) Upper Saddle River, NJ: Prentice Hall.
- Lezak, M. D. (2004). *Neuropsychological assessment*. (3<sup>rd</sup> Ed.) Oxford, NY: Oxford University Press.
- Loring, D. W. & Meador, K. J. (1999). *The INS dictionary*. Oxford, NY: Oxford University Press
- Lyman, H. B. (1971). *Test scores and what they mean*. (2<sup>nd</sup> Ed.).
- Mitrushina, M. M., Boone, K. B., & D'Elia, L. F. (1999). *Handbook of normative data for neuropsychological assessment*. Oxford, NY: Oxford University Press
- Reitan, R. M. & Wolfson, D. (1993). *The Halstead-Reitan neuropsychological test battery: theory and clinical interpretation*. (2<sup>nd</sup> Ed.) Tucson, AZ: Neuropsychology Press.
- Sattler, J. (1990). *Assessment of children* (3<sup>rd</sup> Ed).
- Snyder, P. J, Nussbaum, P. D, & Robins, D.L. (Eds) (2008). *Clinical Neuropsychology*. Washington, D.C: APA
- Strauss, E., Sherman, E. & Spreen, O (2006). *A compendium of neuropsychological tests*. (3rd Ed.) New York, NY: Oxford University Press.
- Tulsky, D., Saklofske, D., et al. (2003). *Clinical interpretation of the WAIS-III and WMS-III*. Amsterdam, NY: Academic Press.

### **WEBSITES\***

- [www.apa.org/ethics](http://www.apa.org/ethics): American Psychological Association (2002)
- [www.hhs.gov/ocr/privacysummary.pdf](http://www.hhs.gov/ocr/privacysummary.pdf): HIPAA Guidelines
- [www.napnet.org](http://www.napnet.org): Listserv
- [www.psychometristcertification.org](http://www.psychometristcertification.org): *Code of Ethics for Certified Specialists in Psychometry (2008)*
- [www.merck.com](http://www.merck.com) (search: traumatic brain injury)
- [www.brainexplorer.org/brain/atlas](http://www.brainexplorer.org/brain/atlas)
- [www.brainsource.com/neuropsych.htm](http://www.brainsource.com/neuropsych.htm)

\* A NOTE ABOUT WEBSITES: Make certain that the information you are searching is intended for use by professionals.

Other useful resources include the NAP Listserv ([www.NAPnet.org](http://www.NAPnet.org)), the Board of Certified Psychometrists website, and attending NAP conferences.

# TAKING THE EXAMINATION

## **WHAT ARE THE REQUIREMENTS DURING THE EXAMINATION?**

The examination will be administered under strict security. You will be required to present your Admission Letter and one form of photo identification (e.g. valid driver's license, picture credit card, passport, etc.) in order to enter the testing site. No one will be admitted to the testing site after the time specified in your admission letter. Trained proctors will supervise the examination. Irregularities observed during the examination, such as creating a disturbance, giving or receiving unauthorized information or aid to or from other examinees, or attempting to remove examination materials or notes from the testing room, may be sufficient cause to end your participation in the examination, or to invalidate or cancel your scores. Irregularities may be identified by observation or suspicion by the examination proctors or may be evidenced by subsequent statistical analysis of answer sheets. The BCP reserves the right to investigate each incident of misconduct or irregularity.

### **TESTING SITE REQUIREMENTS**

1. You must present your Admission Letter **AND** one separate photo identification (e.g., passport, driver's license) at the testing site in order to take the examination. **NO EXCEPTIONS TO THIS REQUIREMENT WILL BE MADE.**
2. You should arrive at the testing site 30 minutes prior to the examination time (local time) to allow sufficient time for you to check in and locate your seat. **Late arrivals cannot be admitted to the exam.**
3. You may not use calculators or devices with memory capabilities, iPods, personal digital assistants, cellular phones, computers, audible beepers/pagers, or books or papers in the testing room. Such items will be confiscated by the exam proctors during the exam. Talking is prohibited during the examination.
4. Unauthorized visitors will not be allowed at the examination site.
5. Only bottled water will be allowed in the testing room. All other food and beverages are prohibited. Smoking and eating are prohibited in the examination room before, during and after the administration of the examination.

NOTE: The following statement will appear on your examination booklet and you will be required to sign it before taking the examination:

### **CONFIDENTIALITY AGREEMENT**

By taking the *Certified Specialist in Psychometry*<sup>SM</sup> examination I agree that I will neither copy nor retain examination questions or other confidential examination materials in any form or by any means and that I will not transmit examination questions or other confidential examination materials in any form or by any means to any other person or organization and that the contents of the examination are the property of the BCP.

The theft or attempted theft of the examination or the copying or disclosure of examination questions is a federal crime punishable by law.

## ***HOW ARE SPECIAL TESTING ARRANGEMENTS MADE?***

The BCP will make reasonable efforts to accommodate eligible candidates, who provide documented evidence of their disability or need for special arrangements, with auxiliary aids and services that do not present an undue burden to the BCP and do not fundamentally alter the measurement of the knowledge the examination is intended to test. If you require special testing arrangements, you must inform the BCP of your needs at the time of submission of your application. (The Accommodations Request form is available below.)

## ***HOW IS THE EXAMINATION SCORED?***

Your performance on the examination will be measured against a predetermined standard of knowledge. This standard is the level of knowledge that can reasonably be expected of individuals with certification-level competence in psychometry. You will NOT be measured against the performance of the other individuals taking the examination. This means that if everyone who takes the examination meets the knowledge standard everyone will pass.

The passing score for the CSP<sup>SM</sup> examination is set by the national panel of Subject-Matter Experts using a criterion-referenced methodology where the passing rate is  $\geq 70\%$  correct. This methodology involves a question-by-question review of the examination. Final approval of the passing score is a decision of the BCP.

## ***WHAT INFORMATION WILL I RECEIVE ABOUT MY SCORE?***

The examination is designed to distinguish those who possess the certification-level knowledge from those who do not. As with all such examinations, no attempt is made in the examination development process to construct an instrument capable of making reliable distinctions among candidates with various passing scores or among candidates with various failing scores. Therefore, if you pass the examination, you will be informed only that you have successfully completed the certification process.

If you fail the examination, you will be informed of your score and the minimum score required to pass. You will also receive diagnostic information indicating your

performance in each content area. This information is provided to assist you in preparing to re-take the examination should you decide to do so.

If you wish to receive your specific passing score please contact the BCP. Please note there is a \$25.00 fee to obtain your passing score.

## ***WHEN WILL I RECEIVE MY EXAMINATION RESULTS?***

The BCP will mail the examination results approximately 6-8 weeks after the examination. **TO PROTECT THE CONFIDENTIALITY OF YOUR EXAMINATION SCORE, NO RESULTS WILL BE PROVIDED OVER THE TELEPHONE, VIA FAX OR E-MAIL.**

### Request for Hand Scoring

If you fail the examination, you may ask that your examination be re-scored by hand to verify the reported score. Requests must be in writing and must be accompanied by a personal check, cashier's check, or money order in the amount of \$45 (USD), made payable to "Board of Certified Psychometrists – BCP." Requests for hand scoring can be honored only up to six (6) months after the testing date.

### Retaking the Examination

There is no limit on the number of times that you may apply for and take the examination. However, a six (6) month waiting period will be enforced. A new application form and all applicable fees must be submitted each time reexamination is requested and you must meet all eligibility requirements in effect at the time of the registration. If you are taking the CSPE again within two (2) years of originally sitting for the CSPE you need only complete the Application and current fees without supporting documentation. In the event your previous supporting documentation is not available you will be contacted.

### Appeals

An applicant may appeal his/her test results in accordance with such policies and procedures as developed or amended by the BCP. If you have an issue with your test results, or re-scored test results, you may appeal the results in writing, setting forth your reasoning and including necessary documentation as applicable. The appeal must be addressed to the BCP Appeals Committee. The BCP will consider the written appeal from the examinee at its next regular meeting. In the event that the BCP determines that the examinee's appeal warrants further discussion, the examinee may be able to appeal the results in person at the next regular meeting of the BCP. The decision of the BCP is final. The official appeals procedure is available on the BCP website: <http://PsychometristCertification.org/>

Please note that the examination test booklets are destroyed immediately after the examination and answer sheets are destroyed six (6) months after the examination date.

### Nondiscrimination Policy

The BCP does not discriminate against any person on the basis of age, gender, sexual orientation, race, religion, national origin, medical condition, physical disability, or marital status.

# **GUIDELINES FOR THE USE OF THE CSP<sup>SM</sup> DESIGNATION**

Candidates who pass the examination will receive a certificate suitable for framing. Certified Specialists in Psychometry<sup>SM</sup> who are awarded the certificate may state that they have obtained the CSP<sup>SM</sup> designation. Possession of the CSP<sup>SM</sup> designation is not intended to confer status as an expert in the field of psychometry, nor is it intended to restrict practice in any way. *The recipient of the CSP certificate agrees to return the certificate to the BCP if/when their CSP lapses.*

## **Recertification Requirements**

In order to maintain the CSP<sup>SM</sup> designation, candidates who pass the examination will need to:

- *Complete a minimum of 12 CEUs (2 of which must be in ethics) prior to the renewal expiration date, in psychometry, psychological, neuropsychological, neurological or a mental health related field.*
- *Uphold the Code of Ethics for CSPs*
- *Pay the renewal fee of \$50.00 every two years.*
- *Submit an item for possible inclusion on the exam.*

For official recertification details visit: <http://PsychometristCertification.org/>

## **Revocation of CSP<sup>SM</sup> Designation**

The CSP<sup>SM</sup> designation may be revoked under the following circumstances:

- Conviction of, or if you pled guilty or nolo contendere to a criminal offense related to the practice of psychometry;
- Submission of falsified or misleading examination application;
- Violation of the BCP policies & procedures or Code of Ethics for CSPs;
- Failure to fulfill requirements of recertification policy

Before the CSP designation is revoked, the CSP designee will be provided with a notice of the reason for the proposed revocation and an opportunity to explain their position to the BCP and in accordance with such policies as may be established by the BCP. The BCP will attempt to contact the designee based on the contact information available from the application and any available renewal information. Please keep contact information current. *The recipient of the CSP certificate agrees to return the certificate to the BCP if/when their CSP lapses.*

## ***CSP Logo for Use by CSPs***

CSPs are welcome to use the CSP logo for items such as business cards, letterhead, envelopes, etc. – see <http://PsychometristCertification.org> website for more details.

# COMPLETING THE APPLICATION

Before completing the application form, read this Handbook thoroughly. Information provided in the application is subject to verification. Complete the entire application. Incomplete applications will be returned.

Please print or type all the information on the Application (attached to this document). For the latest updates please visit the official BCP website at <http://PsychometristCertification.org/>.

Your application must be postmarked on or before the Application Deadline.

Mail your application to:

**CSP Exam**  
c/o Joan Marsh-Reed  
1604 Button Bay Road  
Vergennes, VT 05491

## **Complete application package must include:**

1. Completed Application.
2. Personal and Professional Data.
3. Attestation(s) from supervisor(s) confirming you have met the minimum requirements necessary to sit for the CSP<sup>SM</sup> examination.
4. School transcript(s) – from the highest completed degree school\*.
5. Please make out a payment for the Application Fee\*\*
6. **AND a separate payment for the Non-Refundable Registration Fee\*\*.**

\*Your school transcript(s) need not be provided directly from the school(s) - an official copy from you is acceptable.

\*\*Payable to the "Board of Certified Psychometrists – BCP"

\*\*\*\*\*

**IMPORANT NOTICE:** An incomplete application package will **NOT** be processed and will be returned to the applicant. The Application Fee will be refunded, less the \$25.00 Non-Refundable Registration Fee. A second submission of a completed application will incur another \$25.00 Non-Refundable Registration Fee.

\*\*\*\*\*

\*\*\*If you no longer have contact with your supervisor, please use the **Supplemental Attestation of Psychometry Supervision and Professional Experience** form.

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Certification\2010 Candidate Handbook

# Application Instructions

## Brief Overview

1. Completed Application.
2. Personal and Professional Data.
3. Attestation(s) from supervisor(s) confirming you have met the minimum requirements necessary to sit for the CSP<sup>SM</sup> examination.
4. School transcript(s) – from the highest completed degree school\*.
5. Please make out a payment for the Application Fee\*\*
6. **AND** a separate payment for the Non-Refundable Registration Fee\*\*.

\*Your school transcript(s) need not be provided directly from the school(s) - an official copy from you is acceptable.

\*\*Payable to the "Board of Certified Psychometrists – BCP"

**Fees for taking the CSP<sup>SM</sup> examination are as follows:**

<b>FEES</b> (All funds in USD)	<i>NAP Members Early bird Fees (Before 8/18/10)</i>	NAP Members Regular (Deadline Fees 9/18/10)	<b>Non-NAP Members Fees</b> (Deadline 9/18/10)
Application Fee	<i>\$150.00</i>	\$175.00	<b>\$225.00</b>
Non-Refundable Registration Fee	<i>\$25.00</i>	\$25.00	<b>\$25.00</b>
<b>Total</b>	<i>\$175.00</i>	\$200.00	<b>\$250.00</b>

## Demographic Information

Please complete the application form. To assure appropriate review, all information should be printed clearly or typed. Please do not send your resume, as this will NOT be accepted as a substitute for the application. It is the applicant's responsibility to keep the Board of Certified Psychometrists (BCP) informed of any contact information changes (use the BCP website <http://PsychometristCertification.org/>).

## Previous Certification/Licensure/Registration

If you hold a certification, license or registration in order to practice psychometry or any other professional credential, past or present, these are not substitutes for this application process.

## Supervisor(s) Not Available

In the event your supervisor is not available, please complete the 2-page **Supplemental Attestation of Psychometry Supervision and Professional Experience** form – see Appendix A.

## **Education and Experience Requirements**

Each applicant must meet minimum educational and experience requirements in order to sit for the CSP<sup>SM</sup> exam. The specifications are as follows:

- 1) A Bachelors degree from a regionally accredited college or university **and** a minimum of 3000 hours of testing, scoring and associated administrative experience earned under the supervision of a licensed psychologist, neuropsychologist or equivalent.

**-OR-**

- 2) A Masters or Doctoral degree from a regionally accredited college or university with documented course work in a related field **and** a minimum of 2000 hours of testing, scoring and associated administrative experience earned under the supervision of licensed psychologist, neuropsychologist or equivalent.

A total of 2000 hours is equivalent to one-year of "Full-time work experience." To qualify, work experience must include substantial time spent in testing, scoring and associated administrative activities performed under the supervision of a licensed psychologist, neuropsychologist or equivalent. Periods of work that include significant time devoted to tasks unrelated to psychometry do **not** qualify. The required hours of qualifying work experience may have been earned at any time during the five (5) year period immediately prior to the date of application.

## **Applicant's Attestation**

Each applicant is required to sign the application attestation confirming the information submitted is correct and accurate.

## **Examination Information**

Once approved to sit for the examination each applicant will receive an approval confirmation via email including the latest updates as to location, date, time, and any other pertinent exam information.

The completed application, attestation of supervision and experience, transcript(s) and fees must be sent directly to: [CSP – Exam, c/o Joan Marsh-Reed, 1604 Button Bay Road, Vergennes, VT 05491](mailto:CSP-Exam@cjoanmarshreed.com)

The BCP will score the examinations within 8 weeks of administration. Each applicant will be notified by mail of his or her result (pass or fail). Scores WILL NOT be provided over the phone, fax or via email. Only after successfully passing the exam will the CSP<sup>SM</sup> designation be granted.

## Examination dates and cutoff dates

<b>Exam Date</b>	<b>Application and Exam Fee</b>	<b>Attestation and Transcripts</b>
October 15 <sup>th</sup> , 2010	<i>August 18<sup>th</sup>, 2010 (Early registration deadline)</i>	September 18 <sup>th</sup> , 2010

**CSP- Exam**  
 c/o Joan Marsh-Reed  
 1604 Button Bay Road  
 Vergennes, VT 05491

For Office Use Only

Registry # 2010- \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Validation Information: \_\_\_\_\_

**Application for Certified Specialist in Psychometry<sup>SM</sup> Examination**

**Please Print Clearly or Type:** Carefully follow all instructions provided. It is the applicant's responsibility to submit or request to have submitted all required documents. Failure to do so can result in a delay in processing the application. *[Note: Upon passing the exam, your CSP certificate will use the Applicant Name unless you specify otherwise.]*

**1. Demographic Information**

Applicant Name Last First Middle Initial

Mailing Address

City State/Province Zip/Postal Code

Telephones: (circle best # to reach you)  
 Work Home Cell  
 Email:  
Exam location (indicate by circling ONE):  
 Vancouver, BC OR Manchester, NH

Gender Date of Birth (mo/day/yr) Place of Birth Last 4 digits of your SSN or ID  
 Male  Female

Have you ever been known under any other name?  Yes  No If Yes, list name(s):

Are you a current member of NAP?  Yes  No How did you hear about this certification? (E.g., NAP Conference, NAP Website, mailed flyer, colleague, NAN Conference, Div40 Conference, BCP website, email notification, Search Engine, etc.)  
 Name of referring colleague/supervisor:

**2. Previous Certification/Licensure/Registration (if applicable)**

Please list all Certifications, Licensures and Registrations, where held, identifying number, and dates issued.

State	Certification/License/Registration Type	ID Number	Date Issued

**3. Education**

Please list, in chronological order (most recent first), educational degrees granted.

*A transcript copy is required from the highest completed degree school.*

School(s)	Degree / Major	Date Granted (mo/yr)

**4. Application Attestation**

I, \_\_\_\_\_, certify that I am the person described and identified in this  
 Printed Name of Applicant

Application, that I have answered all questions truthfully and completely, and that the documentation provided in support of my application is, to the best of my knowledge, accurate. I further understand that the BCP may require additional information from me prior to making a determination regarding my application.

Should I furnish any false or misleading information on this application, I hereby understand that such act shall constitute cause for the denial, suspension, or revocation of my Certified Specialist in Psychometry designation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

2010 CSP Application, 4/12/10

## Personal and Professional Data

<b>Circle one</b>	
1. Do you have a medical or mental condition, which in any way impairs or limits your ability to practice the psychometry profession with reasonable skill and safety?	No Yes
2. In the last 2 years, have you used chemical substance(s) in any way, which impairs or limits your ability to practice the psychometry profession with reasonable skill and safety?	No Yes
3. In the past 2 years, have you engaged in the illegal use of controlled substances?	No Yes
4. Have you ever been accused of sexual misconduct or any professional impropriety, or have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?	No Yes
5. Have you <b>ever</b> been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile, in your state/province of residence or another state/province or jurisdiction? <small>(If you answered yes, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and your application will not be considered. To protect the public, the BCP considers criminal history. A criminal history may not automatically bar you from obtaining certification. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.)</small>	No Yes
Have you ever been found in any civil, administrative or criminal proceeding to have:	
a. Possessed, used, prescribed for use, or distributed controlled substances or illegal drugs in any way other than for legitimate or therapeutic purposes?	No Yes
b. Diverted controlled substances or illegal drugs?	No Yes
c. Violated any drug laws?	No Yes
d. Prescribed controlled substances for yourself?	No Yes
6. Have you ever been convicted of a misdemeanor or felony?	No Yes
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of psychometry?	No Yes
8. Have you ever had any license, certificate, registration or other privilege to practice the psychometry profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority?	No Yes
9. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, professional liability or malpractice in connection with the practice of psychometry, or are you aware of any incident or existing circumstances that might reasonably lead to a claim or suit?	No Yes
10. Have any complaints ever been filed against you with a peer review committee or an ethics committee of a professional association, hospital, health care facility, licensing board, or any other governmental or private entity?	No Yes
11. Do you know of any reason why you cannot comply with the legal, ethical, or professional standards set by law, by regulation, by a peer review committee or by the CSP Code of Ethics?	No Yes
If you answered <b>Yes</b> to any of the items above, please attach explanations for each and provide copies of all judgments, decisions, and agreements where applicable.	
As a CSP you agree to act in accordance with the CSP Code of Ethics.	No Yes

## Personal and Professional Data - continued

**For Contract Psychometrists ONLY:** If you are practicing psychometry as a contractor (non-employee) please indicate your professional liability insurance carrier including coverage limits and renewal date. While practicing psychometry as a contractor you are required to maintain *your own* malpractice insurance – not under the insurance of the PhD, which only protects them from you and not you from them or alone. (Possible insurance carriers are listed on the [NAP](#) website.)

I, \_\_\_\_\_, certify that I am the person described and identified in this  
Printed Name of Applicant

Personal and Professional Data document, that I have answered all questions truthfully and completely, and that the documentation provided in support of my application is, to the best of my knowledge, accurate. I further understand that the BCP may require additional information from me prior to making a determination regarding my application.

Should I furnish any false or misleading information on this application, I hereby understand that such act shall constitute cause for the denial, suspension, or revocation of my Certified Specialist in Psychometry designation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
2010 CSP Application, 01/01/2010

# Attestation of Psychometry Supervision and Professional Experience

## Applicant:

Please complete Section 1 and have remaining sections completed by supervisor. Use a separate verification form for each supervisor (make copies as needed).

### Section 1 – Applicant: (Print clearly or type)

Name	Last	First	Middle	Birth date
Address			Email:	
City		State/Province	Zip/Postal Code	

### Section 2 – Supervisor:

The applicant above is seeking to become a Certified Specialist in Psychometry, which requires verification of supervision by a licensed psychologist or equivalent and professional experience.

Supervisor Name	Current Phone #	
	License#;	
Current address	Email:	
City	State/Province	Zip/Postal Code

### Section 3 – Supervision Experience:

Applicants must meet minimum hours of professional psychometric experience and supervision. Please indicate below the months of supervision:

#### Months of Supervision

From:	To:
Month / Day / Year	Month / Day / Year

Please fill in the number of hours of professional psychometric experience completed by the applicant while under your supervision. [E.g., 40hrs/wk for 50 weeks = 2000hrs/yr]

Experience	Number of Hours
Total # of hours of supervised psychometry work experience =	

### Supervisor:

I certify the above information is, to the best of my knowledge, accurate and complete. I understand that the BCP may request additional information, if needed, to evaluate the application of the individual named on this document.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Return this form to:

**CSP - Exam**  
 c/o Joan Marsh-Reed  
 1604 Button Bay Road  
 Vergennes, VT 05491

## Accommodation Request

If you have a disability and may require some accommodation in taking the examination, please complete and submit this form prior to the application deadline along with your application. The information requested below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your expressed written permission.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Accommodations requested for the: \_\_\_\_\_ CSP Examination  
Date

Type of Disability: \_\_\_\_\_

Requesting the following accommodation(s) at the following testing site: \_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Documentation of Disability Related Needs

If you have a disability that requires accommodation in testing please have this section completed by an appropriately licensed professional to certify that you require the requested test accommodation.

If you have existing documentation demonstrating the same or similar accommodations provided to you in prior test situations you may submit such documentation in lieu of completing this portion of the form.

I have known \_\_\_\_\_ since \_\_\_\_\_  
Applicant Date

The applicant has the following disability(ies): \_\_\_\_\_

Diagnosed by the following tests or studies: \_\_\_\_\_

Professional's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ License Number: \_\_\_\_\_

### Return this form to:

**CSP – Exam**  
c/o Joan Marsh-Reed  
1604 Button Bay Road  
Vergennes, VT 05491

2010 Candidate Handbook

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## Supplemental Attestation of Psychometry Supervision and Professional Experience

This form may be used in lieu of the standard Attestation in the event you no longer have contact with your past supervisor(s). Attempts should be made to have succeeding supervisor(s) corroborate your past experience. **With this notarized application, include two statements of attestation (Section 3) from colleagues who can corroborate your psychometric work experience – preferably by another psychometrist, psychologist or similar.**

**Section 1 – Applicant:** (Print clearly or type)

Name	Last	First	Middle	Birth date
Address			Email:	
City			State/Province	Zip/Postal Code

**Section 2 – Reason for using Supplemental Attestation of Psychometry Supervision and Professional Experience.**

**Section 3 – Supplemental Attestation:**

The applicant above is seeking to become a Certified Specialist in Psychometry, which requires verification of supervision and professional experience by a licensed psychologist, psychometrist or equivalent. Two attestations are required.

**Attestation #1:**

Name	Current Phone #: Fax #:
Current address	Email:
City	State/Province   Zip/Postal Code
<b>Supervision Hours</b> From: (Month/day/year) To: (Month/day/year) Months of Corroborated Supervision:	Professional relationship to applicant:
Total Number of hours of corroborated psychometry work Experience (E.g., 40hrs/wk for 50 weeks = 2000hrs/yr):	
How long have you known the applicant:	
Name and address of facility where applicant was employed:	
Signature: _____	Date: _____

**Attestation #2:**

Name	Current Phone #: Fax #:
Current address	Email:
City	State   Zip
<b>Supervision Hours</b> From: (Month/day/year) To: (Month/day/year) Months of Corroborated Supervision:	Professional relationship to applicant:
Total Number of hours of corroborated psychometry work Experience (E.g., 40hrs/wk for 50 weeks = 2000hrs/yr):	
How long have you known the applicant:	
Name and address of facility where applicant was employed:	
Signature: _____ Date: _____	

**Applicant:**

I certify the above information is, to the best of my knowledge, accurate and complete. I understand that the BCP may request additional information, if needed, to evaluate the application of the individuals named on this document.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please place official notary seal in box  
(including expiration date):

Mail this form to:

CSP – Exam, c/o Joan Marsh-Reed  
1604 Button Bay Road  
Vergennes, VT 0549

2010 CSP Supplemental Attestation, 8/31/09

**Appendix B**

**Normative Equivalents Cross Reference Chart  
Provided by Tom Erickson, MA, CSP, NCC, LMHC**

<u>%ile</u>	<u>Standard Scores</u>	<u>Scaled Scores</u>	<u>T-Scores</u>	<u>Z-Scores</u>	<u>Normal Curve Equivalents</u>	<u>Stanine</u>	<u>Deviation IQ*</u>	<u>Suggested Interpretation</u>
99+	≥139	>18	>77	2.50	97	9	>140	Superior
99	133-138	17	73	2.33	96	9	135	
98	130-132	16	71	2.05	92-95	9	131	
97	128-129	16	69	1.88	89-90	9	128	
96	126-127	16	68	1.75	87-88	9	126	
95	124-125	15	66	1.64	83-85	9	125	
94	123	15	66	1.53	82	9	123	
93	122	14	65	1.43	81	8	122	
92	121	14	64	1.41	80	8	121	
91	120	14	63	1.34	78	8	120	
90	119	14	63	1.23	76	8	119	High Average or Above Average
89		14	62	1.22		8	118	
88	118	14	62	1.18	75	8	118	
87	117	14	61	1.13	74	8	117	
86	116	13	61	1.08	73	8	116	
85		13	60	1.04		7	116	
84	115	13	60	0.99	71	7	115	
83	114	13	60	0.95	69	7	114	
82		13	59	0.91		7	114	
81	113	13	59	0.88	68	7	113	
80		13	58	0.84		7	113	
79	112	12	58	0.80	67	6	112	
78		12	58	0.77		6	112	
77	111	12	57	0.74	66	6	111	
76		12	57	0.71		6	111	
75	110	12	57	0.67	64	6	110	Average
74		12	56	0.64		6	110	
73	109	12	56	0.61	62	6	110	
72		12	56	0.58		6	109	
71		12	56	0.55		6	108	
70	108	12	55	0.52	61	6	108	
69		11	55	0.49		6	107	
68	107	11	55	0.47	60	6	107	
67		11	54	0.44		6	107	
66	106	11	54	0.41	59	6	106	
65		11	54	0.39		6	106	
64		11	54	0.36		6	105	
63	105	11	53	0.33	57	6	105	
62		11	53	0.31		6	105	
61	104	11	53	0.28	55	6	104	
60		11	53	0.25		6	104	
59		11	52	0.23		6	104	
58	103	11	52	0.20	54	6	103	
57		11	52	0.18			103	
56		10	52	0.15			102	
55	102	10	51	0.12	53	5	102	
54		10	51	0.10		5	102	
53	101	10	51	0.07	51	5	101	
52		10	51	0.05		5	101	
51		10	50	0.03		5	100	
50	100	10	50	0.00	50	5	100	

<u>%ile</u>	<u>Standard Scores</u>	<u>Scaled Scores</u>	<u>T-Scores</u>	<u>Z-Scores</u>	<u>Normal Curve Equivalents</u>	<u>Stanine</u>	<u>Deviation IQ*</u>	<u>Suggested Interpretation</u>
49		10	50	-0.03		5	100	Average
48		10	49	-0.05		5	99	
47	99	10	49	-0.07	48	5	99	
46		9	49	-0.10		5	98	
45	98	9	49	-0.12	47	5	98	
44		9	48	-0.15		5	98	
43		9	48	-0.18		5	97	
42	97	9	48	-0.20	46	5	97	
41		9	48	-0.23			96	
40		9	47	-0.25			96	
39	96	9	47	-0.28	45	4	96	
38		9	47	-0.31		4	95	
37	95	9	47	-0.33	43	4	95	
36		9	46	-0.36		4	95	
35		9	46	-0.39		4	94	
34	94	9	46	-0.41	41	4	94	
33		8	46	-0.44		4	93	
32	93	8	45	-0.47	40	4	93	
31		8	45	-0.49		4	93	
30	92	8	45	-0.52	39	4	92	
29		8	44	-0.55		4	92	
28		8	44	-0.58		4	91	
27	91	8	44	-0.61	38	4	90	
26		8	44	-0.64		4	90	
25	90	8	43	-0.67	36	4	90	
24		8	43	-0.71		4	89	
23	89	8	43	-0.74	34	4	89	
22		8	42	-0.77		4	88	
21	88	8	42	-0.80	33	4	88	
20		7	42	-0.84			87	
19	87	7	41	-0.88	32	3	87	
18	86	7	41	-0.91	31	3	86	
17		7	40	-0.95		3	86	
16	85	7	40	-0.99	29	3	85	
15		7	40	-1.04		3	84	
14	84	7	39	-1.08	27	3	84	
13	83	6	39	-1.13	26	3	83	
12	82	6	38	-1.18	25	3	82	
11		6	38	-1.22			82	
10	81	6	37	-1.28	24	2	81	
9	80	6	37	-1.34	22	2	80	
8	79	6	36	-1.41	21	2	79	
7	78	6	35	-1.48	20	2	78	
6	77	5	34	-1.55	18	2	77	
5	75-76	5	34	-1.64	15-17	2	75	
4	73-74	5	32	-1.75	13-14	2	74	
3	71-72	5	31	-1.88	10-11	1	72	
2	68-70	4	29	-2.05	6-8	1	69	
1	62-67	3	27	-2.33	1-4	1	65	
<1	≤61	<3	<25	≤-2.50	1	1	≤60	

1. "Standard Scores" can be Z, IQ, T-Scores, or Scaled Scores depending on its use – but the more common term usually refers to IQ scores.
2. \*IQ scores = Index scores.
3. The average ("normal") range is approximately between the 16<sup>th</sup> and 84<sup>th</sup> %iles.
4. Shaded areas indicate %iles to Scaled Scores (on average).

	<u>Z Score</u>	<u>Deviation IQ</u>	<u>T-Score</u>	<u>Scaled Score</u>
Mean	0.00	100	50	10
Standard Deviation	1.00	15	10	3