

## ICVE Checklist for Diplomate Status

A ICVE Diplomate is a Registrant in good standing with the College, who has distinguished themselves through outstanding contribution to the field of vocational evaluation through leadership, research, and educational development.

Applicants for the ICVE(D) classification must provide and submit documentation for the following requirements. Please place a check mark in the right-side column and attach documentation for each of the required criteria listed below:

Required Criteria Documents for the ICVE Diplomate Classification		Tick applicable categories
a)	Have a ICVE and/or CCVE certification in good standing.	
b)	<p>Have at least a Masters degree from a recognized and accredited post- secondary institution/university in one of the following VE related 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. <b>OR</b></li> </ol> <p>Have at least a Masters degree from a recognized and accredited post- secondary institution, university or college in any academic field <b>AND</b> must have completed a certificate program or training as outlined as criteria <b>15 a and b</b> in the Fellowship checklist.</p>	
c)	<p>Have completed and authored a minimum of</p> <ul style="list-style-type: none"> <li>• 160 vocational evaluations, including conducting job matching activity, making recommendations for vocational rehabilitation activity, and independently authoring vocational assessment reports (including vocational testing and/or work samples), <b>AND</b></li> <li>• 40 Transferable Skills Analysis (TSA), including conducting job matching activity and independently authoring TSA reports.</li> </ul> <p>Proof of these must be provided in the form of a letter from the employer/supervisor or referral sources.</p>	
d)	Submit 2 letters of reference from employer or referral source or ICVE colleagues confirming quality and ethical practice of VE related work.	

**AND** provide proof of completion of at least 13 points from the following weighted scoring criteria, demonstrating your areas of accomplishment:

	Area of Experience/Expertise	Points Assigned	Tick applicable categories
1.	Designed and developed a minimum 3 credit course curriculum related to a specialized area of VE for a recognized and accredited post-secondary institution, university or college or a training program for a recognized organization (e.g., workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	2	
2.	Designed and developed a VE training program privately or through an RFP process which is a minimum of 40 hours of face-to-face training <b>OR</b> online delivery, recognized and accredited by a post-secondary institution, university or college or a training program for a recognized organization (e.g., workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	2	
3.	Taught a minimum of a 3-credit course related to an area of VE for a recognized and accredited post-secondary institution, university or college or a training program for a recognized organization (e.g., workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	1	
4.	Taught a minimum of 40 hours in one course or a combination of multiple courses, at the post-secondary level related to an area of VE for a recognized and accredited post-secondary institution, university or college or a training program recognized by a government body (e.g., workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	1	
5.	Developed and delivered at least 1 keynote presentation in VE to your peers at a conference or to a professional body such as CAVEWAS/VRAC/ABVE/VECAP lawyers associations, medical and regulated health, or allied health associations, that was at least 3 hours in presentation time where CEU's were awarded. This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	1	
6.	Developed and delivered at least 3 presentations in an area of VE that was at least 45 minutes in presentation time each, to professional bodies such as CAVEWAS/VRAC/ABVE/VECAP lawyers associations, medical and regulated health, or allied health associations, where CEU's were awarded. This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	1	

7.	Authored or co-authored a peer-reviewed published journal article or chapter in a book in an area of VE that is at least 1000 words. Please attach a copy of the article/chapter.	2	
8.	Designed and developed a work sample or psychometric testing, including demonstration of validity and reliability of such assessment tool. This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	2	
9.	Accepted as an expert witness in VE in one of the following settings where your work product was tabled: court, tribunal, mediation, arbitration. Please provide a copy of the court decision, if available, or a letter confirming same.	2	
10.	Served a minimum of 2 years, as elected, or appointed by your peers, on a national or international board, or as a committee chair that advocates for and represents professionals working in the field of VE.	1	
11.	Served a minimum of 4 years, as elected, or appointed by your peers, on a national or international committee that advocates for and represents professionals working in the field of VE.	2	
12.	Served a minimum of one 2 years on a government ad hoc or standing committee, in an elected or appointed capacity, as a VE subject matter expert for such issues as quality assurance, service improvement, program development, legislative/regulation/policy changes, and/or general VE expert advice and guidance at the international, federal, provincial, or municipal level.	1	
13.	Mentored a minimum of 2 individuals in VE (with letters co-signed by you and the person mentored confirming same, along with what areas of VE were taught) for a period of at least 1 year in duration of at least 100 hours of direct one-on-one time with each individual.	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.	Accepted as a peer reviewer for peer review journals in the VE field. Provide letter confirming same along with the name of the journal.	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 a ICVE (F).	1	
17.	Completed a Master's or PhD degree from a recognized and accredited post-secondary institution, university or college in a non-VE field. The applicant will receive 2 points for a Master's degree and 3 points for a PhD degree. The candidate is not eligible for a combined score of 5.	2 or 3	

18.	<p>Completed a Master's or PhD degree from a recognized and accredited post-secondary institution, university or college in one of the following VE related 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>The applicant will receive 3 points for a Master's degree and 4 points for a PhD degree. The candidate is not eligible for a combined score of 7.</p>	3 or 4	
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Total:

Notes:



## ICVE Checklist for Fellow Status

An ICVE Fellow is a Registrant in good standing with the College, who has distinguished themselves through outstanding contribution to the field of vocational evaluation through leadership, research, and educational development.

Applicants for the ICVE(F) classification must provide and submit documentation for the following requirements. Please place a check mark in the right-side column and attach documentation for each of the required criteria listed below:

Required Criteria Documents for the ICVE Fellow Classification		Tick applicable categories
a)	Have a ICVE and/or ICVE certification in good standing.	
b)	Have an undergraduate degree from a recognized and accredited post- secondary institution/university.	
c)	Have completed and authored a minimum of <ul style="list-style-type: none"> <li>• 80 vocational evaluations, including conducting job matching activity, making recommendations for vocational rehabilitation activity, and independently authoring vocational assessment reports (including vocational testing and/or work samples), <b>AND</b></li> <li>• 20 Transferable Skills Analysis (TSA), including conducting job matching activity and independently authoring TSA reports.</li> </ul> Proof of these must be provided in the form of a letter from the employer/supervisor or referral sources.	
d)	Submit 2 letters of reference from employer or referral source or ICVE colleagues confirming quality and ethical practice of VE related work.	

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

	Area of Experience/Expertise	Points Assigned	Tick applicable categories
1.	Designed and developed a minimum 3 credit course curriculum related to a specialized area of VE for a recognized and accredited post-secondary institution, university or college or a training program for a recognized organization (e.g., workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	2	

2.	Designed and developed a VE training program privately or through an RFP process which is a minimum of 40 hours of face-to-face training <b>OR</b> online delivery, recognized and accredited by a post- secondary institution, university or college or a training program for a recognized organization (e.g., workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	2	
3.	Taught a minimum of a 3-credit course related to an area of VE for a recognized and accredited post-secondary institution, university or college or a training program for a recognized organization (e.g., workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organizations). This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	1	
4.	Taught a minimum of 40 hours in one course or a combination of multiple courses, at the post-secondary level related to an area of VE for a recognized and accredited post-secondary institution, university or college or a training program recognized by a government body (e.g., workers' compensation boards, insurance companies, government ministries/department, government agencies, non- profit, or for-profit organizations). This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	1	
5.	Developed and delivered at least 1 keynote presentation in VE to your peers at a conference or to a professional body such as CAVEWAS/VRAC/ABVE/VECAP lawyers associations, medical and regulated health, or allied health associations, that was at least 3 hours in presentation time where CEU's were awarded. This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	1	
6.	Developed and delivered at least 3 presentations in an area of VE that was at least 45 minutes in presentation time each, to professional bodies such as CAVEWAS/VRAC/ABVE/VECAP lawyers associations, medical and regulated health, or allied health associations, where CEU's were awarded. This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	1	
7.	Authored or co-authored a peer-reviewed published journal article or chapter in a book in an area of VE that is at least 1000 words. Please attach a copy of the article/chapter.	2	

8.	Designed and developed a work sample or psychometric testing, including demonstration of validity and reliability of such assessment tool. This can be in collaboration with another ICVE registrant or an expert from a related field holding at least a Master's degree or equivalency.	2	
9.	Accepted as an expert witness in VE in one of the following settings where your work product was tabled: court, tribunal, mediation, arbitration. Please provide a copy of the court decision, if available, or a letter confirming same.	2	
10.	Served a minimum of 2 years, as elected, or appointed by your peers, on a national or international board, or as a committee chair that advocates for and represents professionals working in the field of VE.	1	
11.	Served a minimum of 4 years, as elected, or appointed by your peers, on a national or international committee that advocates for and represents professionals working in the field of VE.	2	
12.	Served a minimum of 2 years on a government ad hoc or standing committee, in an elected or appointed capacity, as a VE subject matter expert for such issues as quality assurance, service improvement, program development, legislative/regulation/policy changes, and/or general VE expert advice and guidance at the international, federal, provincial, or municipal level.	1	
13.	Mentored a minimum of 2 individuals in VE (with letters co-signed by you and the person mentored confirming same, along with what areas of VE were taught) for a period of at least 1 year in duration of at least 100 hours of direct one-on-one time with each individual.	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.	You can <b>only select one of the 4</b> categories of accomplishment:		
a.	Completed a certificate program from an accredited academic institution, <b>OR</b> completed all approved training courses offered through CAVEWAS or other accredited academic institutions in the following areas with a concentration in VE, making it equivalent to a certificate program: 1. Foundation of VE, 2. Principles of VE, 3. Test Selection, 4. Transferable Skills and Employability Analysis, 5. Occupational Information, 6. Ethics, 7. Disabilities, 8. Communication (including Case Management).	1	

b.	Completed a post-graduate diploma from an accredited academic institution in one of the following VE related 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.	2	
c.	Completed a Master's or PhD degree from a recognized and accredited post-secondary institution, university or college in a non-VE field. The applicant will receive 2 points for a Master's degree and 3 points for a PhD degree. The candidate is not eligible for a combined score of 5.	2 or 3	
d.	Completed a Master's or PhD degree from a recognized and accredited post-secondary institution, university or college in one of the following VE related 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. The applicant will receive 3 points for a Master's degree and 4 points for a PhD degree. The candidate is not eligible for a combined score of 7.	3 or 4	

Total:

Notes: