

## CCVE Checklist for Diplomate

The **CCVE(D)** classification recognizes senior practitioners at the highest level of professionalism within the field of VE who have made significant contributions through education, professional development & professional contribution activities. Registrants who have received the CCVE(F) credential may be eligible to ladder to **Diplomate** status. Candidates will be required to demonstrate achievements in the areas of accomplishment listed for the CCVE(F) but a higher number of activities in the field are required to attain the CCVE(D) status.

**All eligibility criteria must be supported by documentation.**

<b>Date:</b>	<b>Yes/No</b>
<b>Applicant Name &amp; Registration #:</b>	
<b>Name of Applicant Reviewer:</b>	
Current CCVE &/or ICVE in good standing. <a href="#">Public Registry</a>	
<p>Master's from accredited post-secondary institution in one of the following VE related areas: Vocational Evaluation/Assessment, Transferable Assessment/Analysis, Work Adjustment, Vocational Education, Forensic Rehabilitation, Earning Capacity or related field in VE. <b>OR</b></p> <p>Master's from an accredited post-secondary institution in any field <b>AND</b> completed a certificate program or training courses offered through CAVEWAS or other accredited academic institutions in the following with a concentration in VE, (equivalent to a certificate program):</p> <ol style="list-style-type: none"> <li>1. Foundation of VE</li> <li>2. Principles of VE</li> <li>3. Test Selection</li> <li>4. Transferable Skills &amp; Employability Analysis</li> <li>5. Occupational Information</li> <li>6. Ethics</li> <li>7. Disabilities</li> <li>8. Communication (including Case Management), <b>OR</b></li> </ol> <p>Postgraduate diploma from an accredited post-secondary institution in one of the following VE related areas:</p> <ol style="list-style-type: none"> <li>1. Vocational Evaluation/Assessment.</li> <li>2. TSA</li> <li>3. Work Adjustment</li> <li>4. Vocational Education</li> <li>5. Forensic Rehabilitation</li> <li>6. Earning Capacity or related field in VE.</li> </ol>	
<p>Completed &amp; authored a min of:</p> <ul style="list-style-type: none"> <li>• 160 VEs, including conducting job matching, recommendations for VR activity &amp; independently authoring vocational assessment reports (vocational testing &amp;/or work samples); <b>AND</b></li> <li>• Proof of 40 TSAs, including conducting job matching &amp; independent authoring TSAs (letter from the employer/supervisor or referral sources).</li> </ul> <p>2 letters of reference from employer/supervisor/referral source confirming quality &amp; ethical practice of VE related work.</p> <p><a href="#">CVRP Standards, Bylaw, Regulations</a></p>	

**AND** provide proof of completion of a min of 13 points from the following scoring criteria, demonstrating areas of accomplishment:

	Area of Experience/Expertise	Points that can be Assigned	Enter # Points Determined
1.	Designed, developed a min 3 credit course curriculum related to a specialized area of VE for an accredited post-secondary for a recognized organization (workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	2	
2.	Designed, developed a VE training program privately or through an RFP process, a min of 40 hours of face-to-face training or online delivery, accredited by a post-secondary institution for a recognized organization (workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	2	
3.	Taught a min of a 3-credit course related to an area of VE for an accredited post-secondary for a recognized organization (workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	1	
4.	Taught a min of 40 hours in a course or combination of multiple courses, at the post-secondary level related to an area of VE for an accredited post-secondary institution or a training program recognized by a government body (workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	1	
5	Developed, delivered at least 1 keynote presentation in VE to peers at a conference or professional body, at least 3 hours in presentation time where CEU's were awarded. <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	1	
6.	Developed, delivered a min of 3 presentations in an area of VE at least 45 minutes to professional bodies, where CEU's were awarded. <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	1	
7.	Authored or co-authored a peer-reviewed published journal/article or chapter in a book in an area of VE (at least 1000 words).	2	
8.	Designed, developed a work sample or psychometric testing, including demonstration of validity & reliability of assessment tool. <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	2	

9.	Accepted as an expert witness in VE in one of the following settings where work product was tabled: court, tribunal, mediation, arbitration.	2	
10.	Served a min of 2 years, as elected &/or appointed to a national &/or international board, &/or committee chair that advocates for & represents the field of VE.	1	
11.	Served a min of 4 years, as elected &/or appointed on a national &/or international committee that advocates for & represents professionals working in the field of VE.	1	
12.	Served a min of 2 years on a government ad hoc or standing committee, in an elected &/or appointed capacity, as a VE subject matter expert for quality assurance, service improvement, program development, legislative/regulation/policy changes, &/or general VE expert advice & guidance at the international, federal, provincial &/or municipal level.	1	

13.	Mentored a min of 2 individuals in VE (letter signed by mentee, along with areas of VE taught) for a period of at least 1 year in duration of at least 100 hours of direct one-on-one time.	2	
14.	Formally contributed to the development of the CCVE/ICVE exam or another VE exam for a recognized professional body for a min 24 hours of exam preparation time.	1	
15.	Accepted as a peer reviewer for peer review journals in the VE field.	1	
16.	Volunteered as a peer-reviewer of VE work products for the CCVE Peer-Review subcommittee of the college for at least 2 years as a CCVE(F).	1	
17.	A master's or PhD from an accredited post-secondary institution in a non-VE field. <b>Applicants receive 2 points for a master's degree and 3 points for a PhD.</b> <b>The candidate is not eligible for a combined score of 5.</b>	2 or 3	
18.	A master's or PhD from an accredited post-secondary institution in one of the VE areas: 1. Vocational Evaluation/Assessment. 2. Transferable Assessment/Analysis. 3. Work Adjustment. 4. Vocational Education. 5. Forensic Rehabilitation. 6. Earning Capacity or related field in VE. <b>Applicants receive 3 points for a master's &amp; 4 points for a PhD .</b> <b>The candidate is not eligible for a combined score of 7.</b>	3 or 4	

### CCVE Checklist for Fellow

The **CCVE(F)** classification has been developed to recognize individuals within the field who have achieved higher levels of professionalism through post graduate study &/or maintenance of other recognized related professional credentials. A CCVE(F) demonstrates expertise through several educational, professional development & professional contribution activities. These include professional presentations, contribution to peer-reviewed journals, curriculum/course development, teaching, expertise in the methodology of a TSA, mentoring &/or contributing to the ongoing development of the CCVE examination. Registrants who hold the CCVE in good standing & meet the criteria are eligible for credential laddering to **Fellow** status.

**All eligibility criteria must be supported by documentation.**

<b>Date:</b>	<b>Yes/No</b>
<b>Applicant Name &amp; Registration #:</b>	
<b>Name of Applicant Reviewer:</b>	
Current CCVE &/or ICVE in good standing. <a href="#">Public Registry</a>	
An undergraduate degree from an accredited post- secondary institution.	
Completed & authored a min of: <ul style="list-style-type: none"><li>• 80 VEs, including conducting job matching activity, recommendations for VR activity &amp; independently authoring vocational assessment reports (including vocational testing &amp;/or work samples), &amp;</li><li>• 20 TSAs, including conducting job matching &amp; independently authoring the reports.</li></ul> 2 letters of reference from employer/supervisor/referral source confirming quality & ethical practice of VE related work. <a href="#">CVRP Standards, Bylaw, Regulations</a>	

**AND** provide proof of completion of a **min 9 points** from the following weighted scoring criteria, demonstrating your areas of accomplishment:

Area of Experience/Expertise	Points that can be Assigned	Enter # Points Determined

1.	Designed, developed a min 3 credit course curriculum related to a specialized area of VE for an accredited post-secondary institution for a recognized organization (workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	2	
2.	Designed, developed a VE training program privately or through an RFP process a min of 40 hours of face-to-face training OR online delivery accredited by a post-secondary institution for a recognized organization (workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency</i>	2	
3.	Taught a min of a 3-credit course related to VE for an accredited post-secondary institution for a recognized organization (workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency</i>	1	
4.	Taught a min of 40 hours in a course or a combination of multiple courses, at the post-secondary level related to an area of VE for a recognized & accredited post-secondary institution recognized by a government body (workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	1	
5.	Developed, delivered a min of 1 keynote presentation in VE to a professional body at least 3 hours where CEUs were awarded. <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	1	
6.	Developed, presented a min of 3 presentations in VE 45 minutes in presentation time each, to professional bodies, where CEUs were awarded. <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	1	
7.	Authored &/or co-authored a peer-reviewed published journal article or chapter in a book in an area of VE (min 1000 words).	2	
8.	Designed, developed a work sample or psychometric testing, including demonstration of validity & reliability of assessment tool. <i>Can be in collaboration with another CCVE or expert from a related field holding at least a master's degree or equivalency.</i>	2	

9.	Accepted as an expert witness in VE in one of the following settings where work product was tabled: court, tribunal, mediation, arbitration.	2	
10.	Served a min of 2 years, as elected &/or appointed on a national or international board, or as a committee chair that advocates & represents professionals working in the field of VE.	1	
11.	Served a min of 4 years, as elected &/or appointed on a national or international committee that advocates & represents professionals working in the field of VE.	1	
12.	Served a min of 2 years on a government ad hoc or standing committee, in an elected &/or appointed capacity, as a VE subject matter expert for quality assurance, service improvement, program development, legislative/regulation/ policy changes, &/or general expert advice & guidance at the international, federal, provincial &/or municipal level.	1	
13.	Mentored a min of 2 individuals in VE (letter signed by mentee along with areas of VE taught) for at least 1 year in duration of at least 100 hours of direct one-on-one time.	2	
14.	Formally contributed to the development of the CCVE exam &/or another VE exam for a recognized professional body for at least 24 hours of exam preparation time	1	
15	<b>Only select one of the 4 categories</b> of accomplishment:		
a.	A certificate program from an accredited post-secondary institution, <b>OR</b> , completed all approved training courses offered through CAVEWAS or other accredited institutions with concentration on VE (equivalent to certificate program): <ol style="list-style-type: none"> <li>1. Foundation of VE</li> <li>2. Principles of VE</li> <li>3. Test Selection</li> <li>4. Transferable Skills &amp; Employability Analysis</li> <li>5. Occupational Information</li> <li>6. Ethics</li> <li>7. Disabilities</li> <li>8. Communication</li> <li>9. Case Management</li> </ol>	1	
b.	A postgraduate diploma from an accredited institution in one of the following VE related areas: <ol style="list-style-type: none"> <li>1. Vocational Evaluation/Assessment</li> <li>2. Transferable Assessment/Analysis</li> <li>3. Work Adjustment</li> <li>4. Vocational Education</li> <li>5. Forensic Rehabilitation</li> <li>6. Earning Capacity or related field in VE.</li> </ol>	2	
c.	A master's or PhD from an accredited post-secondary institution in a non-VE field. <b>Applicants receive 2 points for a master's &amp; 3 points for a PhD.</b> <b>The candidate is not eligible for a combined score of 5.</b>	2 or 3	
d.	A master's or PhD from an accredited post-secondary	3 or 4	

	<p>institution in one of the following VE areas:</p> <ol style="list-style-type: none"> <li>1. Vocational Evaluation/Assessment.</li> <li>2. Transferable Assessment/Analysis.</li> <li>3. Work Adjustment.</li> <li>4. Vocational Education.</li> <li>5. Forensic Rehabilitation.</li> <li>6. Earning Capacity or related field in VE.</li> </ol> <p><b>Applicants receive 3 points for a master's &amp; 4 points for a PhD.</b></p> <p><b>The candidate is not eligible for a combined score of 7.</b></p>		
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**Notes for Review:**

