



# SCHOLASTIC TESTING SERVICE, INC.

*Celebrating Achievement Since 1953*

480 Meyer Road • Bensenville, Illinois • 60106-1617 • 1.800.642.6STS (6787) • Fax: 1.866.766.8054

## Test User Qualification Form

**TEST USER QUALIFICATION FORM** • Scholastic Testing Service, Inc. requires all first-time 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 APA's guidelines for Test User Qualifications<sup>1</sup>. Supply the information requested below, read the "Maintenance of Test Security," statement carefully 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 \_\_\_\_\_ Employer \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_ Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

### EVIDENCE OF APPROPRIATE TRAINING IN THE USE OF TESTS

- Your level of training (Check all that 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 \_\_\_\_\_
- Your professional credentials (Check all that apply.)
  - Licensed in: Area \_\_\_\_\_ State \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_
  - Formally recognized professional competence (fellow, diplomate, special certificate)  fellow  diplomate  other certification  
Organization \_\_\_\_\_
- Your homeschool credentials (Check all that apply.)  State Certificate  District Certification  other  
Please fax a copy of your homeschool credentials with this form.

### MAINTENANCE OF TEST SECURITY

The purchaser agrees to the basic principles of test security:

- The test taker is not to be told the questions before beginning the test.
- Test questions and/or manuals are not to be reproduced in any way.
- Access to tests is limited to persons with responsible professional interest.
- Test scores and materials are to be released only to persons who are qualified to interpret and use them properly.
- A parent or person who took the test may be allowed to read the test and the involved party's answers in the presence of a representative of the test giver.

**Test questions may NOT be copied.**

I hereby certify that the information I have provided is accurate and complete to the best of my knowledge. I also understand my responsibility to maintain the security and limit access to any product that I purchase from Scholastic Testing Service, Inc.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

**Photocopy, complete, and return this form with your first time order.**

Phone: 1.800.642.6STS (6787) • Fax: 1.866.766.8054 • Website: [www.ststesting.com](http://www.ststesting.com)

Note:

- The American Psychological Association. "APA's Guidelines for Test User Qualifications." *American Psychologist* 56. (December 2001): 1099-1113.