**ACVREP RECERTIFICATION POINT CALCULATOR**

**COMS, CVRT, CLVT**

**APPLICANTS FOR RECERTIFICATION MUST ACCRUE 100 POINTS IN THE MOST RECENT FIVE YEARS AND SUBMIT AN ONLINE RECERTIFICATION APPLICATION IN ORDER TO RECERTIFY. POINTS MAY BE EARNED AS OUTLINED BELOW**

**CATEGORY 1: CONTINUING EDUCATION – MANDATORY MINIMUM OF 25 POINTS. However, all 100 points may be earned in this category**

**ACVREP Approved:**

Workshops, Seminars, Conferences 1 hour = 1 point

**Documentation Required**: signed certificate of completion stating hours earned uploaded into recertification tracker

**University/College Courses:**

I semester credit hour = 15 points

1 trimester credit hour = 14 points

1 quarter credit hour = 10 points

**Documentation Required:** university/college official transcript documenting course completion uploaded into recertification tracker

**University/College Continuing Education Unit (“CEU”)**

1 CEU equivalent to 10 contact hours = 10 points

**Documentation Required:** university/college offical transcript or university/college certificate of completion stating hours earned uploaded into recertification tracker

**CATEGORY 2: PROFESSIONAL EXPERIENCE – 50 HOURS MAXIMUM**

**In order to earn any points in this category you must have a minimum of 360 hours of Professional experience paid or as a volunteer as:**

* Direct service provider
* University/college BVI department professor/administrator
* University/college BVI internship supervisor
* Administrator in BVI services
* Consultant in BVI services

**Documentation Required:** Statement on agency, university/college letterhead stating the 360 hours has been met in the most recent 5 years and in what exact role uploaded into recertification tracker

* For direct service provider the role stated must verify the direct service hours for the certification for which you are applying
* For consultants: in lieu of a letter you may provide copies of contracts, paid invoices or equivalent evidence of the hours of completed work uploaded into recertification tracker

**CATEGORY 3: PUBLICATIONS AND PRESENTATIONS – 50 HOURS MAXIMUM**

**Editorials** = 2 points

**Documentation required:** copy of published editorial uploaded into recertification tracker

**Journal Articles**

* + Peer reviewed- original research = 25 points
  + Peer reviewed publication on practice = 20 points
  + Not peer reviewed = 5 points

**Documentation Required:** copy of article or journal providing evidence of whether or not peer reviewed uploaded into recertification tracker

**Peer Reviewer**

* Journal Article = 1 point per article
* Textbook = 5 points per chapter review

**Documentation required:** evidence from publisher for which peer review was done in the form of a signed letter on publisher’s letterhead uploaded into recertification tracker

**Newsletter**

* Article = 1 point
* Editing = 5 points per issue

**Documentation Required:** copy of the newsletter/link to newsletter uploaded into recertification tracker

**Textbook (Published)**

* Author = 50 points
* Chapter Author = 20 points
* Editor = 25 points

**Documentation Required:** index or other evidence of role uploaded into recertification tracker

**Published Review of Journal or Book** = 10 points

**Documentation Required:** copy of review/link to review uploaded into recertification tracker

**Published Research Abstract** = 2 points

**Documentation Required:** copy of abstract/link to abstract uploaded into recertification tracker

**Unpublished Completed Master’s/ Doctoral Thesis** = 50 points

**Documentation Required:** copy of thesis/link to thesis uploaded into recertification tracker

**Guest/Periodic Lecturing College/University Course**  = 2 points per hour

**Documentation Required: signed** letter from college/university on their letterhead stating number of hours of lecture uploaded into recertification tracker

**Presentation Professional Conference/CE Program** = 2 points per hour

**Documentation Required:** Signed letter or Certificate from conference or CE program provider evidencing your presentation date and hour(s) uploaded into recertification tracker

**CATEGORY 4: PROFESSIONAL SERVICES – 50 HOURS MAXIMUM**

**Local/National/International Organization Officer/Committee Chr.** = 10 points per year

**Documentation Required: signed** letter of organization letterhead stating the position and years of service verifying at least two meetings per year during years of service uploaded into recertification tracker

**Local/National/International Organization Board/Committee Member** = 10 points per year

**Documentation Required: signed** letter of organization letterhead stating the position and years of service verifying at least two meetings per year during years of service uploaded into recertification tracker

**ACVREP Subject Matter Expert Committee** = 2 points per hour

**Documentation Required:** email from ACVREP President verifying hours of service in most recent 5 years including subcommittee hours uploaded into recertification tracker

**Service on a Committee for Employer** = 2 points per year

**Documentation Required:** signed letter from Employer on letterhead evidencing years of service verifying at least 5 committee meetings per year during years of service uploaded into recertification tracker

**Onsite/Offsite Supervisor for Practicum or Internship**  = 0.25 points per hour