

February 26, 2015

## Requirements for Vocational Education Evaluator Certificate (094)

**You will be issued a professional certificate, either a two-year provisional certificate or a five-year professional certificate if you complete Section A. plus either Section B. or Section C.**

<b>SECTION A</b>
1. Bachelor's degree from an accredited institution in a related human services field (rehabilitation, psychology, special education, occupational therapy, vocational education)
2. Criminal history record check approval – based on fingerprints
<b>SECTION B</b>
Achieve certification by the Commissioner on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES)
<b>SECTION C</b>
1. Practicum: At least one semester of actual work experience in the field of assessment in a middle school, junior high school, high school, or vocational school setting.
2. Job Analysis: Job analysis is a systematic procedure that involves identifying the work task and other relevant information, such as physical demands, environmental conditions, aptitudes, temperaments and training.
3. Functional Limitations of Disability: This term refers to the body of knowledge around disabilities and the effects of disability upon work related functions.
4. Occupational Information: Occupational information deals with demand for workers, trends, training, career ladders, geographical and industrial areas where jobs are located, and prevailing wage rates.
5. Work Samples: This area includes knowledge about the theory and practical application of work samples in vocational education.
6. Psychometric Testing: This area deals with the general knowledge of testing using standardized instruments (paper and pencil tests and performance tests) to provide a quantified assessment of cognitive, psychomotor, and affective traits of individuals.
7. Individualized Vocational Evaluation Planning: A procedure used to develop and write a plan to structure the evaluation process.
8. Situational Assessment: The systematic procedure for observing, recording, and interpreting job performance and work related behaviors.
9. Learning Styles: This area includes knowledge about learning theories and skills used in assessing individual learning styles, and the methods under which the individual most effectively learns.
10. Report Development: The process of developing vocational evaluation reports, including formatting and writing.
11. Functional Living Skills: The procedure to assess an individual's ability to function independently in various life situations.
12. Interviewing: A study of the interviewing process and techniques, and a general understanding of personality and human development.

**If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.**

Fingerprint schedule on web site [www.identogo.com](http://www.identogo.com)

A provisional certificate is issued to an applicant who has met all of the requirements but has not taught for two school years in a Maine school with a Professional Learning Community Support System (PLCSS). Once an applicant has taught for two school years in a Maine school and been recommended for a five-year certificate by the local school district's PLCSS, the full five-year certificate will be issued.