

**Psychological Test Services (PTS) supply and provide advice on a wide range of psychometric tests for use in education, clinical psychology and human resources. Tests are available for purchase from a number of well respected international test publishers. If we don't have what you are looking for please contact us. We may be able to source it for you, or advise where to go next.**

### Why should I register?

Registering with us will allow you to purchase assessments from a range of well respected international test publishers. Instead of going through the purchase approval process with multiple companies overseas you can manage your test purchases through a local supplier that recognises NZ qualifications and certifications. We understand the working landscape in Aotearoa New Zealand and can advise on commonly used assessments in different practice areas.

We keep commonly used assessments in stock and can fulfil orders within 2 business days. We constantly evaluate which assessments are being ordered regularly and aim to have these in stock at all times of the year. Due to the wide range of assessments we have access to we can't keep our entire catalogue in stock, but we work hard to fill items on backorder within 2 weeks\*. If you plan on ordering an assessment regularly you can advise us and we will aim to have this item stocked at all times for you.

Schools, RTLB clusters, universities and District Health Boards have longstanding relationships with NZCER and are all pre-approved for purchasing from us. We recognise purchase orders from many public sector and government departments for easy invoicing.

\*Subject to publisher availability and timelines.

### Registration levels and work areas

Due to the range of products we sell, users are given a registration level based on their qualifications and experience. People are registered with PTS under the work area(s) most relevant to their scope of practice. There are three work areas: Psychology, Education, and Human Resources. Within each work area there are three ascending levels of registration: A, B and C. Each level includes the ones below it, e.g. a person at Level C is also a Level A and B within their work area.

To purchase a product you must be registered in its work area at the required level. For example, the ASEBA CBCL School Age forms are rated as Level B (Psychology/Education). To purchase these you must be at a Level B or higher within either the Psychology or Education work area.

### How do I register?

To register with PTS you need to visit our website: [www.nzcer.org.nz/pts/](http://www.nzcer.org.nz/pts/)

We recommend having copies of your qualifications and academic transcripts ready before doing this.

- ➔ Log into the website by clicking the **Log in/Sign up** button on the top right corner of the page. If you do not have a log in on the website, click the Sign up tab to the left of the log in and enter the required details.
- ➔ Once you are logged in head to the **Psychological Test Services** page by clicking the link in the menu bar. Click the **Register Online** button.
- ➔ Enter your details into the form. Required fields are marked with a red asterisk \*. You can upload copies of your qualifications and transcripts near the bottom of the form. These are important to ensure we give you the most accurate registration level possible.
- ➔ Once you are ready to submit the form, click the **Register** button at the bottom of the page.

We will get back to you within three working days to let you know if your application has been successful or if further information is required.

## Registration levels (Psychology)

This work area covers a range of psychometric assessments used in clinical practice and includes assessments related to mental health, mood, cognition, functioning, and neuropsychology. People registered in this area typically work as Clinical Psychologists, Neuropsychologists, Psychologists, or Occupational Therapists.

### Level A (Psychology)

We do not register people at this level.

### Level B (Psychology)

Users at this level are expected to have completed, at a minimum, a Bachelor's degree in either Psychology or Occupational Therapy. Users must have completed advanced (third year university or higher) coursework in Psychometric theory and administration.

Assessments available at this level include behaviour and functioning checklists, and screening tools related to mood and health concerns such as anxiety, depression, and trauma.

### Level C (Psychology)

Users at this level are expected to have a deep understanding of psychology, especially in their area of practice, and have extensive training in the use and interpretation of complex psychometric assessments. Users at this level are likely to be registered with the NZ Psychologists Board and should have, in addition to an appropriate Bachelor's degree, postgraduate qualifications in an area of Psychology. Users must have completed advanced coursework (third year university or higher) in Psychometric theory and Personality/Abnormal Psychology.

Registered Clinical Psychologists and Neuropsychologists with a current Annual Practising Certificate (APC) automatically meet the requirements for a Level C (Psychology) registration and only have to submit a copy of their APC when registering with us.

Assessments available at this level include those relating to cognition, neuropsychology, personality, and psychopathology.

## Registration levels (Psychology)

### Psychometric assessment and Personality papers

It is important that users looking to purchase our psychometric assessments have an understanding of the theory that underpins them. People looking to register within the Psychology work area who are not Board registered Clinical or Neuropsychologists need to send in their academic transcripts to show they have training around the use of psychological assessment.

The following list is of New Zealand courses that meet these requirements and is intended as a guide only. It is not meant to be prescriptive or exhaustive. Registration is granted on an individual basis and is dependent upon broader academic qualifications and experience. Completion of the papers listed here does not guarantee that registration will be granted. Please refer to the full requirements for a Level B or C (Psychology) registration on the previous page.

Educational assessment users have different requirements and do not have to worry about the courses on this page. However, educators looking to do the SPELD NZ or LDANZ Assessor training can use this list as a guide for completing coursework as preparation for entry into their training. Only SPELD NZ or LDANZ can guarantee entry into their courses and we highly recommend that you confirm with them before enrolling in any training. Any questions about the entry requirements for SPELD NZ or LDANZ Assessor training should be discussed with SPELD NZ or LDANZ rather than NZCER.

Tertiary Institution	Psychometric Theory	Personality Theory
<b>Massey University</b>	175.306 Assessment of Individual Differences	175.302 Abnormal and Therapeutic Psychology
	256.754 Assessment in Educational Psychology (Postgraduate)	249.744 Understanding Learners with Behaviour Difficulties (Postgraduate)
<b>Waikato University</b>	PSYC337 Psychological Measurement	PSYC338 Abnormal Psychology
<b>Victoria University of Wellington</b>	EPSY514 Educational Psychology Assessment (Postgraduate)	PSYC404 Abnormal Psychology (Postgraduate)
	FPSY420 Introduction to Clinical Psychology for Forensic Practitioners (Postgraduate)	
<b>University of Canterbury</b>	PSYC642 Psychometric Assessment Methods (Postgraduate)	PSYC335 Abnormal Psychology

## Registration levels (Education)

This work area covers a range of specialist assessments used in the education sector. These assessments include specialist literacy and numeracy assessments, behaviour checklists, full battery psychometrics, and assessments relating to specific learning difficulties. People registered in this area typically work as RTLBs, RTLits, Speech Language Therapists, SPELD Assessors, LDANZ Assessors, or Educational Psychologists.

### Level A (Education)

Users at this level are expected to have, at minimum, a Bachelor's degree in Education, Teaching (or similar) with knowledge of educational assessment administration and interpretation.

Registered teachers automatically qualify for this registration level.

Assessments available at this level include group tests of achievement and some individually administered reading assessments.

### Level B (Education)

Users at this level are expected to have knowledge and training in specialised areas of education such as literacy, learning and behaviour, or speech-language therapy. This includes a full qualification in your area of practice with coursework/training in assessments appropriate to your specialisation.

RTLBs with a PGDip in Specialist Teaching (Learning & Behaviour) automatically meet the requirements for this registration level.

Speech Language Therapists who are full members of the NZSTA automatically meet the requirements for this registration level.

Assessments available at this level are those commonly used by specialist teachers, including behaviour checklists, specialised literacy and numeracy assessments, and assessments used in the management of specific learning difficulties. A wide range of speech/language assessments are also available at this level.

### Level C (Education)

Users at this level are expected to have extensive knowledge of the application of psychological knowledge to areas of learning and development, including training and experience with complex psychometric assessments. In addition to undergraduate qualifications in either Psychology or Education, users are expected to have, at minimum, post-graduate training in Educational Psychology, including courses on Psychometric theory and Personality/Abnormal Psychology.

Users at this level must be registered Educational Psychologists, current SPELD NZ Assessors, or current LDANZ Assessors to ensure ongoing supervision.

Registered Educational Psychologists with a current Annual Practising Certificate (APC) automatically meet the requirements for a Level C (Education) registration and only have to submit a copy of their APC when registering with us.

SPELD NZ and LDANZ give us regular updates of their current Assessors. We refer to this list when approving sales of the WJ-IV and its components to SPELD NZ or LDANZ Assessors. Questions about the Assessor training and its entry requirements should be discussed with either organisation respectively. Educators looking to move into this area may like to refer to the course table on the previous page.

Assessments available at this level include full battery assessments such as the WJ-IV and SB-5.

## Registration levels (Human Resources)

This work area covers assessments used in career guidance and development, recruiting, and organisational development. People registered in this area typically work in career guidance, HR management or recruitment, or as Organisational Psychologists .

### Level A (Human Resources)

Users at this level are expected to have a Diploma in Career Guidance (or similar) and have an understanding of test administration and interpretation for assessments used in this area.

### Level B (Human Resources)

Users at this level are expected to have knowledge in areas related to career counselling, recruitment, professional development, or human resources/management structures. A Bachelor's degree in an area related to this is required.

### Level C (Human Resources)

Users at this level are expected to have extensive knowledge of industrial/organisational psychology and must have a post-graduate qualification in this area that includes coursework in the use of psychological assessment.

Chartered Organisational Psychologists with a current Annual Practising Certificate (APC) automatically meet the requirements for a Level C (Human Resources) registration and only have to submit a copy of their APC and proof they are chartered when registering with us.

## Additional Certifications

A few of the assessments we sell have specific training available and users who would usually fall outside of our registration system can be eligible to purchase the following specific assessments only provided they have completed formal training in their use.

### ADOS-2

As paediatricians and most other doctors fall outside the scope of our registration system we can instead certify users to purchase the ADOS-2 and its components who have completed formal training in the ADOS-2. You must submit proof of your successful completion of this training.

### Self-Directed Search (SDS)

Users registered outside of the Human Resources work area but with training in the SDS can add an SDS certification to their registration. You must submit proof of your successful completion of this training.

### Woodcock Johnson (WJ)

Some users may see a WJ certification attached to their registration level on our website. This is an historical designation to ensure everyone that we have approved to purchase the WJ-IV in the past may continue to purchase it without interruption. All Level C users are now expected to be capable of administering and interpreting a full battery psychometric assessment.



## Professional obligations

NZCER supplies tests only to an appropriately qualified person on the understanding that:

- Every precaution should be taken to ensure the confidentiality of tests and test scores.
- Access to test materials must be limited to qualified persons with a responsible, professional interest who agree to safeguard their use.
- Test users are asked to report the unauthorised use of tests and urged to protect the value of tests by keeping all components securely stored so they will not become available to unauthorised persons.
- NZCER's interpretation of the Privacy Act 1993 is that candidates are entitled to know, if they so request, all scores relating to their personal test performances. Our strong recommendation is that the release of test scores should be accompanied by sufficient interpretive detail to enable the client to understand the scores provided.
- Registered test purchasers are expected to purchase and use tests according to the following guidelines:
  - The Code of Ethics for Psychologists Working in Aotearoa New Zealand 2002
  - Guidelines on the use of Psychometric Tests, prepared by the New Zealand Psychologists board
  - The Treaty of Waitangi, Tiriti o Waitangi
- Approval to purchase may be withheld or withdrawn if there is any violation of these principles.

## Terms and Conditions

### Advice

NZCER Psychological Test Services (PTS) can provide general advice on the assessments we distribute but we do not provide clinical advice either verbally or via email, nor should content of our website be considered clinical advice.

It is the responsibility of test users to research and know their area of practice as well as ensuring they have the knowledge and training needed to administer and interpret the specific assessments they purchase.

### Registration

PTS is committed to accurate, professional and ethical assessment of individuals, and uses its registration process to help ensure assessments are only supplied to appropriately qualified test users.

PTS requires verification of qualifications prior to purchase. We reserve the right to amend and update our qualification requirements for registration to reflect current best practice and publisher requirements without prior written notice.

PTS registrations are not granted in perpetuity and we reserve the right to review your registration level and amend it if our requirements change.

Advice provided to individuals seeking registration about further training is provided in good faith. PTS does not guarantee registration as a result of completing any training course and applicants need to consider this before undertaking any training.

Our registration process is used for internal purposes only. Our registrations are not qualifications and should not be represented as such.

### Test use

Test users are responsible for using any products purchased in accordance with NZCER's Professional Obligations of Test Users. Failure to do so may result in the loss of your registration.

Products are intended to be used as tools in the overall assessment process and are not intended to be used alone or to replace the test user's professional judgement.

### Sales

Items worth less than \$1000 may be returned for credit within 30 days to our physical address and in original condition. Items that have been opened or are worth over \$1000 are not eligible for return unless they arrived damaged or defective in some way.

NZCER reserves the right to amend pricing at any time without prior written notice. The most up-to-date prices will be listed on NZCER's website.

Products distributed by PTS are protected by copyright and trademark. Printing or reproducing copyright-protected materials or content, including reproduction of test items, scales, scoring mechanisms, manuals, or other content, is strictly prohibited.

### Test library

Test manuals are available to borrow from the PTS Test Library. Test manuals are supplied for perusal only and are subject to all provisions of copyright.

We provide these materials free of charge on the understanding that you wish to evaluate the materials to assess their suitability prior to purchase, and that they will not be administered on a personal or professional basis of any kind.

The test library loan period is for three weeks only. If manuals are not returned within three weeks NZCER reserves the right to charge the borrower the full cost of replacement.

### Privacy

NZCER stores copies of any information and/or documents sent to us as part of the registration process for archival purposes. We also retain personal purchasing and financial information for internal reporting. This data is only to be used by NZCER staff, and will never be shared with any third-party without prior permission.

### Modification of Terms and Conditions

We reserve the right to modify, amend, alter or update these terms and conditions at any time. We encourage you to view this page periodically to review our most current Terms and Conditions.