

CCVE Checklist for Fellow Status

Candidates requesting entry to **Fellow** status will be required to provide a resume confirming at least 7 years performing TSA and Vocational Assessments, along with 2 letters of reference from clients, employer or colleagues confirming same and at least 4 out of the following additional documentation.

If an applicant with a CCVE in good standing wishes to apply (ladder up) to become a CCVE(F), they must also demonstrate achievement of at least 4 of the following areas of accomplishment. Please place a check mark in the right side column and attach documentation for each of the required categories and areas of accomplishment:

	Area of Experience / Expertise	Accomplished: Please ✓
1.	Have designed and developed a minimum 3 credit course curriculum related to a specialized area of VE for a recognized and accredited post-secondary institution, university or College or recognized by a government.	
2.	Taught a minimum of a 3 credit course at the post-secondary level in the area of VE within a post-secondary college, university, or professional college.	
3.	Developed and delivered at least one keynote presentation in the area of VE to your peers at a conference or to a professional body such as lawyers, vocational rehabilitation professionals, medical and regulated health or allied health associations that was at least 3 hours in presentation time, in last 7 years (where CEUS were awarded).	
4.	Developed and delivered or co-delivered at least 3 presentations in an area of VE that was at least an hour in presentation time each to professional body such as CAVEWAS / VRA / ABVE / Lawyers Association, medical and regulated health or allied health associations, in last 7 years (where CEUS were awarded).	
5.	Authored or co-authored a peer-reviewed published article in an area of VE that is at least 1000 words.	
6.	Designed and developed a work sample including demonstration of validity and reliability of such assessment tool.	
7.	Confirm being retained as an expert witness in one of the following settings where your work product was tabled and / or you testified: court, tribunal, mediation, arbitration OR submit two letters from referring agents that your professional work product was effectively used to defend a position, either plaintiff or defense in legal proceedings.	
8.	Served a minimum of 2 years, as elected or appointed by your peers, on a national or international board or as a committee chair that advocates for and represents professionals working in the field of vocational evaluation.	
9.	Provide confirmation of mentoring a minimum of 2 two individuals in VE (with letter co- signed by you and the person mentored confirming same, along with what areas of VE were taught) for a period of one (1) year in duration of at least 100 hours of direct one-on-one time.	
10.	Formally contributed to the development of the CCVE exam or another VE exam for a recognized professional body for at least 24 hours of exam preparation time.	