CVE Certification Guide
Certified Vocational Evaluation Specialist

Commission on Rehabilitation Counselor Certification (CRCC®)
847-944-1325
www.crccertification.com
INTRODUCTION AND INQUIRIES

Thank you for your interest in the Certified Vocational Evaluation Specialist certification process. The acronym CVE is used throughout this guide to refer to the designation Certified Vocational Evaluation Specialist. CRCC® is used to refer to the Commission on Rehabilitation Counselor Certification. If you pursue certification, please refer to this guide as it contains information to help you through the application process. Information in this guide is updated periodically; we suggest you access the guide from our website to make certain you have the most recent version. Please be sure to read the information about eligibility carefully before completing an application.

CRCC uses email to maintain contact with all applicants. It is the applicant’s responsibility to update his/her contact information, making any changes necessary.

Inquiries: If you have additional inquiries, please contact Commission on Rehabilitation Counselor Certification.

Phone: (847) 944-1325
Email: info@crccertification.com

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The CVE certification must be used consistent with the scope for which the certification was granted and in accordance with all applicable use policies of CRCC. Unauthorized, fraudulent or misleading use of the CRCC or CVE marks may result in legal or other actions, which may include but are not limited to, revocation of CVE certification.

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THE PURPOSE OF THE CVE CERTIFICATION PROGRAM

The purpose of certification is to assist in the assurance that professionals engaged in vocational evaluation meet acceptable standards of quality in practice. The existence of acceptable standards is in the best interest of consumers of vocational evaluation services and the public. Through participation in both the certification and certification renewal programs, vocational evaluation specialists are also able to bring about a higher level of performance and qualification throughout the profession.

Persons who earn the designation of Certified Vocational Evaluation Specialist (CVE) have demonstrated they possess at least an acceptable minimum of knowledge (as determined by CRCC) regarding the practice of their profession. The initial certification is valid for five years. It is achieved by satisfying specific educational/employment requirements.

CRCC requires individuals who are applying for or renewing the certification to respond to questions related to any adverse actions taken by a licensing or certifying entity, reprimand or discharge by an employer for dishonesty, and convictions for violating any laws, statutes, or ordinances. This information is used to ascertain whether such prior history provides sufficient reason to preclude the individual from certification. It is not CRCC’s intent to imply that any individual is suitable for employment or to impose staffing requirements on any agency. The intent is to establish a nationwide measure of professional standards that may be used by any interested parties regarding vocational evaluation. Employers and consumers should not rely solely on CVE certification as a basis for employing or selecting a vocational evaluation specialist.

Vocational evaluation is a dynamic profession that is constantly evolving. Therefore, CRCC has a certification renewal program under which designation holders are required to demonstrate their continuing professional development. Certification renewal, required at five-year intervals, is considered an essential part of an effective credentialing process, and is intended to help practitioners keep abreast of current trends and new technologies, and to enhance critical skills.

CRCC encourages CVEs to continuously build on the demonstrated specified levels of knowledge, skills, and ability addressed by the education/employment requirements. CVEs are also required to provide evidence of continuing competence through the completion of courses and other activities that will help them more effectively serve their clients.

THE CVE CERTIFICATION CALENDAR

The CVE Educational Credentialing Program is currently administered four times a year. The required courses open March 1, May 1, July 1, and September 1. Candidates are expected to complete the coursework and capstone within four (4) months of the opening date of the course.

<table>
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<tr>
<th>Start Date (Opening of courses for cohort)</th>
<th>Requirements Completion Date for Courses and Capstone</th>
<th>Results of Capstone</th>
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<tr>
<td>March 1</td>
<td>June 30</td>
<td>July 31</td>
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<tr>
<td>May 1</td>
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<td>September 1</td>
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Candidates must successfully complete both the course requirement and the capstone experience. Candidates will receive a “Grade” of “pass or fail” at the completion of the required educational program. The capstone experience will open for candidates who pass the educational program.

Under the application for the credential, candidates may retake the required courses once or may retake the capstone once; there is a retake fee assessed.

**Retaking the Required Courses.** Candidates who do not pass the required courses have the option of attempting to pass the courses a second time; there is a retake fee assessed for the second attempt. Candidates who do not successfully pass the required courses on their second attempt have the option of submitting a new application.

**Retaking the Capstone.** Candidates who do not successfully complete the capstone have the option of attempting to pass the capstone a second time; there is a retake fee assessed for the second attempt. The capstone must be completed in the next course offering window. Candidates who do not successfully pass the capstone on their second attempt have the option of submitting a new application.

**Request for Extension.** Should a situation arise whereby the candidate cannot complete the required coursework or capstone by the deadline, CRCC will consider requests for an extension of the completion deadline on a case-by-case basis. Natural disasters, medical emergencies, or death of a relative are examples of extenuating circumstances. A review of the candidate’s progress toward course completion will be a determining factor in the granting of an extension. There is a fee associated with extensions.

**CRITERIA FOR ELIGIBILITY**

CRCC does not condone or engage in discrimination based on age, arrest record (including expunged criminal history), citizenship, color, disability (mental or physical), ethnicity/ancestry, genetic information, language (if unrelated to their duties), marital status, military status (including unfavorable discharge), national origin, pregnancy, race, religion, sex/gender, sexual orientation (including gender identity), or any other additional class protected by applicable law, including applicable County or City ordinances.

CRCC respects the privacy of its applicants. The CRCC Privacy Policy is available on CRCC’s website at [www.crccertification.com/privacy-policy](http://www.crccertification.com/privacy-policy).

CVE eligibility is determined by CRCC after its review of an application for the CVE credential. CRCC requires individuals to respond to various questions relating to character and violations of the law. A prior conviction for violating any law, statute, or ordinance will not automatically preclude an individual from being determined eligible to seek certification. However, CRCC will deem an individual to be ineligible to seek certification if he/she has not completed parole, probation, or any other terms or conditions imposed by any court in conjunction with a conviction, a suspended imposition of a sentence, or other sentencing alternative. Convictions include guilty pleas and pleas of “no contest.”

If an applicant discloses violations of laws, statutes, or ordinances, CRCC will contact the applicant if he or she is required to provide court documentation or a criminal background check identifying the
charges raised and sentencing status/disposition of those charges. Severity of the crime and length of time since the incident are all taken into consideration. The documentation must address whether the individual has met all conditions imposed by the court and paid all fees, if applicable. **Individuals currently on parole or probation or who have not completed other terms of conditions imposed by the court in conjunction with a conviction will be automatically deemed ineligible for certification.** If court documentation is not available, the applicant is required to submit to a criminal background check through CRCC’s authorized provider, *Justifacts*, with all fees paid by the applicant.

To be eligible, an applicant must be deemed fit to pursue CVE certification by CRCC and must meet **EVERY** applicable requirement described in this section.

**ALL** education requirements must be fully satisfied by the application deadline. Those applications that do not meet the eligibility criteria upon submission of an application will be automatically denied.

At the time the applicant exhausts the appeal option or signifies that he/she does not wish to appeal, a refund of $100 will be issued. Individuals who exhaust or do not exercise the appeal option and who choose to continue to seek certification will be required to re-apply, meet the criteria in effect at the time of re-application and pay the required certification fee.

**There are three (3) application categories. Please read the categories carefully to determine which category you will used to complete your application. Keep in mind the non-refundable application fee.**

**Application 1: Current CRC**
- Applicant currently holds the CRC credential and is in good standing.
- Complete CVE application.
  - Log in to your CRCC account.
  - Click the Apply for CVE Certification link in the My CRCC Links on your account page.
  - Pay Application and CVE Certification course package fee.
- Complete CVE educational course package.
  - Successfully complete the CVE certification online course package, focusing on the foundations of vocational evaluation, concepts and techniques in vocational evaluation, and applications and advanced techniques in vocational evaluation.
    - No continuing education credit is associated with the CVE certification online course package.
  - Successfully complete each course section of the course package, including the learning activities and assessments.
- Complete the final capstone project that will be reviewed and evaluated by the CRCC CVE Advisory Panel.
  - Capstone must be completed within thirty (30) days of successfully completing the full course package.
- Completion of the courses and capstone must be within four (4) months of the opening date of the course.
Application 2: Currently on the PVE Registry, hold the IPEC, or hold the ICVE
• Applicant currently is included on the PVE Registry, holds the IPEC, or holds the ICVE credential and is in good standing.
• Complete CVE application.
  o Log in to your CRCC account.
  o Click the Apply for CVE Certification link in the My CRCC Links on your account page.
  o Complete CVE application. Log in to your CRCC account. Click the Apply for CVE Certification link in the My CRCC Links on your account page.
    ▪ Provide letter of verification from PVE (Registry of Professional Vocational Evaluators).
    ▪ OR Provide letter of verification from the American Board of Vocational Experts attesting that you hold the International Psychometric Evaluation Certification (IPEC).
    ▪ OR Provide a letter of verification from the College of Vocational Rehabilitation Professionals attesting that you hold International Certified Vocational Evaluators (ICVE) credential.
  ▪ Provide official graduate transcript (awarding of master’s or doctoral degree).
    • To verify your educational background, CRCC requires an official transcript that shows the granting of your graduate-level degree.
    • For a degree to meet the educational requirements for certification eligibility, the granting college or university must have been accredited at the time the graduate-level degree was conferred by one of the national or regional accrediting associations accredited by the Council on Higher Education Accreditation (CHEA).
    ▪ Digital or hardcopy transcripts are accepted.
      o A hardcopy transcript will be considered official only if it bears the seal of the college or university and the signature of the school’s registrar. If your degree was granted under a name other than the one that appears on your certification application, the institution should be asked to include your present name with the transcript.
      o Digital transcripts from your graduate institution (or transcript company) can be submitted via email to CRCC at transcripts@crccertification.com
      o If a digital version of the transcript is not available, please mail the transcript directly to CRCC:
        CRCC
        1699 E. Woodfield Road, Suite 300
        Schaumburg, IL 60173
• International Degrees
  o If your degree is from another country, CRCC will allow you to submit your transcripts along with an evaluation report from either of the following:
  - CRCC will not accept evaluations completed by other sources. The evaluation report must be sent from the source directly to CRCC postmarked by the application deadline date and must include recognition status of foreign institution, level of education completed by student, U.S. degree comparability, field of study, courses, credits or units, individual grades or overall grade average, and course content. The applicant is responsible for all fees associated with the evaluations and it is the applicant’s responsibility to ensure the evaluations reach CRCC by the deadline date. CRCC will evaluate the courses, units, and/or degrees on a course-by-course basis.

  - Pay CVE Application fee.

**Application 3: CVE Lapsed Prior to 2015**
CRCC welcomes previously certified CVEs (lapsed prior to 2015). Your new CVE credential will not be retroactive. You will begin a new five (5) year certification cycle and must meet the renewal requirements going forward.

- CVE must have lapsed prior to 2015.
- Complete CVE application.
  - Log in to your CRCC account.
  - Click the Apply for CVE Certification link in the My CRCC Links on your account page.
  - Provide official graduate transcript (awarding of master’s or doctoral degree).
  - To verify your educational background, CRCC requires an official transcript that shows the granting of your **graduate-level degree**.
  - For a degree to meet the educational requirements for certification eligibility, the granting college or university must have been accredited at the time the graduate-level degree was conferred by one of the national or regional accrediting associations accredited by the Council on Higher Education Accreditation (CHEA).
- Digital or hardcopy transcripts are accepted.
  - A hardcopy transcript will be considered official only if it bears the seal of the college or university and the signature of the school’s registrar. If your degree was granted under a name other than the one that appears on your certification application, the institution should be asked to include your present name with the transcript.
  - **Digital transcripts from your graduate institution (or transcript company) can be submitted via email to CRCC at transcripts@crrccertificate.com**
  - If a digital version of the transcript is not available, please mail the transcript directly to CRCC:
• **International Degrees**
  - If your degree is from another country, CRCC will allow you to submit your transcripts along with an evaluation report from either of the following:
    - World Education Services (WES)/International Academic Credential Evaluation, [www.wes.org](http://www.wes.org), (212) 966-6311.
  - CRCC will not accept evaluations completed by other sources. The evaluation report must be sent from the source directly to CRCC postmarked by the application deadline date and must include recognition status of foreign institution, level of education completed by student, U.S. degree comparability, field of study, courses, credits or units, individual grades or overall grade average, and course content. The applicant is responsible for all fees associated with the evaluations and it is the applicant’s responsibility to ensure the evaluations reach CRCC by the deadline date. CRCC will evaluate the courses, units, and/or degrees on a course-by-course basis.

- Pay Application and CVE Certification course package fee.
- Complete CVE educational course package.
  - Successfully complete the CVE certification online course package, focusing on the foundations of vocational evaluation, concepts and techniques in vocational evaluation, and applications and advanced techniques in vocational evaluation.
    - No continuing education credit is associated with the CVE certification online course package.
  - Successfully complete each course section of the course package, including the learning activities and assessments.
- Complete the final capstone project that will be reviewed and evaluated by the CRCC CVE Advisory Panel.
  - Capstone must be completed within thirty (30) days of successfully completing the full course package.
- Completion of the courses and capstone must be within four (4) months of the opening date of the course.

**APPLICATION PROCESS**

*If you have a CRCC customer account*, log in and click the **Apply for CVE Certification** link in the My CRCC Links on the right side of your account page. If you do not have a CRCC customer account, click the CRCCCONNECT link on the CRCC homepage; click the Register button to create an account.

Select the appropriate application pathway and follow the online prompts to complete the application process.
Applications that have been opened, but **not completed** (required documentation or payment not submitted) will remain open for a period of eighteen (18) months from the initial application date. Once application has been closed, a new application and documentation will need to be submitted.

**ELIGIBILITY DETERMINATION**

An applicant who does not meet the CRCC eligibility requirements will receive a notification explaining the reason and a notice of their right to appeal. CRCC’s Executive Director will review the appeal and may send the appeal to CRCC’s Standards and Examination Committee. If the Standards and Examination Committee recommends denying the appeal, the CRCC Executive Committee will make the final decision regarding the applicant’s eligibility.

Materials submitted by the applicant, including as any new evidence the applicant wishes to submit, will be considered during the appeal process.

Although **not** an all-inclusive list, the following may constitute grounds for immediate discontinuation of application processing or, if the individual becomes certified, revocation of an individual’s certification:

- Falsification of the certification application.
- Falsification of the verification forms.
- Falsification of any information requested by CRCC.
- Failure to maintain eligibility requirements once certified.
- Misrepresentation of CVE status.
- Misleading or fraudulent use of the CVE designation.
- Egregious, unprofessional, dangerous, and/or fraudulent acts or behavior.

**Re-Application Following Discontinuation of Application Processing or Revocation of Certification**

Applicants or certificants who engaged in action that caused CRCC to terminate application processing or revoke an individual’s certification may re-apply after 18 months have elapsed. Re-application does not guarantee a determination of eligibility. CRCC welcomes the submission of a personal statement and/or documentation of affirmative educational or corrective measures taken to address the concern(s) that initially led to termination of application processing or revocation of certification.

**APPEALS PROCESS**

CRCC’s appeals process is available to any denied applicant who feels the eligibility criteria for certification have been inaccurately, inconsistently, or unfairly applied by the Standards and Examination Committee. As previously stated, materials reviewed by the Standards and Examination Committee as well as any new evidence the applicant wishes to submit will be considered by the Executive Committee.

**The appeals process is designed to provide:**

- Complete reviews of the facts at issue.
- A second, independent evaluation of the material presented to the Standards and Examination Committee.
- Due process.
- Fair and consistent application of eligibility criteria.
The appeals review process does NOT provide:

- Additional time to acquire the education, employment experience, or supervision required for certification.
- Additional time to submit the documentation required for certification.

Education Focus Areas

1. Principles of Vocational Evaluation
   - Development and use of situational and community-based assessment
   - Concepts of teaching/training/educating/presenting
   - Characteristics of work performance and work behavior
   - General principles of learning and learning assessment
   - Modification and accommodation of evaluation techniques
   - Assistive technology devices and services
   - Systematic behavioral observation skills and techniques
   - Concepts of work adjustment and work hardening
   - Service delivery systems common to vocational evaluation
   - Community resources and support programs
   - Individualized vocational evaluation planning
   - Employer and workplace needs and standards
   - Program evaluation and research
   - General theories of career development and vocational decision-making
   - Vocational evaluation philosophy and process
   - Adherence to ethical and legal principles/practices of the profession

2. Standardized Assessment
   - Scoring and interpreting standardized tests/instruments
   - Selection and administration of standardized tests/instruments
   - Statistical concepts related to reliability, validity, and norming of standardized tests/instruments
   - Analysis, synthesis and interpretation of evaluation results
   - Principles of psychological measurement
   - Legal and ethical uses of standardized tests/instruments
   - Factors impacting standardized testing
   - Triangulation of evaluation techniques
   - General concepts of multiple and emotional intelligence(s)
   - Use of work samples and commercial vocational evaluation systems

3. Occupational Information
   - Transferable skills analysis
   - Standardized occupational information and classification systems
   - Labor market research and analysis
   - Job analysis and task analysis
   - Job development and job placement
   - Forensic applications of vocational evaluation
• Common benefit systems
• Computer literacy and application skills, including use of web-based resources to obtain occupation, education, or training information

4. Implications of Disability
• Psychological/psychiatric aspects of disability
• Pharmacology; impact of medications, substance abuse/abuse/addiction on vocational functioning
• Ecological variables that impact vocational functioning
• Medical aspects of disability
• Psychosocial aspects of disability
• Cultural implications of disability
• Functional skills assessment

5. Professional Communication
• Verbal communication skills to convey information and evaluation results
• Vocational interviewing skills
• Individualizing and prioritizing recommendations
• Written communication skills and vocational evaluation report development
• Vocational counseling techniques and skills
• Basic negotiation and mediation techniques
• Collaboration skills to develop effective partnerships within and across disciplines
• Principles of case management

THE CVE CERTIFICATION PROGRAM

Certificates
A certificate will be sent via US mail to the address in CRCCconnect database. Individuals are entitled to begin using the designation “CVE” after their names as soon as they receive the certificate.

Duplicate or replacement certificates can be requested from CRCC. All certificates remain the property of CRCC.

USE OF THE CVE DESIGNATION

CVE Certified Vocational Evaluation Specialist
CVE/Retired Certified Vocational Evaluation Specialist/Retired

The CVE designation must be used consistent with the scope for which the certification was granted and in accordance with all applicable use policies of CRCC. Use of the CVE designation is strictly limited to those individuals who:

1. Have met all the criteria of CRCC.
2. Have been officially notified by CRCC through the receipt of a certificate.
3. Have subsequently renewed their certification as required under CRCC’s certification renewal plan.

No one may use the CVE designation or otherwise represent themselves as being certified without first having fulfilled these requirements. Individuals who improperly use the CVE designation without having fulfilled the requirements who later seek CVE certification may be denied certification because of improper use. These individuals may also be subject to legal action. Additionally, individuals who have earned the use of the CVE designation and fail to act in accordance with the CVE Code of Professional Ethics may be subject to disciplinary actions up to and including revocation of certification.

CERTIFICATION RENEWAL
CRCC believes CVEs should continue to expand their skills to enhance the quality of the services they provide. CVEs are encouraged to build on the demonstrated specified levels of knowledge, skills, and ability addressed by the education requirements. They are also required to provide evidence of continuing competence through the completion of courses and other activities that will help them more effectively serve their clients.

CRCC requires all CVEs to renew their certification at five-year intervals. Participation in continuing education throughout the five-year intervals is expected; participation in courses and programs sponsored by recognized continuing education providers affords a credible mechanism to support continuing competence and acceptable standards of quality in practice. The continuing education clock hour credits associated with these activities must align with the knowledge, skills, and ability addressed by the certification examination. Effective March 2022, all CVEs must document 80 clock hours of approved continuing education, 5 of which must be in ethics, during the period of their current certification.

CRCC will make every reasonable effort to send notification of a certificant’s ability to begin the renewal process. However, it is the individual’s responsibility to re-certify at the appropriate time. Failure to receive notification of renewal is not considered grounds for an extension. **CRCC urges all certificants to update their contact information making any changes necessary to ensure prompt delivery of communications (electronic and/or mail).** CRCC’s primary method of communication is electronic.

Renewal Application, Fees, and Requirements:

- Every five (5) years, CVEs must meet the current eighty (80) hour continuing education (including 5 hours of ethics credit) renewal requirement to maintain their certification.
- Complete the renewal application and pay the CVE renewal fee.
  - Effective March 2021, if you are a current CRC and CVE, the renewal fee will be discounted by $200. This discount only applies when you hold both the CRC and CVE credentials. If you allow one of your credentials to lapse, your renewal fee will revert to the full renewal fee amount*
FEES

Note that all fees are subject to change.

CERTIFICATION FEE $600
The certification application fee, which includes the cost of the educational package, is submitted at the time of application. A refund of $100 will be issued to applicants deemed ineligible.

CERTIFICATION COURSE OR CAPSTONE RETAKE FEE $300

CERTIFICATION RENewAL FEE $405
*(Effective March 2021, if you are a current CRC and CVE, and renew both credentials, CRCC will offer a $200 discount off the second certification renewal date. If you allow one of your credentials to lapse, your renewal fee will revert to the $405 renewal fee.

CVE/RETIRED DESIGNATION FEE $100

RELATED FEES

Handling Fee for Returned Checks $ 35
Must be paid for checks returned for non-sufficient funds (NSF) or closed accounts.

Certification Verification Fee
For use in documenting certification status for other organizations/agencies.
eMail Verification $ 30
Written (via US Mail) $ 40
Expedited $ 55

Replacement Certificate (Except at renewal time.) $ 30
Please send a written request to CRCC along with payment.

All fees are non-refundable, unless otherwise noted.
CVE CODE OF ETHICS

The Code is currently being revised. Until the new Code is released, this version is in effect.

PREAMBLE

The Commission on Rehabilitation Counselor Certification (CRCC) certifies Vocational Evaluation Specialists, hereinafter referred to as CVEs. CRCC is committed to promoting ethical and professional standards of practice.

Using a holistic approach, CVEs assist individuals in the identification of vocational goals and recommendations as well as the transition to and attainment of vocational goals. CVEs work in a variety of settings and serve in multiple capacities. They recognize diversity and embrace a cross-cultural approach in support of the worth, dignity, potential and uniqueness of individuals and their environment.

CVEs provide, utilize and/or incorporate vocational information and services in order to measure, observe, and document an individual's interests, values, temperaments, work-related behaviors, aptitudes, skills, physical capacities, learning style and training needs. They may be called upon to provide a variety of services and they are obligated to do so in a professional manner that is consistent with their education, formal training, and applicable work experience. In providing services, it is essential that CVEs demonstrate adherence to ethical standards and ensure that the standards are enforced.

CVEs commit to strengthen their competencies through continuous learning, skills development and application of new knowledge and contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.

The Guiding Principles, which follow the Preamble, form the basis of best practices in vocational evaluation and assessment. The primary obligation of CVEs is to their clients, defined as individuals, with or without disabilities, who are engaged in the vocational assessment and evaluation process. CVEs respect the integrity and protect the welfare of their clients while maintaining objectivity in the assessment process.

The objective of the Code of Professional Ethics is to establish a framework for professional behavior, responsibilities, and expectations applicable to the discipline, define accepted/acceptable behaviors, provide a benchmark for self-evaluation, and promote high levels of professional conduct.

GUIDING PRINCIPLES

Two complementary sets of principles (as follow) serve to guide the conduct and actions of CVEs. Based on a fundamental spirit of respect and caring, five principles provide a framework to guide ethical behavior; based on a humanistic and holistic approach to vocational assessment, seven additional principles form the guide to best practices across settings. The principles do not represent obligations or ethical standards that form the basis for imposing sanctions. The twelve principles outlined below are
aspirational in nature with the intent to serve as a guide and to inspire CVEs to the highest ethical and best practice ideals of the profession.

ETHICAL PRINCIPLES

1) **Respect for Dignity, Rights & Autonomy**
CVEs respect the dignity and worth of all people and the rights to privacy, confidentiality and autonomous decision-making (self-determination).

2) **Beneficence**
CVEs strive to engage in actions that are beneficial and contribute to the welfare of others; helping others and promoting good.

3) **Nonmaleficence**
CVEs have an obligation to do no harm, refrain from harm and/or protect clients from harm; avoiding and/or removing conditions that could be harmful to a person’s liberty, personal/psychological well being.

4) **Justice**
CVEs promote fairness and justice in the access to and benefit from assessment services. Equal quality in the process, procedures and services conducted ensure that all clients are treated equally unless a reason for unequal treatment can be provided. CVEs exercise reasonable judgment and take precautions to ensure their potential biases; boundaries of professional competence and limitations of their expertise do not lead to or condone unjust practices.

5) **Fidelity & Responsibility**
CVEs strive to be honest, loyal and honor promises or commitments made and/or expectations that were legitimately engendered. CVEs uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior and seek to manage conflicts of interest that lead to exploitation or harm.

BEST PRACTICE PRINCIPLES

1) A variety of methods, tools and approaches should be used to provide accurate vocational evaluation and assessments. A broad range of questions must be posed to determine what makes an individual, as well as his/her abilities and needs, unique. Separating an individual's attributes into categories, such as interest, aptitude or learning style preferences, help organize assessment.

2) Vocational evaluation and assessment information should be verified using different methods, tools and approaches. Using alternative methods or approaches to validate findings can usually be achieved by:
   a. observing an individual's demonstrated or manifested behaviors, such as performances on actual work,
   b. using an individual's self report or expressed statements, and/or
c. administering some type of survey, inventory, structured interview or test.

3) Behavioral observation is essential in any vocational assessment process. Behavioral observation (e.g., observing physical performance, social characteristics, interactions with people and other aspects of the environment) occurs throughout the assessment process. The observation process can be:
   a. informal or formal,
   b. occur in a variety of environments,
   c. made by a variety of people, and
   d. should be documented and presented in an objective, non-biased manner.

4) Vocational evaluation and assessment may be an on-going and developmental process in career development. However, individuals, especially those with disabilities, may need evaluations/assessments of varying degrees given at different junctures over their career lifespan.

5) Vocational evaluation and assessment should be an integral part of larger service delivery systems. Vocational evaluation and assessment should be the basis for planning needed services, resources and support. Therefore, it can be an integral part of the total service delivery system. Vocational evaluation and assessment information should be interpreted and conveyed to the individual being assessed as well as others within the system.

6) Vocational evaluation and assessment requires the collection of input from a variety of individuals and requires an understanding of how to use the results of the assessment process. An interdisciplinary team approach allows for the effective use of information that can be translated into effective planning, implementation activities (e.g., placements, support service, counseling) and fulfilled vocational development for the individual.

7) Vocational evaluation and assessment should be current, valid and relevant. Vocational evaluation and assessment is grounded in career, vocational and work contexts.

SUMMARY CODE OF ETHICS

The objective of the Code of Ethics is to establish a framework for professional behavior, responsibilities, and expectations applicable to the discipline, define accepted/acceptable behaviors, provide a benchmark for self-evaluation, and promote high levels of professional conduct. The Ethical Standards outlined below serve as the basis for the processing of ethical complaints and inquiries initiated against certificants.

ETHICAL STANDARD A: PROFESSIONAL-CLIENT RELATIONSHIPS
CVEs shall respect the dignity and worth of all individuals with whom they work. The primary ethical obligation of CVEs is to their clients, or those persons who are directly receiving their services. CVEs will endeavor at all times to protect each client's welfare and to place the client's interests above their own.

ETHICAL STANDARD B: CONFIDENTIALITY
CVEs aspire to establish and uphold appropriate boundaries, respect privacy and maintain confidentiality. Considering the developmental and/or cultural context of the client, CVEs clearly and competently communicate the parameters of confidentiality prior to engaging in any assessment activities.

ETHICAL STANDARD C: PROFESSIONAL RESPONSIBILITY AND COMPETENCE
CVEs aspire to open, honest and accurate communication and practice in a nondiscriminatory manner within the boundaries of professional and personal competence. CVEs have a responsibility to abide by the CVE Code of Professional Ethics.

ETHICAL STANDARD D: EVALUATION, ASSESSMENT AND INTERPRETATION
CVEs shall provide quality vocational evaluation and assessment services through the use of valid and reliable assessment tools and techniques. Vocational evaluation and assessment services should be provided in a manner consistent with the best practice principles of the profession.

ETHICAL STANDARD E: PROFESSIONAL RELATIONSHIPS
Cooperative inter-professional relationships shall be seen as vital in achieving optimum benefits for clients. CVEs shall respect the value and roles of professionals and staff in other disciplines and act with integrity in their relationships with professional colleagues, organizations, agencies, referral sources, and related disciplines.

ETHICAL STANDARD F: RESEARCH AND PUBLICATION
CVEs shall volunteer to engage in or support research and publication activities that will benefit service delivery.

ETHICAL STANDARD G: RESOLUTION OF ETHICAL DILEMMAS
CVEs behave in a legal, ethical and moral manner and incorporate ethical practice into their daily professional work. They strive to resolve ethical dilemmas with direct and open communication among all parties involved and seek consultation with others knowledgeable about ethics such as colleagues, supervisors, and/or with appropriate authorities, such as CRCC, state licensure boards, and/or legal counsel when necessary.

ETHICAL STANDARD H: BUSINESS PRACTICES
CVEs strive to be honest, loyal and honor promises or commitments made and/or expectations that were legitimately engendered. CVEs uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior and seek to manage conflicts of interest that lead to exploitation or harm. CVEs exercise reasonable judgment and take precautions to ensure their potential biases; boundaries of professional competence and limitations of their expertise do not lead to or condone unjust practices.

ETHICAL STANDARD I: FORENSIC APPLICATIONS
For purposes of the Forensic Applications of the CVE Code of Professional Ethics the term Forensic CVEs/Consultants is used to describe vocational professionals who provide services in a forensic or litigation setting. Forensic CVEs/Consultants are bound by all Standards set forth in the CVE Code of Professional Ethics and should also seek guidance from other applicable sections of the Code. Forensic CVEs/Consultants will also use and seek guidance from sources such as applicable rules, regulations, policies, standards of practice, and professional Code of Ethics as set forth by their other individual credentialing and/or licensing boards.