

Who are we?

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. In addition to our range, we can source other tests for specific needs. 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?

Registration with PTS allows you to purchase from our wide range of psychological tests. You also gain free access to our test library, where you may borrow the manuals of the tests we sell to review them before purchasing. A newsletter is distributed on a regular basis providing you with up to date information about latest test revisions, upcoming workshops, discounts, and information on highlighted products. You are also welcome to contact us at any time for independent advice and support.

Registration Levels

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 its required level. For example, the ASEBA 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/

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 relevant 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

Level A

Applicants must provide supporting documentation to demonstrate adequate knowledge of test administration and scoring, as well as knowledge in their area of practice.

Types of assessments available to Level A test users include:

- Standardised Tests of Achievement
- Diagnostic Tests of Achievement
- Standardised group tests of academic aptitude

Examples of users at this level include:

- Registered teachers
- H.R. recruiters

Level B

Test users at this level are expected to have a basic understanding of psychometric theory, as well as specialised knowledge in their area of practice.

Applicants need to have completed a Bachelor's degree in a field related to the area of test usage as well as a basic course in psychometric test administration and interpretation, such as a second or third year tertiary paper.

Types of assessments available to Level B test users include:

- Abilities tests
- Behaviour checklists

Examples of users at this level include:

- Careers Advisor
- Speech Language Therapist
- Occupational Therapist

Level C

Test users at this level are expected to have a broad base of knowledge and skills in the use of tests, with successful completion of a practical assessment of test use.

Applicants must provide supporting documentation demonstrating competence to administer and interpret tests across a wide range of conditions within their area of practice. Successful applicants need to have completed a Bachelor's degree in a field related to the area of test usage and **must** have completed an advanced course in psychometric assessment as well as an advanced course in personality/abnormal theory.

Types of assessments available to Level C test users include:

- Personality assessments
- Tests of general ability

Examples of users at this level include:

- Clinical Psychologists
- Educational Psychologists
- Organisational Psychologists

Registered **clinical psychologists** automatically meet the requirements for Level C (Psychology) and only have to submit a copy of their APC for approval.

Additional Certifications

A few of the assessments we sell require specific training and certification before purchasing. These certifications are added to your account.

Woodcock Johnson (WJ)

Users of the Woodcock Johnson must have completed specific workshop training in the use of this assessment, such as those offered through SPELD, before purchasing. We also expect users of this assessment to maintain association with an oversight body such as SPELD, LDANZ, or as a registered psychologist to ensure ongoing support and quality assurance in the use of this assessment.

Registered **clinical or educational psychologists** may be able to waive the specific training requirement if they have extensive experience with a similar assessment such as the WISC or the WAIS and can show that they will have regular supervision. This decision is made on a case-by-case basis. Please contact us for more information.

Self-Directed Search (SDS)

Users with qualifications in career guidance or career counselling will receive an SDS certification with their registration. This allows you to purchase the SDS without a Level B or higher registration.

MajorsPTI

Users are required to have some form of Type training (such as in the MBTI) before purchasing this assessment. Please note that NZCER no longer sells the MBTI.

Psychometric Assessment and Personality Papers

A minimum requirement for Level C registration with NZCER is to have completed third year psychology papers in psychometric and personality theory, in conjunction with a relevant degree in the field in which you are going to practice. These papers need to be full papers on the topic rather than partial coverage as part of another topic.

The following list is intended as a guide only and is not meant to be prescriptive or exhaustive. Registration is granted on an individual basis and is dependent upon academic qualifications and experience. Completion of the papers listed here does not guarantee that registration will be granted.

Tertiary Institution	Psychometric Theory	Personality Theory
Open Polytechnic of NZ	73325 Psychological Assessment	73326 Personality and Individual Differences
Massey University	175.306 Assessment of Individual Differences	175.302 Abnormal and Therapeutic Psychology
Massey University (Ed Psych)	256.754 Assessment in Educational Psychology (Postgraduate)	249.744 Understanding Learners with Behaviour Difficulties (Postgraduate)
Waikato University	PSYC337 Psychological Measurement	PSYC338 Abnormal Psychology
University of Auckland	PSYCH718 Psychotherapeutic Assessment and Formulation (Postgraduate)	PSYCH207 Theories of Personality and Development
Victoria University of Wellington	EPSY514 Educational Psychology Assessment (Postgraduate) FPSY420 Introduction to Clinical Psychology for Forensic Practitioners (Postgraduate)	PSYC404 Abnormal Psychology (Postgraduate)
University of Canterbury	PSYC642 Psychometric Assessment Methods (Postgraduate)	PSYC335 Abnormal Psychology

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 Users 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 their 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.

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.

Test Use

It is the responsibility of test users to use 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

There is a minimum charge amount of \$10 on any sale.

Goods must be returned for credit within 30 days to our physical address and in original condition.

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.