

ICVE Checklist for Diplomate

The **ICVE(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 ICVE(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 ICVE(F) but a higher number of activities in the field are required to attain the ICVE(D) status.

All eligibility criteria must be supported by documentation.

Date:	Yes/No
Applicant Name & Registration #:	
Name of Applicant Reviewer:	
Current CCVE &/or ICVE in good standing. Public Registry	
<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. OR</p> <p>Master's from an accredited post-secondary institution in any field AND 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"> 1. Foundation of VE 2. Principles of VE 3. Test Selection 4. Transferable Skills & Employability Analysis 5. Occupational Information 6. Ethics 7. Disabilities 8. Communication (including Case Management), OR <p>Postgraduate diploma from an accredited post-secondary institution in one of the following VE related areas:</p> <ol style="list-style-type: none"> 1. Vocational Evaluation/Assessment. 2. TSA 3. Work Adjustment 4. Vocational Education 5. Forensic Rehabilitation 6. Earning Capacity or related field in VE. 	
<p>Completed & authored a min of:</p> <ul style="list-style-type: none"> • 160 VEs, including conducting job matching, TSAs, recommendations for VR activity & independently authoring vocational assessment reports (vocational testing &/or work samples); AND <p>2 letters of reference from employer/supervisor/referral source confirming quality & ethical practice of VE related work.</p> <p>CVRP Standards, Bylaw, Regulations</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 ICVE 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 ICVE 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 ICVE 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 ICVE 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 ICVE 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 ICVE 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 ICVE 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 ICVE/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 ICVE Peer-Review subcommittee of the college for at least 2 years as an ICVE(F).	1	
17.	A master's or PhD from an accredited post-secondary institution in a non-VE field. Applicants receive 2 points for a master's degree and 3 points for a PhD. The candidate is not eligible for a combined score of 5.	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. Applicants receive 3 points for a master's & 4 points for a PhD . The candidate is not eligible for a combined score of 7.	3 or 4	

ICVE Checklist for Fellow

The **ICVE(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. An ICVE(F) demonstrates expertise through several educational, professional development & professional contribution activities. These include professional presentations, contributions to peer-reviewed journals, curriculum/course development, teaching, expertise in the methodology of a VE, mentoring &/or contributing to the ongoing development of the ICVE examination. Registrants who hold the ICVE in good standing & meet the criteria are eligible for credential laddering to **Fellow** status.

All eligibility criteria must be supported by documentation.

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

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 ICVE 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	2	

	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 ICVE or expert from a related field holding at least a master's degree or equivalency</i>		
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 ICVE 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 ICVE 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 ICVE 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 ICVE 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 ICVE 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	1	

	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.		
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 ICVE exam &/or another VE exam for a recognized professional body for at least 24 hours of exam preparation time	1	
15	Only select one of the 4 categories of accomplishment:		
a.	A certificate program from an accredited post-secondary institution, OR , completed all approved training courses offered through CAVEWAS or other accredited institutions with concentration on VE (equivalent to certificate program): <ul style="list-style-type: none"> 1. Foundation of VE 2. Principles of VE 3. Test Selection 4. Transferable Skills & Employability Analysis 5. Occupational Information 6. Ethics 7. Disabilities 8. Communication 9. Case Management 	1	
b.	A postgraduate diploma from an accredited institution in one of the following VE related areas: <ul style="list-style-type: none"> 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. 	2	
c.	A master's or PhD from an accredited post-secondary institution in a non-VE field. Applicants receive 2 points for a master's & 3 points for a PhD. The candidate is not eligible for a combined score of 5.	2 or 3	
d.	A master's or PhD from an accredited post-secondary institution in one of the following VE areas: <ul style="list-style-type: none"> 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. Applicants receive 3 points for a master's & 4 points for a PhD. The candidate is not eligible for a combined score of 7.	3 or 4	

Notes for Review:

