

Qualification for Test Purchase

Psychological assessments authored, published and distributed by **Hogrefe Publishing** are carefully developed and require an understanding of psychometric properties to ensure their appropriate professional use. Eligibility to purchase Hogrefe tests is therefore restricted to individuals with specific training and/or experience in a relevant area of assessment. This policy is consistent with the **Standards for Educational and Psychological Testing**, 2014 edition, published by the **American Educational Research Association (AERA)**, the **American Psychological Association (APA)** and the **National Council on Measurement in Education (NCME)**. Published collaboratively by the three organizations since 1966, it represents the gold standard in guidance on testing in the United States and in many other countries.

Therefore, Hogrefe Publishing reserves the right to require additional evidence of a purchaser's qualifications and has the sole discretion to determine whether a purchaser is qualified. In addition, Hogrefe Publishing retains the right to withhold or withdraw approval for test purchase where there is evidence of violation of commonly accepted testing practices or conditions of sale. No tests are sold for self-guidance, nor to any individual or organization engaged in testing and counseling by mail. Purchasers agree to guard against improper use of tests and to protect their value and validity, the contents of tests must be kept confidential and tests and scoring keys must be kept in locked files or storage cabinets only accessible by authorized personnel. Hogrefe Publishing is not responsible for the consequences of use of any product by unqualified users or for the incorrect or inappropriate use of tests.

Hogrefe will determine purchaser's qualification on the basis of professional licensure and/or certification. Other individuals may qualify based upon their experience and educational background and/or who are under the supervision of a qualified professional, but they must submit the attached Registration Form outlining their qualifications for review and approval by Hogrefe, in its sole discretion. If the Registration Form has been submitted within the last two years, a resubmission with a new purchase is not required.

Registration Form for Test Purchase

Name _____ Title _____

Organization (if applicable) _____

Address _____

City _____ State/Zip _____

Email _____ Phone _____

Type of Organization

- | | | |
|--|--|---|
| <input type="checkbox"/> Business | <input type="checkbox"/> College/University | <input type="checkbox"/> Medical Faculty |
| <input type="checkbox"/> Social Agency | <input type="checkbox"/> Clinic or Counseling Center | <input type="checkbox"/> Private Practice |
| <input type="checkbox"/> Government Agency | <input type="checkbox"/> Public/Private School | <input type="checkbox"/> Other |

Education Background

Degree	Major Field	College/University	Year
--------	-------------	--------------------	------

Licenses/Credentials/Certificates

Certificate or License/Certifying or Licensing Agency	Number	Expiration Date
---	--------	-----------------

Membership in Professional Organization

Professional Experience

Dates	Organization	Position	Tests Used
-------	--------------	----------	------------

Workshops/Continuing Education/Supervised Training (If relevant, all students require signature of supervisor)

Course Title _____

Name of Supervisor _____ Signature _____

Credentials/Affiliation _____

Phone _____

I certify that the above information is complete and accurate to the best of my knowledge and that in addition to the qualification and experience listed above, I understand measurement principles, ethical test use, and administration and interpretation guidelines for the product(s) I wish to use. I assume full responsibility for the proper professional use of all materials I purchase from Hogrefe Publishing and certify they will be used in accordance with the current accepted standards for the ethical and professional use of tests.

Signature _____ Date _____

Hogrefe Publishing Corporation

44 Merrimac St.
Newburyport, MA 01950
978 255 3700
customersupport@hogrefe.com
hogrefe.com

APR2024

Please complete this form and return
by email to customersupport@hogrefe.com