



## **USER QUALIFICATION GUIDELINES**

Due to the sensitive nature of psychological testing and assessment materials, the PAN Group has established test user qualification guidelines that restrict the sale and distribution of our testing products. The PAN Group will provide these instruments to those professionals who provide us with credentials regarding licensure, education, training and experience, and/or affiliation that supports the professional's stated ability to use the materials for their intended purposes, as follows:

### **A. For North America**

#### **Level 3 Definition**

- A Master's degree or higher in psychology (e.g., clinical, counseling, school), education, or a closely related field (e.g., human resources management, training and development, public administration, criminal justice), plus
- Relevant graduate-level coursework in Tests and Measurement, or completion of a PAN Group-approved advanced specialty certification workshop in Tests and Measurements, plus
- ONE of the following: (1) Licensure to practice psychology independently, (2) Current membership in the American Psychological Association or comparable professional association that promotes ethical and competent test use in a clinical, counseling, and/or public safety settings, (3) At least 1 year of supervised experience in administering, scoring, and interpreting clinical diagnostic tests from a qualified professional, or (4) Proof of being granted the right to administer tests at this level in a particular jurisdiction (e.g., a certified letter from a qualified regulatory agency or association).

Meeting these requirements qualifies an individual to be a Level 3 assessment user.

#### **Level 2 Definition**

- A Master's degree or higher in psychology, counseling, social work, education, human resources, or a closely related field (e.g., business administration, training and development, public administration, criminal justice), plus
- Relevant graduate-level coursework in Tests and Measurement, OR successful completion of a PAN Group-approved standard certification workshop on the proper use of Level 2 diagnostic, personality, and ability tests.

Meeting these requirements qualifies an individual to be a Level 2 assessment user.

#### **Level 1 Definition**

- Training and experience as specified for a particular Level 1 assessment reports. Training can be provided through instructional manuals provided with the assessment. Experience can be attested to by a supervisor or qualified consultant who has observed proper on-the-job Level 1 assessment report use.
- Specific workshops are not required, although participation in a PAN Group-approved workshop is recommended. Level 1 assessment reports typically include very basic test reports that require limited training and the reports typically do not include psychometric scores.

In establishing these dual track qualifications, the PAN Group made every attempt to reflect the intent of the ethical guidelines established by the American Psychological Association, the Association of Test Publishers, and the American Counseling Association, as well as those published in the Standards for Educational and Psychological Testing (AERA, APA, NCME) along with the Society for Industrial and Organizational Psychology's (SIOP) Principles of the Validation and Use of Personnel Selection Procedures. With respect to HR assessments, relevant professional standards that cut across the entire HR value chain (e.g., from recruitment to selection to development to retirement) need to be considered (e.g., both the American and the Canadian Societies for Training and Development).



## **B. For the UK and Europe**

### **(i) The 16pf instrument:**

Psychologists may be eligible to use the 16pf® instrument without undertaking further training:

#### **- The 16pf Open Access Policy for Psychologists:**

In the UK and the rest of Europe you will need to hold a Master's Degree in Occupational Psychology or higher (or an equivalent) that includes thorough training in Psychometrics, you are able to register to purchase 16pf materials without completing 16pf training:

- Individuals holding a Masters Degree in Occupational Psychology or higher (or an equivalent) that includes training in psychometrics are able to register to purchase 16pf restricted materials from the PAN Group or its distributors without completing the 16pf qualification training;
- A purchase of the 16pf Manual is required and enables a psychologist to understand the properties of the 16pf instrument, its concepts, construction, scale meanings, normative basis and appropriate application;
- The PAN Group and its 16pf training partners recommend that European psychologists undertake PAN Group-approved training in the 16pf instrument, which we believe will enhance their professional use of the tool. However, this training is not obligatory for those who meet the educational standards set out above;
- Psychologists based outside the territories where the PAN Group or 16pf training partners offer training are encouraged (but not required) to complete a self-study 16pf qualification training.

#### **- The 16pf Access Policy for Non-psychologists:**

Individuals who do not meet the above specified criteria may gain authorization to purchase and use the 16pf instrument by attending a PAN Group-approved training in the 16pf instrument, offered by the PAN Group or its training partners.

### **(ii) Other Tests:**

These will be dealt with under the Levels 1-3 Definitions as per the North America requirements in Section A above.

## **C. Other Jurisdiction Requirements**

In countries other than North America, UK and Europe, additional local requirements may apply and there could be restrictions depending on location.

If an individual meets the educational criteria to purchase without a training course, he/she will be asked to provide evidence of his/her degree and complete a qualification form.

**The user will also be required to purchase the tool manual** so that they understand the tools' properties: its concepts, construction, scale meanings, normative basis, and how it can be applied appropriately and professionally.

Please contact Customer Service for further information:

US and Canada: e-mail: [custserv@panpowered.com](mailto:custserv@panpowered.com) or telephone: 1-877-449-TEST

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