

**Upper NY Annual Conference
Application for Psychological Assessment**

Candidate's Name: _____

Mailing Address: _____

Phone Number(s): _____ E-Mail: _____

District: _____ Local Church: _____

I am anticipating my DCOM Certification Interview on or about (date): _____

Mentor's Name: _____

Mailing Address: _____

Phone Number(s): _____ E-Mail: _____

To the Candidate:

In applying for this assessment, I understand that the reports will be available to me and that they will be reviewed with me by a clinical interviewer. I also understand that all materials will remain the property of the Upper New York Annual Conference.

Candidate's Signature: _____

To the Mentor:

I have discussed the Psychological Assessment process with this candidate and believe s/he is ready for this step. I understand that the evaluation instruments will be sent to me and I agree to monitor the candidate's completion of them or arrange another suitable monitor.

Mentor's Signature: _____

**Send this application with a check for \$300 made payable to Upper NY Annual Conference
to: Rev Lynn Spence 13 Pleasant St, Clifton Springs NY 14432**

Upper New York Annual Conference Board of Ordained Ministry

Psychological Assessment Procedure

The Upper NY Annual Conference has entered into an agreement with Clergy Assessment Services to provide the psychological assessments required by The Book of Discipline paragraph 311.2.b. for a candidate to become certified. This process will include a battery of tests to be taken by the candidate with the mentor (or another monitor approved by the mentor), several personal references (on Clergy Assessment's form), and a debriefing interview with a Clinical Interviewer in your region of our conference. The process can take up to three or four months. ***The most common issue delaying the scoring of the package of materials is that the references have not been timely in returning their forms to Clergy Assessment Services.*** Therefore candidates are encouraged to follow up with their chosen references within a couple of weeks of the time when they submit their packets.

The contact person for all Psychological Assessments in the Upper NY Annual Conference is:

Rev. Lynn Spence
13 Pleasant St
Clifton Springs NY 14432
315-945-1095

PROCEDURES FOR OBTAINING THE REQUIRED PSYCHOLOGICAL ASSESSMENT

1. When both candidate and mentor agree the time is right, AND at least 90 days prior to the scheduled meeting with the District Committee on Ordained Ministry (DCOM) at which time the candidate is requesting Certified Candidate status, you must accomplish 2 tasks:
2. Order the packet using the online OCAS candidacy system
3. Download the "Psychological Assessment Application" form from the annual conference website (unyumc.org). On the UNYUMC homepage, click on "forms" and type "Psychological Assessment" into the browser box. Download the form and print it out.
4. Complete the Psychological Assessment Application form including signatures of both the mentor and the candidate. Mail the application along with a check for \$300 made payable to Upper NY Annual Conference to Rev. Lynn Spence, 13 Pleasant St, Clifton Springs NY 14432. This amount pays one half of the cost of the assessment with the conference Board of Ordained Ministry paying the other half. You are encouraged to ask your home church to help with this cost, especially if it might present a hardship for you. The process is not considered complete until your payment for ½ the total fee (\$300) is received by BOOM.
3. Your testing materials will be sent to your mentor who will contact you when s/he receives them to schedule a time for you to complete them. At that time, you will also be given several envelopes to address so that Clergy Assessment Service can supply reference questionnaires to specific categories of people who know you in differing settings. This material is a critical part of the whole assessment process.
4. Your mentor (or other testing monitor) will return the materials to Clergy Assessment Services and once your references have returned their completed forms, all will be reviewed and a report written and supplied to the regional clinical interviewer. You will then be contacted to make an appointment to review and respond to the results.
5. Following your meeting with the clinical interviewer, your results will be forwarded to the chair of your District Committee on Ordained Ministry for their use in evaluating you for Certified Candidate status. The report will remain in your DCOM file for later transfer to Board of Ordained Ministry if you pursue commissioning and ordination. If more than 5 years lapse before commissioning of ordination you will be required to update the Psychological assessment.