

## **ICVE Report Submission Guidelines**

Please submit two sample reports completed within the last two years that meet the requirements of the attached checklist. Your reports should be saved as a PDF or Word document with your name in the file name (i.e., Jane Smith Report 1, Jane Smith Report 2).

Please purge all identifiable information, including client names, from the report. If you choose to replace the client name in the document, ensure that it is a neutral name representing the ethnicity of the client. Do not use famous names or humorous names as this is an example of your authentic professional work. Please do not substitute “client,” “consumer,” or “student” as the name as this depersonalizes the report and the ICVE Report Review Committee will not be able to determine if this is your normal presentation or not.

Note that only Level II and Level III Assessment meet the requirements for this credential.

### **Levels of Vocational Assessment**

**Level I: Screening** - The initial process designed to arrive at a decision for providing additional services. This assessment typically consists of interviews, limited psychometric testing, and the collection of background information.

**Level II: Clinical/Exploratory** - This intermediate process involves a detailed case review, structured interview, in-depth vocational counseling, and psychometric test results. It may also include an analysis of transferable skills and job matching. (Note that for the ICVE, this level must have a clear vocational focus to be accepted, general clinical assessment does not meet the requirements. It must include assessment tools administered and interpreted by the vocational evaluator and evidence that the evaluator met in-person or virtually with the client)

**Level III: Vocational Evaluation** - The comprehensive process that systematically uses either real or simulated work as the focal point for assessment and vocational exploration; the purpose is to assist individuals in vocational development. The vocational evaluation process incorporates medical, psychological, social, vocational, educational, cultural, and economic data.