



Frequently Asked Questions About the International Certified Vocational Evaluator (ICVE)

1. What is the ICVE?

The ICVE is a professional credential for experienced Vocational Evaluators in the US and other countries. International Certified Vocational Evaluators (ICVE) have the specialized expertise to conduct comprehensive assessments to help individuals, typically those with disabilities or disadvantages, determine appropriate job and career options. They may provide forensic services to assist in the determination of benefit entitlement or quantifying financial losses related to vocational impairment, earning capacity, work capacity, employability, place-ability as well as residual vocational capacity and avocational-related losses.

Registrants with this credential possess a unique set of knowledge, experiences, and skills, including the ability to determine strategies and to administer, score and interpret psychometric tests and work samples and use other work-based techniques in providing vocational evaluation services, as confirmed by the Canadian College's (CVRP) rigorous certification and examination process.

International Certified Vocational Evaluators are qualified to administer all three 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.

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.

2. Why should I seek certification?

In several states in the US, a professional credential is required to qualify for employment. In some states and locales, having a recognized credential facilitates or



may be required to enter private practice. In addition, certification promotes and elevates the profession as well as the professionals who practice. Possessing a credential has been shown to support promotions and salary increases with employers. It is requisite for a profession to meet the criteria for public acceptance as being a legitimate profession. Most importantly, having professional certification presumes that we are protecting those we serve from harm. In the case of the ICVE, it is an international credential which will gain acceptance in more than one country which could provide additional employment or consulting opportunities and expand recognition of the profession.

3. Is the ICVE VECAP's certification?

No. VECAP takes a strong position that there should be separation between professional associations and certification bodies. The International Certified Vocational Evaluator (ICVE) is a credential offered through the Canadian College of Vocational Rehabilitation Professionals (CVRP). The CVRP is not a college as we think of it in the United States but is a credentialing body for professionals. The ICVE is an expansion of the Canadian Certified Vocational Evaluator (CCVE) certification which they have been offering for a number of years. VECAP endorses the ICVE certification and works with the CVRP to ensure the credential and examination content is relevant to US Vocational Evaluators. It is not, however, VECAP's certification nor is VECAP membership required to apply. The ICVE is completely independent from VECAP.

4. How does the International Certified Vocational Evaluator (ICVE) differ from the Revitalized CVE now offered through the Commission on Rehabilitation Counselor Certification?

The ICVE is a credential for experienced Vocational Evaluators whereas the revitalized CVE provides entry level instruction for Certified Rehabilitation Counselors and others with similar credentials interested in entering the field. Applicants for the ICVE must have a minimum of 3000 hours of experience in Vocational Evaluation and have produced a minimum of 40 reports. Two redacted reports are reviewed by a panel of vocational evaluation experts from the US and Canada as part of the application process, and applicants must pass a four-hour examination of content knowledge to be awarded the designation of ICVE. The revitalized CVE, in contrast, requires that applicants complete three training modules and complete a mock report (Capstone project), which is reviewed by an advisory panel.

5. How does the International Certified Vocational Evaluator (ICVE) differ from the American Board of Vocational Experts' (ABVE) International Psychometric Evaluation Certification (IPEC)?



IPEC by its name, definition, and linkage with ABVE is involved with psychometric evaluation in a forensic setting. IPEC practitioners provide Level I (Screening) and Level II (Clinical/Exploratory) assessment according to the definitions laid out by the Interdisciplinary Council on Vocational Evaluation and Assessment's Revised Position Paper on Vocational Evaluation and Assessment (<https://vecap.org/publications/position-papers-and-seminal-works/>). This is a document that both ABVE and VECAP endorse. Having the ICVE credential means the professional can provide all three levels of Assessment – Screening, Clinical/Exploratory and Vocational Evaluation, the latter of which is grounded in the use of work, real or simulated.

VECAP endorses the ICVE. VECAP has not been involved in the creation or support of IPEC but encourages professionals to determine which professional certifications best meet their needs.

6. Who is a candidate for the ICVE Certification?

The ICVE Certification is for practicing Vocational Evaluators who, according to the definition, use work, either real or simulated, as the focal point of a comprehensive assessment process, the purpose of which is to assist individuals in vocational development. Vocational Evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data into the process. As noted above, applicants must have had sufficient experience (3000 hours of relevant experience) and to have completed a minimum of 40 Vocational Evaluation reports. Applicants may have a bachelor's degree but will need to provide evidence of training (course, modules, workshops, etc.) showing they qualify to administer Level B assessment instruments following the American Psychological Association guidance.

There is an expedited application process for individuals who hold CVE, PVE, CRC, IPEC and ABVE certifications. See Application Chart for details.

7. What are the steps to apply for ICVE Certification?

The first step is to submit your résumé or curriculum vitae to CVRP for review. It should show your education and your experience related to Vocational Evaluation. Once reviewed, CVRP will let you know if you are eligible to apply. You will then be asked to complete the application at <https://cvrp.ca/icve/> and to provide any additional information that is requested. This information will include:

- Criminal Background Check
- College Jurisprudence (agreeing to ICVE terms and conditions)
- Proof of Professional Liability Insurance



Applicants then:

- provide two Vocational Evaluation reports for peer review
- take the examination

All applicants who do not hold another credential* will be required to provide:

- College Transcripts
- Proof of standardized assessment (tests and measurements) course completion or comparable training
- Verification of Employment/Proof of Supervised Experience

* Note that some credentialed applicants (CRC, IPEC, ABVE) may be required to provide some of this information. Specifics will be provided at the time of résumé/CV review.

8. How has the ICVE Examination been vetted? Has there been Beta Testing of the examination?

The ICVE examination is an extension of the Canadian Certified Vocational Evaluator (CCVE) examination which has been tested and revised over many years. New content to address US practice and international practice has been added and will be tested over time as well. A rigorous analysis process is used to keep the examination relevant and valid.

9. How can I prepare for the ICVE exam?

The essential preparation is primarily a strong educational and experiential background in vocational rehabilitation, basic and advanced test and assessment principles, and especially vocational evaluation philosophy, principles, and practices/techniques. For more particular preparation, a study guide is available through CAVEWAS.
<https://cavewas.com/>

CAVEWAS also offers educational modules that are available to help individuals prepare for the examination, including four completed by US Subject Matter Experts in 2019. The modules are available at:

<https://vrlearningacademy.com/product-category/10-vocational-evaluation/>

10. How is the ICVE Examination Administered?

At this time, the ICVE Examination is administered and proctored virtually through Examity, a hosting site approved by CVRP. Candidates will arrange the date of their exam with the College/CVRP for their convenience. Results will be provided the same day of the exam. There is a small additional fee (approximately \$40-\$44 US Dollars) paid to the host for this service. In the future, the ICVE exam may be offered also via



in-person administration in conjunction with professional conferences. Advance notice of this will be provided for applicants/potential applicants.

11. How do I secure a criminal background check?

There are many ways you can secure a criminal background check. CVRP requires that it be current so you will need to secure this information around the time of application. It is possible to secure a background check through your employer or individually through any of the following means identified by the FBI.

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

12. How do I secure professional liability insurance?

There are many providers of professional liability insurance. VECAP does not endorse any one particular provider but many members carry professional liability insurance through HPSO (Health Care Providers Service Organization). HPSO does not have a specific service category for Vocational Evaluators, many are insured under related professions (e.g., Rehabilitation Counselors, Career Counselor, etc.).

<http://www.hpso.com/Businesses/Professional-liability/business-owners-coverage>

13. What are my options for securing supervised experience?

3000 hours of administratively supervised experience is required. This does not need to be supervised by a credentialed professional. This work experience can include some related experience such as vocational rehabilitation experience in a job other than Vocational Evaluator. It does not have to be continuous work experience but does need to total the 3000 hours. The completion of a minimum of 40 vocational evaluation reports is required as part of that experience.

14. Do I have to have a college class in psychometrics to apply for the ICVE?

A college class is one way to meet the requirement for coursework in psychometrics (tests and measurement). Taking the VRA/CAVEWAS educational module in this content area will suffice.

15. Is there a limit on the number of times I can take the examination if I do not pass the examination the first time?

Applicants are afforded the opportunity to take the examination a total of three times. If applicants do not pass examination initially, they would pay the examination fee again to take the examination a second time. They would not have to re-apply or pay the application fee again. The situation would be the same if a third examination attempt was needed.



16. How do I pay for the ICVE application costs?

The fees noted on the CVRP/College website and materials are noted in Canadian currency. If you pay with a credit card, your card company will make the appropriate exchange based on the daily rate. The US rate will be less than the Canadian amount listed, due to the current conversion rates.

17. Who can answer other questions about the ICVE?

You can contact CVRP directly at info@cvrp.ca or 1-613-507-8847.