

# Certified Specialist in Psychometry Candidate Handbook



for the autumn examination to be held in

**Seattle, WA**

**October 10, 2020**

*(Registration begins at 8:30AM, the exam begins at 9:00AM sharp)*

**Table of Contents**

Board of Certified Psychometrists ..... 3  
    What is Psychometrist Certification?..... 3  
    How was the certification developed? ..... 3  
Purposes of Certification for Psychometrists..... 4  
    Benefits of CSP Designation for Psychometrists..... 4  
    Benefits of CSP Designation for Employers ..... 5  
Applying for the CSP Examination ..... 5  
    Who can sit for the examination? ..... 5  
    Supervision ..... 6  
2020 Specifics ..... 7  
    Where and When?..... 7  
    How much does it cost to sit for the examination?..... 7  
    How do I apply to sit for the examination?..... 8  
    What Application documents are required?..... 8  
What to Expect..... 9  
    What if the examination is cancelled due to COVID 19?..... 9  
    What is the format of the examination?..... 9  
    Recommendations ..... 9  
Taking the Examination ..... 10  
    During the examination..... 10  
    How are special testing arrangements made? ..... 12  
    How is the examination scored? ..... 12  
    What information will I receive about my score?..... 12  
After the Exam ..... 13  
    Request for Rescoring..... 13  
    Retaking the Examination..... 13  
    Nondiscrimination Policy ..... 14  
    Appeals ..... 14  
    Certification Appeal Procedures ..... 14  
    Content of a Request for Review ..... 15  
    The Appeals Committee Decision ..... 15  
    Finalizing and Closing Appeals ..... 15  
Guidelines for the use of the CSP designation..... 15  
    Renewal Requirements ..... 15  
    Revocation of CSP Designation..... 16  
Review of Completed Application..... 16  
    Mail your application to:..... 17

# **Board of Certified Psychometrists**

*The Board of Certified Psychometrists provides Board level certification for the profession of psychometry. By successfully completing a rigorous and comprehensive examination, Board Certified Specialists in Psychometry demonstrate the knowledge, experience, and ongoing education to administer and score psychometric measures, thereby setting the gold standard on which clinicians rely. We are dedicated to promoting and protecting the value of the Specialist in Psychometry Certification.*

This organization was founded by like-minded Psychometrists in 1998 when the issue of credentialing was first proposed as a national collaborative effort. In 2003 the Psychometry Certification Committee (PCC) was officially formed as an independent committee of the National Association of Psychometrists (NAP). Two years later the first CSP examination was offered, and the PCC was dissolved. The BCP was established as a non-profit organization in 2009. Though it can proudly trace its roots as a committee of the NAP, it is an autonomous organization dedicated to continuing the responsibilities of psychometrist certification.

**The official registry of current Certified Specialists in Psychometry (CSPs) is available at <http://PsychometristCertification.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.

## **History**

### **What is Psychometrist Certification?**

By passing the examination, an individual has demonstrated a level of proficiency in the field of psychometry that endows them with the unique status of CSP and is competent to practice. This certification from the Board of Certified Psychometrists (BCP) proves that the holder is capable of performing the duties of a psychometrist.

A Certified Specialist in Psychometry (CSP) credential is not a license to practice independently or in the absence of a licensed/certified psychologist. In some states/provinces, holding certification may help the psychometrist to obtain/retain a position in psychometry. Employers are increasingly selecting or requiring psychometrists to hold the CSP credential when hiring. The BCP is the only organization offering certification for psychometrists in North America.

### **How was the certification developed?**

The eligibility requirements and examination materials for the Certified Specialist in Psychometry examination were developed based on the pooled judgments of the BCP Subject-Matter Experts (SMEs), an international 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 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 and finalized.

The examination item bank for the CSP 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 examination has been designed to meet testing industry standards for validity and reliability. For more information please visit <http://psychometristcertification.org/about>.

## **Purposes of Certification for Psychometrists**

The purposes of certification for psychometrists are to:

- Establish recognized 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 individual professionalism.

## **Benefits of CSP 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
- 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 Designation for Employers**

Certification is not only a benefit for the professional that holds the designation, but for their employers as well. Benefits for employers include:

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

## **Applying for the CSP Examination**

### **Who can sit for the examination?**

Candidates who meet any one of the following criteria are eligible to sit for the CSP examination:

- 1) A Bachelor's 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 Master's 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 a 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 year period immediately prior to the date of application.

### **Supervision**

Supervision must be by a licensed psychologist (certified psychologist in Canada) or equivalent or a supervisor who is a Certified Specialist in Psychometry (CSP). The Application Attestation must be completed by such a qualified supervisor.

### **Confirmation of Acceptance to sit for the CSP Examination**

Approximately ten business days prior to the examination you will receive an Admission Letter containing your identification 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 business days prior to the examination date, please contact the CSP Exam Committee Chair, Joan Marsh-Reed, MA, CSP, via email (CSPeRegistration@PsychometristCertification.com) so that another letter can be sent to you.

**\*\*\* 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 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.

## 2020 Specifics

### Where and When?

<b>Seattle Washington</b>
<b>9:00AM – 11:30AM (Registration begins at 8:30AM)</b>
The exam location specifics will be in the Admission Letter

### **How much does it cost to sit for the examination?**

The fees for taking the CSP examination are as follows:

<b>FEES</b> (All funds in USD)	<i>Early bird Deadline September 10, 2020</i>	<b>Regular Deadline September 30, 2020</b>
Application Fee	\$275.00	\$325.00
Non-Refundable Registration Fee	\$25.00	\$25.00
<b>Total</b>	<b>\$300.00</b>	<b>\$350.00</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.

### How do I apply to sit for the examination?

To register to take the examination you must complete the application found on our website. Please read all the 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 examination and official school transcript must accompany your completed application.

Only CSP 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.

### What Application documents are required?

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Completed Application.</li><li>2. Attestation Letter(s) from supervisor(s) confirming you have met the minimum requirements necessary to sit for the CSP examination.</li><li>3. School transcript(s) – from the highest completed degree school*.</li><li>4. Payment for the Application Fee in the designated format**</li><li>5. A <b>separate</b> payment for the Non-Refundable Registration Fee**.</li></ol> |
|---|

\*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*”

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.

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

## **What to Expect**

### **What if the examination is cancelled due to COVID 19?**

If the examination is cancelled, you will be contacted via email, and your registration can be moved to any of the tests offered in 2021.

### **What is the format of the examination?**

The CSP examination is a single, two and one-half (2.5) hour session consisting of 130 multiple-choice questions – 10 of which are unidentified experimental items that are not counted toward the total score. Each question contains four options or choices.

### **Recommendations**

A Study Guide with sample questions and a breakdown of test content is available on the BCP website. We highly recommend you use this in your preparation for taking the exam.

Additionally, the BCP offers the following suggestions:

**Remember that the test will cover all populations and conditions. You are being certified for proficiency in your profession, not proficiency in your job.**

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.)*

You may choose to study on your own or decide to take a course or workshop (when available) to gain a better understanding of one or more of the content areas. If you know other psychometrists in your area who are taking the exam, consider forming a study group. If there are psychometrists in your area that already have the CSP designation, they could also serve as a resource. Your employer may be able to help in establishing educational training sessions.

## **Taking the Examination**

### **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.

### **THE DAY OF THE TEST**

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 will not be admitted to the exam.**
3. You may not use calculators or devices with memory capabilities, iPods, smart phones, cell phones, smart watches, 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 in the examination room.
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.
6. We try our best to ensure an appropriate test-taking environment but sometimes issues present themselves that are out of our control, such as noise from an adjoining room. We suggest bringing earplugs if you feel you may be distracted.



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 from our website at <https://psychometristcertification.org>)

**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 examination is set by the national panel of Subject-Matter Experts using a criterion-referenced methodology where the passing rate is >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.

## **After the Exam**

### **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 BY E-MAIL.

*Upon successful completion of the CSP examination, the applicant's CSP designation will be considered active as of the date of the exam that the applicant passed.*

### **Request for Rescoring**

If you fail the examination, you may ask that your examination be rescored to verify the reported score. Requests must be made 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 rescoring can be honored only up to six months after the testing date.

### **Retaking the Examination**

There is no limit to the number of times that you may apply for and take the examination. However, a six 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 CSP examination again within two years of originally sitting for the CSP examination you need only complete the Application and pay the current fees without supporting documentation. In the event your previous supporting documentation is not available, you will be contacted.

Please note that the examination test booklets are destroyed immediately after the examination and answer sheets are destroyed six 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.

## **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 procedures are stated below.

## **Certification Appeal Procedures**

In order to be certified by the Board of Certified Psychometrists (BCP), each candidate must satisfy all education and experience eligibility and credential requirements established by the BCP including passing a written certification examination. In addition, each candidate granted the Certified Specialist in Psychometry (CSP) designation must demonstrate an ongoing professional commitment to the field of psychometry and fulfill other requirements of recertification in order to maintain certification.

BCP eligibility standards are applied fairly, impartially, and consistent with applicable policies. The BCP will not discriminate against any candidate on the basis of a non-policy reason and will grant certification without regard to a candidate's membership or non-membership in any organization, association, or other group.

Candidates seeking certification or recertification agree to these procedures as the process for addressing certification complaint or appeal matters and that they will be bound by the decisions made pursuant to these procedures. The decision of the BCP Appeals Committee is final.

### **General Provisions:**

- All candidate information will be kept confidential
- All decisions by the BCP Appeals Committee are final
- Conference calls are an acceptable form of communication among the BCP and committee members
- The original exam registration fee of \$25 is non-refundable
- The appeal must be accompanied by a non-refundable \$25 appeals processing fee

### **Grounds for Appeal:**

- The candidate was found to be ineligible to take the CSP examination
- The candidate did not pass the CSP examination
- The candidate failed to satisfy certification or recertification requirements

## **Content of a Request for Review**

The candidate must submit a written request for review of an adverse certification-related action or decision by notifying the BCP Appeals Committee in writing within thirty (30) days of the adverse action. The candidate's letter must state and explain in detail the nature of the request and the specific facts and circumstances supporting the request, including all reasons why the action or decision should be changed or modified. The candidate must also provide accurate original documentation to support their claim.

The request may be emailed to: [appeals@psychometristcertification.com](mailto:appeals@psychometristcertification.com)

## **The Appeals Committee Decision**

The BCP Appeals Committee will review and determine the appeal's validity based on the record, including relevant and credible information presented by the candidate as well as BCP policies. The committee will issue a decision within forty-five days of receiving the appeal and that decision is final.

## **Finalizing and Closing Appeals**

The appeals process will be closed, and all proceedings ended, when any of the following occurs:

- An appeal has been resolved or determined closed by the BCP Appeals Committee
- The appeal has been withdrawn or terminated by the candidate
- The allowable time period for the filing of an appeal under these procedures and rules has passed or lapsed

## **Guidelines for the use of the CSP 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 designation. Possession of the CSP 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.*

## **Renewal Requirements**

In order to maintain the CSP designation, candidates who pass the examination will need to (every 2 years):

- Complete a minimum of 20 CEUs (3 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 \$75.00 (USD)
- Submit an item for possible inclusion on future versions of the CSP examination

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

## **Revocation of CSP Designation**

The CSP designation may be revoked under any of the following circumstances:

- Conviction of or a plea of guilty or nolo contendere to a criminal offense related to the practice of psychometry
- Submission of falsified or misleading examination application materials
- Violation of the BCP policies and procedures or Code of Ethics for CSPs
- Failure to fulfill requirements of the CSP 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 by logging into the BCP/CSP website and updating your CSP Profile. *The recipient of the CSP certificate agrees to return the certificate to the BCP if/when their CSP lapses or is revoked.*

## **Review of Completed 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.*

A completed application package will include:

- |  |
|--|
| <ul style="list-style-type: none"><li>• Completed Application</li><li>• Attestation Letter(s)</li><li>• Official school transcript(s) – from the highest completed degree school*</li><li>• Payment for the Application Fee**</li><li>• A separate payment for the Non-Refundable Registration Fee**</li></ul> |
|--|

\*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”

These forms and others can be found on our website <https://psychometristcertification.org>.

Please print or type all the information on the Application. For the latest updates please visit the official BCP website at <https://psychometristcertification.org>.

**Mail your application to:**

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

Do not send via a method that requires a signature for delivery.  
Your application must be postmarked on or before the Application Deadline.

**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 this is a CSP examination offered in conjunction with the National Association of Psychometrists (NAP) annual conference, please note registering for the CSP examination is separate from the NAP conference registration.