

## 2022 Test Purchaser Qualification Form

Riverside Assessments, LLC d/b/a Riverside Insights requires all test purchasers to furnish evidence of their qualifications to use tests. Test use should be consistent with sound professional practice, particularly those principles outlined in the 2014 APA, AERA, NCME publication *Standards for Educational and Psychological Testing* and APA's guidelines for test user's qualifications, (2001), *American Psychologist*, 56, 1099-1113. Supply the information requested below, read carefully the "Principles of Effective Test Use," and sign the form to indicate acceptance of the responsibility for proper use of tests.

### Identification Information (Please print or type and complete all blanks.)

Name \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Sales Tax Exempt No. \_\_\_\_\_

(Attach copy of certificate.)

### Charge to:

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Organization \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_

### Sold to: (if different from billing address)

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Organization \_\_\_\_\_  
Shipping Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_

## A. Evidence of Appropriate Training in the Use of Tests

### 1. Your level of training (Check as many as apply.)

- Bachelor's Degree Year \_\_\_\_\_ Institution \_\_\_\_\_ Major field of study \_\_\_\_\_  
 Master's Degree Year \_\_\_\_\_ Institution \_\_\_\_\_ Major field of study \_\_\_\_\_  
 Doctorate Year \_\_\_\_\_ Institution \_\_\_\_\_ Major field of study \_\_\_\_\_

### 2. Your professional credentials (Check as many as apply.)

- Licensed/Certificate In: Area \_\_\_\_\_ State \_\_\_\_\_ Certifying or Licensing Agency \_\_\_\_\_  
License/Certification Expiration Date \_\_\_\_\_ License/Certificate Number \_\_\_\_\_
- Member of professional organizations (Check all that apply.)  ACA  AERA  AMA  APA  ASHA  CEC  NASP  NCME  Other \_\_\_\_\_  
Member Number: \_\_\_\_\_ Member Level:  Fellow  Associate  Student  Other \_\_\_\_\_
- Formally recognized professional competence (fellow, diplomate, special certificate):  Fellow  Diplomate  Other Certification  
Organization \_\_\_\_\_ Number \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

### 3. Your educational background (courses and other study)

#### a. Courses (Check each course completed and check the level at which course was completed.)

U=Undergraduate, G=Graduate

- |   |           |   |           |
|---|-----------|---|-----------|
| <input type="checkbox"/> Basic tests and measurements         | __ U __ G | <input type="checkbox"/> Educational diagnostics            | __ U __ G |
| <input type="checkbox"/> Descriptive statistics               | __ U __ G | <input type="checkbox"/> Neuropsychological assessment      | __ U __ G |
| <input type="checkbox"/> Intelligence/cognitive testing       | __ U __ G | <input type="checkbox"/> Projective techniques              | __ U __ G |
| <input type="checkbox"/> Speech, hearing, language assessment | __ U __ G | <input type="checkbox"/> Developmental milestone assessment | __ U __ G |
| <input type="checkbox"/> Assessment course in major field:    | __ U __ G | <input type="checkbox"/> Other (list below)                 | __ U __ G |

(Check each type of program completed.)

- Practicum in test administration and interpretation  
 Internship (list type: school psychology, counseling, etc.) Type: \_\_\_\_\_ Level:  Masters  Doctorate

## B. Evidence of Acceptance of the Responsibility for Sound Use of Tests

### Principles of Effective Test Use

Sound, professional use of educational and psychological tests means that all test users must:

1. Maintain the security of testing materials before and after testing;
2. Avoid labeling students based on a single test score;
3. Adhere strictly to the copyright law and under no circumstances photocopy or otherwise reproduce answer forms, test books, or manuals;
4. Administer, score, interpret, and use tests exactly as specified in the manual; and
5. Release results only to authorized persons and in a form in keeping with accepted principles of test interpretation.

I certify to Riverside Assessments, LLC d/b/a Riverside Insights that I am qualified to properly administer, score, and interpret the test materials I seek to purchase and provided Riverside Insights with true and accurate qualification information. Riverside Insights products purchased under my account will only be used by me and/or under my supervision. I assume full responsibility for the proper use of the testing material I order from Riverside Insights including use in accordance with all applicable legal and ethical guidelines. My signature indicates acceptance of and compliance with the above principles and that I have read the qualification criteria and will apply all terms and conditions to all orders.

Signature \_\_\_\_\_ Date \_\_\_\_\_

riversideinsights.com

© Riverside Assessments, LLC. All rights reserved. Printed in the U.S.A. 02/10/22

