

# Test Purchaser Qualification Form

The Riverside Publishing Company requires all first-time test purchasers to furnish evidence of their qualifications to use tests. Test use should be consistent with sound professional practice, particularly those principles outlined in the 1999 APA, AERA, NCME publication, *Standards for Educational and Psychological Testing* and APA's guidelines for test user's qualifications, (2001), *American Psychologist*, 56, 1099-1113. Supply the information requested below, read carefully the "Principles of Effective Test Use," and sign the form to indicate acceptance of the responsibility for proper use of tests.

Identification Information (Please print or type and complete all blanks.)

Name \_\_\_\_\_ Employer \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Sales Tax Exempt No. \_\_\_\_\_  
 (Attach copy of certificate.)

## A. Evidence of Appropriate Training in the Use of Tests

1. Your level of training (Check as many as apply.)

<input type="checkbox"/> Bachelor's Degree	Year _____	Institution _____	Major field of study _____
<input type="checkbox"/> Master's Degree	Year _____	Institution _____	Major field of study _____
<input type="checkbox"/> Doctorate	Year _____	Institution _____	Major field of study _____

2. Your professional credentials (Check as many as apply.)

Licensed In: Area \_\_\_\_\_ State \_\_\_\_\_ License Expiration Date \_\_\_\_\_  
 Member of professional organizations (Circle all that apply.) ACA AERA AMA APA ASHA CEC NASP NCME Other \_\_\_\_\_  
 Formally recognized professional competence (fellow, diplomate, special certificate)  fellow  diplomate  other certification  
 Organization \_\_\_\_\_

3. Your educational background (courses and other study)

a. Courses (Check each course completed and circle level at which course was completed.)

U=Undergraduate, G=Graduate, O=Other (special courses you have completed, workshops, in-service training, etc.)

<input type="checkbox"/> Basic tests and measurements	U G O	<input type="checkbox"/> Use of tests in counseling	U G O
<input type="checkbox"/> Descriptive statistics	U G O	<input type="checkbox"/> Career assessment	U G O
<input type="checkbox"/> Intelligence/cognitive testing	U G O	<input type="checkbox"/> Neuropsychological assessment	U G O
<input type="checkbox"/> Speech, hearing, language assessment	U G O	<input type="checkbox"/> Projective techniques	U G O
<input type="checkbox"/> Educational diagnostics	U G O	<input type="checkbox"/> Developmental milestone assessment	U G O
<input type="checkbox"/> Assessment course in major field:	U G O	<input type="checkbox"/> Other (list below)	U G O

b. Other Study (Check each type of program completed.)

Practicum in test administration and interpretation  
 Internship (list type: school psychology, counseling, etc.): \_\_\_\_\_  
 Attending workshops, seminars, conferences (please specify): \_\_\_\_\_

4. Your special competence: (List one test which you use regularly that best illustrates your skill in test administration and interpretation.) \_\_\_\_\_

## B. Evidence of Acceptance of the Responsibility for Sound Use of Tests

Principles of Effective Test Use

Sound, professional use of educational and psychological tests means that all test users must:

1. Maintain the security of testing materials before and after testing;
2. Avoid labeling students based on a single test score;
3. Adhere strictly to the copyright law and under no circumstances photocopy or otherwise reproduce answer forms, test books, or manuals;
4. Administer, score, interpret, and use tests exactly as specified in the manual; and
5. Release results only to authorized persons and in a form in keeping with accepted principles of test interpretation.

I certify to Riverside Publishing that I have the appropriate training and competencies to administer, score, and interpret the test materials I seek to purchase. I assume full responsibility for the proper use of the testing material I order from Riverside Publishing. My signature indicates acceptance of and compliance with the above principles.

**RIVERSIDE PUBLISHING**

Signature \_\_\_\_\_ Date \_\_\_\_\_

