



Application for Borrower's Privileges

Name: \_\_\_\_\_

License/Certificate Type:

BCBA  CSPSP  LCPC  LPC  LPE  LCSW  MFT  Psychologist  Rehab  Sch. Couns.  Spec. Ed.

Number: \_\_\_\_\_ Other type(s) of license or certificate: \_\_\_\_\_

Work Affiliation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**This section to be completed by Instructors for USM students only.**

Course name and number in which student is currently enrolled: \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Assessment Center Policies:**

- The CEHD Assessment Center resources are available for use by USM's College of Education and Human Development students, faculty, and affiliated educators.
- In order to check out materials from the Assessment Center, this user application must be completed. Resources may be checked out by:
  - currently matriculated CEHD graduate students enrolled in a class for which Assessment Center materials are required and lab fees have been paid
  - Licensed or certified professionals who hold a Maine credential for use of the test(s) which they seek to borrow and who pay a per use fee of \$5.00 per protocol used.
- CEHD graduate students should confer with their instructors about specific tests for course assignments.
- Borrowers are responsible for checking all test materials before leaving the Assessment Center to ensure all test materials and needed protocols are included .
- Borrowers are expected to return materials with all the parts that were included when they were checked out, except used protocols.
- Borrowers will be charged the full replacement cost for any items missing from materials they borrow. In some cases, individual test parts cannot be purchased alone and the borrower will have to pay for an entire new kit.
- USM students who lose part or all of any Assessment Center material will be expected to pay the replacement cost before the end of the semester in which the loss was incurred. If the replacement cost is not paid by the end of the semester, a grade for the class for which the test was used will not be issued until the replacement fee is paid.

I have read the above policies and agree to abide by them.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY BELOW:

<input type="checkbox"/> Application approved and valid between these dates: _____ <input type="checkbox"/> Application denied for the following reason: _____
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