

BOARD OF CERTIFIED PSYCHOMETRISTS

Certified Specialist in Psychometry (CSP) **Certification Renewal Form**

The CSP designation is conferred for a period of two (2) years upon all who meet the certification requirements.

In order to maintain your CSP designation, every two years you must do the following:

1. Complete 12 hours of Continuing Education Units (CEU)
2. Submit a renewal Fee of \$50.
3. Submit an item for possible inclusion on future exams

The **certification renewal is due no later than December 31st – 2 (two) years after the year in which you passed the exam, or renewed previously.** For example, if you sat for the CSP exam in 2006, your first renewal will be due December 31st, 2008, and your subsequent renewal in 2010 and so on.

Approximately ninety (90) days prior to the expiration of your CSP, you will receive a reminder to fully complete and submit all forms by the December 31st deadline. Please remember it is the responsibility of the individual CSP to notify the BCP of any address/e-mail changes.

Continuing Education Units (CEUs)

Every two years all CSPs must obtain a minimum of 12 hours of Continuing Education Units (CEUs) in psychometry or a psychological, neuropsychological, neurological or mental health related field. At least 2 of these CEUs must be in ethics. Use the form below to submit your units.

Any CEUs accredited and/or sponsored by the following associations are automatically eligible:

- Board of Certified Psychometrists (BCP)
- National Association of Psychometrists (NAP)
- American Psychological Association (APA)
- National Academy of Neuropsychology (NAN)
- International Neuropsychological Society (INS)
- National Board for Certified Counselors (NBCC)
- American Association of Clinical Neuropsychology (AACN)
- American Medical Association (AMA)
- Human Subject's Protection Programs (limit 4 CEU credits) – see www.PsychometristCertification.org for current listings

If materials relevant to the completion of your CEU requirement are received after the December 31st deadline (postmarks are acceptable) your CSP designation will be temporarily suspended. You will be notified of the suspension and provided 30 days to submit a written appeal to the Appeals Committee. Once this written appeal has been received the Appeals Committee will respond via email with its decision. The decision of the Appeals Committee is final and ends the appeals process.

CSPs who do not meet all of the renewal requirements, as reviewed by the Appeals Committee of the BCP, will have their certification revoked. CSPs whose certification has lapsed and who wish to re-certify will be required to submit an application, pay the current application fee(s), and pass the current the certification examination.

Is a CEU Approved?

If you are uncertain as to whether or not a CEU opportunity meets the eligibility requirements indicated above you may request pre-approval from the BCP by submitting the [CEU Pre-Approval Inquiry Form \(www.PsychometristCertification.org\)](#) with a \$10 payment made payable to the “**Board of Certified Psychometrists – BCP.**” Once received, your request will be processed and email notification will follow within 14 business days.

Renewal Fee

A biennial fee of \$50 is required of all CSP renewals. Use the [CSP Certification Renewal & CEU Form](#) attached below.

If renewal requirements/forms have not been received or postmarked by December 31st, the renewal will be considered past due. CSPs will have until March 1st to pay the late fee, which is an additional \$25, bringing the full payment of renewal to \$75. If payment and/or other renewal materials are not received in full by March 1st the certification is revoked. If you wish to re-certify you will be required to submit an application, pay all required fees, and pass the current certification examination.

Exam Item Submission

All CSPs are required to submit at least one written exam item for potential use on the certification examination as part of their renewal process. More items are appreciated and encouraged. The [Test Item Construction Form for CSPs](#) is the official form and must be used to submit your written item to the BCP – included below.

Audits

As is customary with credentialing programs, periodic random audits will be performed to ensure CSPs have, in fact, met the requirements for renewal of certification. CSPs should keep all documentation pertaining to their CEUs for three-years past their required due date.

Renewals of certification requirements are subject to change without notice. The most recent information will be posted on the BCP website: [www.PsychometristCertification.org](#) and supersedes any other source.

Approved by the BCP 5/23/08

CSP Certification Renewal & CEU Reporting Form



BOARD OF CERTIFIED PSYCHOMETRISTS

Deadline: December 31st

CSP Information (please print or type) Please complete all sections and include your \$50 USD renewal fee – made out to “**Board of Certified Psychometrists – BCP.**”

Name		Telephone <i>(Please circle preferred number)</i>	
Address		Home	
		Work	
City		Mobile	
State		FAX	
ZIP/Code		E-Mail	
CSP ID# (year conferred – last 4 digits of SSN) [e.g., 2005-1234]			

Please check this box if any of the above information is new/updated in the past 2 years.

CEU Activities

Please list CEU activities completed between in the last 24 months through December 31st. Attach separate sheets as needed. Sign, date and return. Twelve (12) CEUs must be completed every two (2) years to maintain your CSP designation and two of those CEUs must be in Ethics. Details of eligible CEU activities are available on the BCP/CSP website: <http://PsychometristCertification.org/>

Date	Description	Sponsoring Organization	CEUs	Ethics

Please specify which CEUs meet the required 2 hrs of Ethics if they are part of another CEU activity.

Attestation

I attest the information contained herein is a true and accurate statement of my CEU activities. I understand the CEU reporting requirements as set forth by the BCP, and inaccurate reporting of CEU activities may result in the suspension &/or revocation of my CSP designation.

Your Signature / Date

TEST ITEM CONSTRUCTION FORM for CSPs

QUESTION (premise): Please type or print clearly your question in the box below

CHOICES: (Place correct answer first - #1)

1.

2.

3.

4.

REFERENCE: (Source you would quote to prove that the correct answer is in fact correct. Please make the citation precise. Include author(s), title of book or article/journal, year of publication, page number.)

ITEM WRITER'S NAME/ADDRESS (City/State):

Your Name:

City, State:

Email:

Item Classification Code/Domain – circle ONE:

- Pre-Testing
- Test Administration
- Post-Testing
- Ethical/Professional/Legal Issues

Mail all renewal materials to: [BCP, C/o Joan Marsh-Reed, 1604 Button Bay Road, Vergennes, VT 05491](#)