

The SPA logo features the letters 'SPA' in a bold, yellow, sans-serif font with a slight glow effect, set against a dark blue rectangular background.

Society for Personality Assessment  
since 1938

# PROFICIENCY IN PERSONALITY ASSESSMENT

## PART II: THE APPLICATION & RECOGNITION PROCESS

# Application Process

## HOW TO APPLY

- Complete the application form online
- Pay the application fee
- Upload the necessary documentation
- See Application Guidelines on the SPA website:  
<http://www.personality.org/about/proficiency-application/>

## PROFICIENCY COST

- The application costs \$150 and can be paid by credit card.
- The fee is used to offset the considerable costs associated with administering the proficiency recognition process, such as those associated with maintaining an on-line data base of proficient practitioners.
- Fees will also help support future proficiency related trainings offered by SPA.

## APPLICANT CATEGORIES

There are several categories of applicants:

1. ABAP Diplomates
2. SPA Fellows
3. Psychologists with >5 years experience
4. Psychologists with <5 years experience

## APPLICATION DOCUMENTATION

Documentation requirements varies depending on the applicant category, but in general includes:

1. Completed application form
2. Current Curriculum Vitae
3. De-Identified assessment report with testing data (Non ABAP Diplomates or SPA Fellows)
4. Psychologist Statement (Psychologists with <5 years experience)

**PLEASE REVIEW THE APPLICATION GUIDELINES CAREFULLY**

# Review and Recognition Process

## REVIEW PROCESS OVERVIEW

- Application materials, including written reports, are reviewed by 3 psychologists who have been recognized as Proficient and are either ABAP Diplomates and/or SPA Fellows .
- A Report Review Form is used to rate reports to determine whether applicants meet or do not meet proficiency.
- Applicants who meet proficiency based on review are endorsed to the SPA Board of Trustees for approval of recognition.
- Those recognized as proficient receive a formal certificate and their names are listed on the SPA website (with their permission).

## REPORT REVIEW FORM

The Proficiency Report Review Form was developed by SPA and is available on the SPA website.

The form is comprised of 5 areas:

1. Comprehensiveness
2. Integration
3. Validity
4. Client-Centered
5. Overall Writing

## REPORT REVIEW FORM CONTINUED

- Each area includes several criteria items.
- Reviewers rate each item as meeting or not meeting proficiency.
- Certain criteria are considered as critical items. Applicants must be rated as proficient on those items in order to meet overall proficiency.

## REPORT REVIEW FORM CONTINUED

- We encourage assessment instructors and supervisors to consider the proficiency report review form as a training resource with students and trainees.

I have found the Proficiency Report Review Form to be an important and valuable tool in working with graduate students, psychology interns and postdoctoral fellows to identify their proficiency areas and training needs in assessment. The Proficiency Report Review Form provides the organization to conduct a comprehensive review in a timely and effective manner.

Robert Archer  
East Virginia Medical School  
SPA President Elect

## NOT MEETING PROFICIENCY

- There are no formal ramifications for not being recognized as proficient in personality assessment.
- Feedback provided in the decision letter can help you understand areas where your assessment skills may be enhanced to bring you closer to proficiency, and improve your practice in this area.
- We encourage those not recognized to consider and utilize the recommendations provided in the decision letter. Psychologists are encouraged to re-apply for the proficiency at a later time.

## PROFICIENCY RENEWAL

- The proficiency needs to be renewed every 5 years to ensure psychologists are up to date with current assessment measures and their skill set.

Being recognized as proficient in personality assessment provides evidence of psychologists' systematic and accurate methods of evaluation to guide consequential decisions. This is a very positive step toward authenticating the effectiveness of our professional work. I highly encourage current and future assessment practitioners to pursue this course.

Radhika Krishnamurthy

Clinical Psychology Professor, Florida Institute of Technology

## RESOURCE AND LINKS

- Please visit the SPA website for additional information including an overview of the proficiency, who qualifies, and the recognition process: <http://www.personality.org/about/proficiency-application/>
- You can also contact the SPA Proficiency Coordinator at: [proficiency@spaonline.org](mailto:proficiency@spaonline.org)

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