



Psychological Services and Counselling Training Centre

University of British Columbia, Faculty of Education, 1100 Scarfe, 2125 Main Mall, Vancouver, BC V6T 1Z4
 Test Library: (604) 822-1364 Fax: (604) 822-9097 Email: psctc.testlibrary@ubc.ca

Test Library Registration Form – Faculty

Name:

Faculty:

Program Affiliation:

Position/Title:

Preferred Phone:

Campus Phone:

Email:

Are you a registered Psychologist?

Yes → Registration #:

Area of training/practice:

No → Please complete sections 1, 2 and 3. Registered Psychologists may go to section 3.

1. Please indicate your current level of training:

Year completed

Institution

Field of Study

Doctorate:

Graduate:

I have completed a practicum or internship in assessment which involved the use of tests in the area(s) of:

I have completed the following advanced level workshops/courses co-sponsored by a professional organization, college, university, or firm:

Name of workshop/course

Name of Sponsoring Organization

2. Indicate content areas in which you have relevant training (RT)* and in which you are qualified to supervise students' training (ST):

Psychometrics/Measurement RT ST

Psychology:

Clinical
 RT ST

Counselling
 RT ST

Developmental
 RT ST

Organizational
 RT ST

School Psychology
 RT ST

Content Area/

Intelligence

Learning Disabilities

Personality

Psychopathology

Special Education

Specialization:

RT ST

RT ST

RT ST

RT ST

RT ST

Speech-Language

Vocational/Career

Academic Achievement

Other (specify):

RT ST

RT ST

RT ST

RT ST

3. Please fill out and sign the reverse side of this form. Please inform the PSCTC Staff if you intend to submit a test list at a later date.

*RELEVANT TRAINING (related to ethical use and training in the administration and/or interpretation of tests):

The Standards for Educational and Psychological Testing (2014) states "Responsibility for test use should be assumed by or delegated only to those individuals who have the training, professional credentials, and experience necessary to handle this responsibility. Any special qualifications for test administration or interpretation specified in the test manual should be met."



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AUTHORIZATION FOR SUPERVISION OF LEVEL B AND C (RESTRICTED) TESTS

Students registered in appropriate courses may have access to Level B and C (restricted) tests for the purposes of receiving training in selection, administration, scoring and interpretation of assessment instruments and when used under supervision of qualified faculty. It is the responsibility of the course instructor or faculty member to ensure that students given such access have completed appropriate coursework in measurement, have received relevant training in the administration and interpretation of the particular test, and are provided appropriate supervision in test use.

The PSCTC reserves the right to limit access to assessment instruments if it deems the student ineligible for the use of restricted tests. The PSCTC policy on circulation of tests is consistent with the Ethical Standards for Test Users (APA, CPA, CPBC) and agreements with test publishers.

Below, please list tests(s) for which you would like students to have access. Note that instructors are required to submit a complete class list, and a complete list of the tests to which registered students should have access before approval will be granted.

Course Name and Number:

Section:

Name of Test(s)	Level of Qualification (Circle)
	A B C
	A B C
	A B C
	A B C
	A B C
	A B C
	A B C

I certify that I and/or students or teaching assistants who use test materials under my supervision have appropriate knowledge of measurement principles, and training and supervision appropriate to the level of test being administered or interpreted. I have read and understand the (PSCTC) Qualifications for Ethical Use of Tests and agree to abide by the guidelines for ethical use of tests and maintenance of test security: test users must strictly adhere to the copyright law, and access to test materials must be limited to qualified persons who agree to safeguard their use.

I will be financially responsible for all tests, books, equipment and materials that I take out of the Psychological Services and Counselling Training Centre Test Library and will inform the PSCTC of any change of address, phone number or faculty status within 7 days of any change.

Signature

Date