

APPLICATION TO PURCHASE * QUALIFICATION SUMMARY

The sale of PPI's test materials is restricted in accordance with the standards as recommended by the professional associations in the field of counseling.

First Name _____ Last Name _____ Title _____
Home Address _____ Home Telephone _____
City _____ State _____ Zip _____ Country _____
Occupation _____ Employer _____
Business Address _____ Business Telephone _____
City _____ State _____ Zip _____ Country _____
Fax Number _____ Email Address _____

Education Summary (required):

College/Seminary/University	City	State	Major	Degree	Year Received
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If Diploma, year received _____ Length of Study _____ Major Field of Concentration _____ Minor Field _____

Indicate your area(s) of professional expertise:

<input type="checkbox"/> Counseling	<input type="checkbox"/> Personnel	<input type="checkbox"/> School	<input type="checkbox"/> Other _____
<input type="checkbox"/> Marriage and Family	<input type="checkbox"/> Industrial/Organizational	<input type="checkbox"/> Research	
<input type="checkbox"/> Pastoral Counseling	<input type="checkbox"/> Psychiatry	<input type="checkbox"/> Rehabilitation	
<input type="checkbox"/> Social Work	<input type="checkbox"/> Clinical and Mental Health	<input type="checkbox"/> Training	

Have you had specialized training in marriage, family, or pastoral counseling? Yes ___ No ___

If yes, Year _____ Place of Training _____ Instructor _____

Have you participated in a Training Seminar or Workshop for PPI test materials? Yes ___ No ___ If yes which test? _____

Year _____ Place of Training _____ Instructor _____

If no, would you be interested in attending a training seminar? Yes ___ No ___

Professional Licenses or Certifications: _____

Professional Organizations to which you belong: APA ___ AAMFT ___ Other _____

Which PPI test materials are you interested in? _____

From whom did you learn about PPI's tests? _____

Summary of intended test material usage: _____

If you already have a T-JTA Manual, please name the individual or source from whom it was obtained and when: Year _____

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If you are employed by a Religious Organization, please complete this section:

Name of Church _____ Denomination _____ Position _____

Church Address _____ City _____ State _____ Zip _____

Head Minister _____ Supervisor _____ Size of Congregation _____

Is the Head Minister an Authorized PPI Purchaser? Yes ___ No ___ Is the Supervisor? Yes ___ No ___

If not, would the Head Minister be interested in obtaining Authorization? Yes ___ No ___ Would the supervisor? Yes ___ No ___

Are you an Ordained Minister? Yes ___ No ___ If Yes, Year _____ Denomination _____

* * * * *

Record any additional information relating to your background, education, or work experience on a separate sheet of paper and return with this form.

I certify that I have read and understand the Elements of Sound Testing Practice included with this form. I understand the elements of testing essential to the appropriate use of standardized test instruments. I further warrant to PPI that all the above information is true and that I possess the appropriate training and competencies to use the testing materials and services I seek to purchase. I agree that my use of such materials will adhere to applicable local and national laws and regulations, and the ethical principles of my profession. I also certify that I have read and agree to the express terms and conditions of the PPI Copyright and Use agreement include with this form.

Signature _____ Date _____

ELEMENTS OF SOUND TESTING

Appropriate, ethical use of psychological instruments requires general knowledge of measurement as well as specific information about the test you are considering. Formal academic course work in tests and measurement, or other equivalent training, provides the necessary foundation for the proper use of most instruments. Membership in a professional organization whose code of ethics governs the sound use of educational and psychological instruments is also desirable. With this background, a careful reading of the test manual is then necessary. Specialized knowledge and training is required for purchase of instruments that could be harmful to an individual if misused. For such instruments, supervised field experience and/or graduate level training in Psychology or a related field is necessary to conduct proper administration and interpretation.

The testing procedures and measurement concepts specified below provide a check for those whose training in educational and psychological measurement is limited. This list represents essential knowledge necessary for the proper and ethical use of tests.

Test Selection

You understand the instrument measures what you need to measure. You know whether the norms are appropriate for your purpose and for the specific population you wish to test.

Administration

You understand the appropriate procedures and conditions for administration and realize that results will be invalidated if precise procedures and instructions are not followed.

Testing Context

You understand how to establish rapport with the examinee and how to create the appropriate testing climate for your purposes. You are also aware that results of testing can sometimes be influenced by the physical setting and interpersonal context in which testing is conducted.

Scoring

You understand how to accurately score the instrument, checking to ensure that all scores are accurate before reporting them. You also understand the difference between raw scores and scores derived from them, such as percentiles, standard (sten) scores, or preference scores.

Validity/Reliability

You understand the concepts of reliability and validity and are able to locate and interpret information relevant to each. You understand how reliability limits the interpretation of scores and how validity must be interpreted with reference to a specific application of the instrument.

Measurement Error

You understand that no measurement is free of error and that knowledge of the degree of error for a specific score is essential to the interpretation of test results.

Misclassification

You understand the potential harm resulting from misclassification of an individual on the basis of test results. You can recognize the possibility of a misclassification and are aware of the need to consider information beyond the scores to determine the appropriate classification.

Moderator Variables

You can estimate the extent to which other variables, such as sex, age, anxiety level, nationality, or client history, may affect the test results or comparisons with norm groups.

Interpretation

You understand how to properly interpret the instrument, including how to integrate test results with other information about the examinee. If computer-generated narratives are used as a basis for interpretation, you understand the limits of such narratives and retain personal responsibility of accurate interpretation.

Responsible Testing Practices

You are willing to accept responsibility for the proper use of instruments in your organization, including insuring that only qualified individuals have access to the instrument, that the item content and scoring procedures are secured, that the copyright of all materials is honored, and that client confidentiality is maintained at all times.

Referral

You can identify the limits of your competence in testing and make referrals for administration or interpretation of any instrument that exceeds those limits.

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