

# 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 the CSP Certification Renewal & CEU Reporting Form (pages 3-10 below)
2. Completed 12 hours of Continuing Education Units (CEU)\*
3. Submit a renewal Fee of \$50.
4. Submit an item for possible inclusion on future exams (page 7 below)

**The certification renewal is due no later than December 31<sup>st</sup> – two (2) years after the year in which you passed the exam, or renewed previously.** For example, if you sat for the CSP exam in 2010, your first renewal will be due December 31<sup>st</sup>, 2012, and your subsequent renewal in 2014 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 31<sup>st</sup> 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 [PsychometristCertification.org](http://PsychometristCertification.org) for current listings

If materials relevant to the completion of your CEU requirement are received after the December 31<sup>st</sup> 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 in approximately 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 31<sup>st</sup>, the renewal will be considered past due. CSPs will have until March 1<sup>st</sup> 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 1<sup>st</sup> 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: [PsychometristCertification.org](#) and supersedes any other source.

*Approved by the BCP 12/17/10*

# CSP Certification Renewal & CEU Reporting Form



## BOARD OF CERTIFIED PSYCHOMETRISTS

**Deadline: December 31<sup>st</sup>**

**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#: CSP -			

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

**PhD Collaboration** – Please list all neuropsychologists/supervisors you work with in your facility/practice – use a separate sheet if more than two.

Name		Name	
Address		Address	
City		City	
State/Zip		State/Zip	
Phone		Phone	
E-Mail		E-Mail	

**CEU Activities** - Please list CEU activities completed between in the last 24 months through December 31<sup>st</sup>. 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: [PsychometristCertification.org](http://PsychometristCertification.org)

Date	Description	Sponsoring Organization	CEU hrs	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.

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*Your Signature / Date*

## 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 two (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 two (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 maintaining certification. However, failure to report criminal history may result in extra cost to you and the renewal may be delayed or denied.)</small>	No Yes
6. 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
7. Have you ever been convicted of a felony?	No Yes
8. Have you ever been convicted of a misdemeanor involving moral turpitude (e.g., involving lying, stealing, cheating, etc.)?	No Yes
9. 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
10. 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
11. 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
12. 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
13. 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 <b>CSP Code of Ethics</b> .	No Yes

## Personal and Professional Data - continued

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

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 renewal.

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

Signature of CSP \_\_\_\_\_ Date \_\_\_\_\_

2011 CSP Renewal, 6/24/2011

### Optional information

**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 encouraged 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.)

\_\_\_\_\_  
Professional Carrier

\_\_\_\_\_  
Coverage Limits

\_\_\_\_\_  
Renewal 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](mailto:BCP@VT.gov)

## Renewal Test Checklist

For future examinations, we would like your help to improve the process by asking you to share with us what tests you commonly administer and score as part of your work. Please check all that apply – on pg 9 please add ones not listed – thank you!

- 1. Achenbach (a.k.a. Child Behavior Checklist – CBC)
- 2. Activities of Daily Living Scale (ADL)
- 3. Adolescent Psychosocial Seizure Inventory (APSI)
- 4. Adaptive Behavior Scale – Residential and Community, 2<sup>nd</sup>. (ABS) - Am Assoc on Mental Retardation (AAMR)
- 5. Adult Suicidal Ideation Questionnaire (ASIQ)
- 6. Aphasia Screening Test (AST)
- 7. Apraxia Test(s)
- 8. Assessment of Apraxia
- 9. Attention Deficit Disorder Evaluation Scale - ADD Questionnaire (ADDESQ) - (a.k.a. Hawthorn)
- 10. Attention-Deficit Scales for Adults (ADSA)
- 11. Auditory Naming Test (ANT)
- 12. Bayley Scales of Infant Development – 2<sup>nd</sup> Ed (BSID-II)
- 13. Barona Index of Premorbid IQ
- 14. Beck Anxiety Inventory (BAI)
- 15. Beck Depression Inventory (BDI)
- 16. Beck Depression Inventory - 2 (BDI-2)
- 17. Bender Motor Gestalt
- 18. Benton Visual Retention Test (BVRT)
- 19. Benton Visual Retention Test – Revised (BVRT-R)
- 20. Booklet Category Test, 2<sup>nd</sup> Edition (BCT)
- 21. Boston Naming Test (BNT)
- 22. Boston Naming Test – 2 (BNT-2)
- 23. Brief Symptom Inventory (BSI) = a.k.a. SCL-90
- 24. Brief Neuropsychological Cognitive Examination (BNCE)
- 25. Brief Test of Attention (BTA)
- 26. Brief Visual Memory Test - Revised (BVRMT-R)
- 27. California Computerized Assessment Package (CalCAP)
- 28. California Verbal Learning Test - Adult (CVLT)
- 29. California Verbal Learning Test – II (CVLT-II)
- 30. California Verbal Learning Test - Children (CVLT-C)
- 31. Category Test (CT)
- 32. Child Behavior Checklist (CBC) (a.k.a. Achenbach)
- 33. Children's Rey Auditory Verbal Learning Test (CAVLT)
- 34. Children's Depression Inventory (CDI)
- 35. Clark-Beck Obsessive Compulsive Inventory (CBOCI)
- 36. Clinical Assessment Scales for the Elderly (CASE)
- 37. CogniStat (a.k.a. Neurobehavioral Cognitive Status Examination)
- 38. Cognitive Behavioral Rating Scale (CBRS)
- 39. Cognitive Estimation Test (CET)
- 40. Constructional Apraxia
- 41. Continuous Performance Test (CPT)
- 42. Controlled Oral Word Attention Test (COWAT)
- 43. Coolidge Axis II Inventory (CATI)
- 44. Coping Response Inventory (CRI)
- 45. Cornell Medical Index – Health Questionnaire
- 46. d2 Test of Attention (d-2)
- 47. Dellis-Kaplan Executive Functioning Scale (DKEFS)
- 48. Dementia Rating Scale (DRS)
- 49. Dementia Rating Scale – 2 (DRS-2)
- 50. Dementia Severity Rating Scale (DSRS) – for caregivers
- 51. Developmental Test of Visual-Motor Integration (VMI)
- 52. Dot Counting Test
- 53. Epworth Sleepiness Scale (ESS)
- 54. Expressive Vocabulary Test (EVT)

- \_\_\_ 55. Famous Faces Test
- \_\_\_ 56. Famous Places Test
- \_\_\_ 57. Figure Recognition Test (FRT)
- \_\_\_ 58. Finger Tapping Test
- \_\_\_ 59. Frontal Systems Behavior Scale (FrsBe)
- \_\_\_ 60. FULD Object Naming Test (FULD)
- \_\_\_ 61. Geriatric Depression Scale (GDS)
- \_\_\_ 62. Gray Oral Reading Test – Revised (GORT-R)
- \_\_\_ 63. Grip Strength (Dynamometer)
- \_\_\_ 64. Grooved Pegboard Test (GPT)
- \_\_\_ 65. Gudjonsson Suggestibility Scale – US Adaptation (GSS)
- \_\_\_ 66. Halstead-Reitan Neuropsychological Test Battery (HRB) – Adult, Older Children, Younger Children
- \_\_\_ 67. Hamilton Depression Inventory (HDI)
- \_\_\_ 68. Health Status Questionnaire (HSQ)
- \_\_\_ 69. Hooper Visual Organization Test (VOT)
- \_\_\_ 70. Hopkins Verbal Learning Test – Revised (HVLT-R)
- \_\_\_ 71. Huntington’s Disease Questionnaire (HDQ-39)
- \_\_\_ 72. International Personality Disorder Examination (IPDE)
- \_\_\_ 73. Iowa Gambling Task
- \_\_\_ 74. Judgment of Line Orientation Test (JOLO)
- \_\_\_ 75. Kaufman Adolescent & Adult Intelligence Test (KAIT)
- \_\_\_ 76. Lateral Dominance Test
- \_\_\_ 77. Life Stressors and Social Resources Inventory – Adult Form (LISRES-A)
- \_\_\_ 78. Low Back Pain Disability Questionnaire – a.k.a. Owestry Low Back Pain Disability Questionnaire
- \_\_\_ 79. Luria-Nebraska Neuropsychological Battery (LNNB)
- \_\_\_ 80. Malingering Questionnaire (MPS)
- \_\_\_ 81. MAST - ETOH Questionnaire
- \_\_\_ 82. Memorization of 15-Items (a.k.a. Rey 15-Item Memory Test; Rey’s Memory Test (RMT))
- \_\_\_ 83. Memory and Concentration Test (MACT)
- \_\_\_ 84. Memory Complaint Inventory (MCI)
- \_\_\_ 85. Millon Clinical Multiaxial Inventory - 3 (MCMI-3)
- \_\_\_ 86. Mini Mental Status Exam (MMSE)
- \_\_\_ 87. Minnesota Multiphasic Personality Inventory - 2 (MMPI-2) / MMPI-RF
- \_\_\_ 88. Minnesota Multiphasic Personality Inventory - Adolescent (MMPI-A)
- \_\_\_ 89. Mood Assessment Scale (MAS) [a.k.a. GDS]
- \_\_\_ 90. Multi Digit Memory Test (MDMT)
- \_\_\_ 91. National Adult Reading Test - Revised (NARTR; NAART)
- \_\_\_ 92. Neurobehavioral Cognitive Status Exam (NCSE)
- \_\_\_ 93. Neurobehavioral Rating Scale (NRS)
- \_\_\_ 94. NeuroCog
- \_\_\_ 95. Owestry Low Back Pain Disability Questionnaire – a.k.a. Owestry Low Back Pain Disability Questionnaire
- \_\_\_ 96. Paced Auditory Serial Addition Test – 200 (PASAT-200)
- \_\_\_ 97. Patient Competency Rating Scale (PCRS) for patient, relative, clinician
- \_\_\_ 98. Parkinson’s Disease Questionnaire (PDQ-39)
- \_\_\_ 99. Peabody Picture Vocabulary Test - 3 (PPVT-3)
- \_\_\_ 100. Personality Assessment Inventory (PAI)
- \_\_\_ 101. Profile of Mood States (POMS)
- \_\_\_ 102. Recognition Memory Test - Revised (RMT-R) – Warrington
- \_\_\_ 103. Repeatable Battery for the Assessment of Neuropsychological Status (RBANS)
- \_\_\_ 104. Revised Test of Reading Speed - Revised (RTRS-R)
- \_\_\_ 105. Revised Token Test (RTT)
- \_\_\_ 106. Rey Auditory Verbal Learning Test (RAVLT)
- \_\_\_ 107. Rey Auditory Verbal Learning Test – Children (RAVLT-C)
- \_\_\_ 108. Rey Complex Figure Test (RCF) - including Taylor version
- \_\_\_ 109. Rhythm Test - Seashore version
- \_\_\_ 110. Rorschach Inkblots
- \_\_\_ 111. Rotter Sentence Completion Test (HS and Adult)
- \_\_\_ 112. Ruff 2 & 7 Selective Attention Test (RSAT)
- \_\_\_ 113. Ruff Figural Fluency Test (RFFT)
- \_\_\_ 114. SCL-90 = a.k.a. BSI
- \_\_\_ 115. Selective Reminding Test (SRT)
- \_\_\_ 116. Semantic Memory Test (SMT)
- \_\_\_ 117. Sensory Perceptual Exam

- 118. Sexual Abuse Questionnaire
- 119. Shipley Institute of Living Scale
- 120. Sickness Impact Profile - Modified (SIP)
- 121. Smell Identification Test (SIT)
- 122. Social Adjustment Scale – Self-Report
- 123. Somatization Malingering Inventory (SMI)
- 124. Speech Sounds Test
- 125. State-Trait Anxiety Inventory (STAI)
- 126. Stroop Tests (Dodrill, Golden, Kaplan/Comalli & Trennery versions)
- 127. Structured Interview of Reported Symptoms for Malingering (SIRS)
- 128. Suicidal Behavior History Form (SBHF)
- 129. Symbol Digit Modalities Test (SDMT)
- 130. Tactile Form Recognition Test (TFR)
- 131. Tactual Performance (TPT) - children through adult
- 132. Tapping Test – a.k.a. Finger Tapping Test
- 133. Test of Memory Malingering (TOMM)
- 134. Thematic Apperception Test (TAT)
- 135. Tokens Test
- 136. Trail Making Test (TMT) - adult and intermediate
- 137. TVIP – Spanish Version of the PPVT
- 138. Vineland Adaptive Behavior Scales (VABS)
- 139. Visual Search and Attention Test (VSAT)
- 140. Visual Object and Space Perception Battery (VOSP)
- 141. Washington Psychosocial Seizure Inventory (WPSI)
- 142. Wechsler Abbreviated Scale of Intelligence (WASI)
- 143. Wechsler Adult Intelligence Scales – III (WAIS-III)
- 144. Wechsler Adult Intelligence Scales – IV (WAIS-IV)
- 145. Wechsler Intelligence Scales for Children – IV (WISC-IV)
- 146. Wechsler Memory Scale – III (WMS-III)
- 147. Wechsler Memory Scale – IV (WMS-IV)
- 148. Wechsler Test of Adult Reading (WTAR)
- 149. Wender Utah Rating Scale for ADHD
- 150. Wide Range Achievement Test – 3 (WRAT-3)
- 151. Wide Range Achievement Test – 4 (WRAT-4)
- 152. Wide Range Assessment of Memory and Learning – 2 (WRAML-2)
- 153. Wisconsin Card Sorting Test (WCST)
- 154. Wonderlic Personnel Test (WPT)
- 155. Woodcock Reading Mastery Test - Revised (WRMT-R)
- 156. Word Recognition Test
- 157. Word Memory Test (WMT)
- 158. Yale-Brown Obsessive Compulsive Scale (Y-BOCS)

Please list any other tests you *commonly* administer/score:

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***Thank you!***

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