

AREA CERTIFICATION PROCESS

American Rehabilitation Economics Association

This informational document presupposes you have read the [Application Procedures](#) on the AREA website.

The required fees listed on the current Fee Schedule set by the Board of Directors and found in the Application Procedures must be included with the application materials. The application fee does not include the Professional membership fee for new members.

REGARDING CANDIDATE APPLICATION FOR EARNINGS ANALYST (“EA”) CREDENTIAL

Before applying for the EA credential, you must qualify and apply for Professional membership by completing the [Application for AREA Membership](#).

If you have been a Professional member for 2 or more years, you must provide as part of your Certification application *updated documentation* since your initial membership application was processed.

“EA” APPLICATION SUBMITTAL MUST INCLUDE:	Professional Member (< 1 year)	Professional Member (1-2 years)	Professional Member (2+ years)
1. Completed/signed Application for AREA Certification/Registry	Yes	Yes	Yes
2. Signed/witnessed Ethics Statement	No	Yes	Yes
3. Proof of Professional, Master’s or Doctoral degrees •• If you are a CPA, <i>current</i> proof of your active license ••			
a. Certificate copy	No	Any new/higher degree	Any new/higher degree
b. Official transcripts	Yes	Yes	Yes
4. <i>Current</i> Curriculum Vitae and Rule 26 testimony listing	If updates	Yes	Yes
5. Copies of all related certifications or licenses <i>and their expiration dates</i> Include at least 1 vocational certification (*if not previously submitted with membership app, unless you are an economic/financial consultant)	Vocational certification*	Yes	Yes
6. Three (3) recommendation letters from attorneys or judges documenting their opinions as to your professionalism/expertise	Yes	Yes	Yes

AREA prefers to receive items #1-6 via email to area@gasvcs.net. Alternate means by fax or mail.

7. Mail payment of non-refundable application fee by check or money order to “AREA” to PO Box 19941, San Diego, CA 92159. <i>Credit card payments are <u>not</u> accepted for this part of the application process.</i>	Yes	Yes	Yes
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After completing and passing the CEA/EA exam, as you progress toward the CEA credential, the following will be required within 4 years of passing the exam:

8. Two (2) forensic work products formally proffered to document your findings or opinions in legal proceedings in which wage loss and present value are assessed	Yes	Yes	Yes
• Refer to the “Guidelines for Work Samples” (beginning on page 5 of the Application Procedures) and Confidential Documents Preference Form .			

AREA prefers to receive item #8 via email to area@gasvcs.net. Alternate means by fax or mail. If you choose to mail item #8, you must include a completed [Confidential Documents Preference Form](#) and postage-paid envelopes, if applicable.

REGARDING CANDIDATE APPLICATION FOR CERTIFIED EARNINGS ANALYST (“CEA”) CREDENTIAL

Before applying for the CEA credential, you must qualify and apply for Professional membership by completing the [Application for AREA Membership](#).

If you have been a Professional member for 2 or more years, you must provide as part of your Certification application *updated documentation* since your initial membership application was processed.

“CEA” APPLICATION SUBMITTAL MUST INCLUDE:	Professional Member (< 1 year)	Professional Member (1-2 years)	Professional Member (2+ years)
1. Completed/signed Application for AREA Certification/Registry	Yes	Yes	Yes
2. Signed/witnessed Ethics Statement	No	Yes	Yes
3. Proof of Professional, Master’s or Doctoral degrees • <i>If you are a CPA, current proof of your active license •</i>			
a. Certificate copy	No	Any new/higher degree	Any new/higher degree
b. Official transcripts	Yes	Yes	Yes
4. <i>Current Curriculum Vitae and Rule 26 testimony listing</i>	If updates	Yes	Yes
5. Copies of all related certifications or licenses <i>and their expiration dates</i> Include at least 1 vocational certification (*if not previously submitted with membership app, unless you are an economic/financial consultant)	Vocational certification*	Yes	Yes
6. Three (3) recommendation letters from attorneys or judges documenting their opinions as to your courtroom expertise	Yes	Yes	Yes
7. Two (2) forensic work products formally proffered to document your findings or opinions in legal proceedings (including as relates to present value) • Refer to the “Guidelines for Work Samples” (beginning on page 5 of the Application Procedures) and Confidential Documents Preference Form .	Yes	Yes	Yes
8. Mail payment of non-refundable application fee by check or money order to “AREA” to PO Box 19941, San Diego, CA 92159. <i>Credit card payments are not accepted for this part of the application process.</i>	Yes	Yes	Yes

APPLICATION REVIEW PROCESS

The entire EA/CEA certification process will remain “blind,” in all respects, and at all times, even upon completion of the examination process. Your name will remain known only to AREA’s Certification Chair and Secretary/Treasurer, never to the reviewers, and the names of the reviewers will never be made known to you.

Once your application materials are received by the Secretary/Treasurer and found to be complete, they will be forwarded to the Certification Chair who will review your background information and decide whether you are qualified to sit for the CEA/EA examination. If the decision is unclear, the Certification Chair may request a second opinion of another Certified Member.

Upon negative review, the Certification Chair will contact you and ask for additional materials to support the CEA application process and/or suggest that you apply for an FVE or RFE registry at that time. **Upon positive review**, you will be contacted to discuss the date and location of the exam.

EXAM ARRANGEMENTS

If you are to take the exam at the Annual Conference, you will be advised of the date and time the exam will be administered so you can plan your schedule accordingly.

If the exam is to be taken at a remote location (other than at the Conference), the Certification Chair will provide you with the requirements of an appropriate proctor. You will take steps to identify and arrange for a university proctor or a current CEA member, and then the Certification Chair will contact them to affirm their willingness to proctor your examination. You are responsible for payment of any and all fees charged by the proctor.

The Chair will then notify the Secretary/Treasurer of the Proctor's name, address, phone number and date the exam is to be sent. The exam shall be sent overnight mail to the Proctor with instructions to return the exam to the AREA office within four (4) days.

SPECIFICS ABOUT THE CEA/EA EXAM

The CEA/EA exam is an analytical problem which replicates the process and report the examinee would be required to generate as a forensic vocational/financial/economic expert. The exam typically takes 6-8 hours; however, it is not a timed exam and you may take as long as necessary to complete it. However, if you are not finished with the exam within the allotted time on the first day, the exam and any related work papers must be turned in to the proctor at the end of the first day and will not be returned to you until the beginning of the second day to resume work. You must not sign your name to any of the documents, including your notes. You are to be identified only by an exam number which may be put on your notes if you so desire. When completely finished, the exam should be turned into the proctor, along with all notes and the finished report.

You should come to the exam location prepared with:

- Your own testing materials (paper, pencils/pens, etc.)
- A handheld calculator
- Any paper texts (reference materials) you would typically use in your work

CORE COMPETENCIES THE CEA/EA EXAM IS DESIGNED TO MEASURE

Forensic Economic Core Competencies:

- Determining the lost and mitigation earnings for a Plaintiff
- Growing lost and mitigation earnings to future value and discounting future earnings to present value
- Discussing the methodology chosen for growth and discount rates (e.g., real, nominal, net discount rate)
- Valuation of lost and mitigation fringe benefits for the Plaintiff (if appropriate)
- Determining the duration of the loss (a specified period, to work life expectancy, or to life expectancy) and the appropriate source used to measure the duration of the loss

Vocational Rehabilitation Core Competencies:

- Determining relevance and sufficiency of Plaintiff-specific information (*i.e.*, functional capacity) relative to assessment of future earning capacity
- Developing framework for applying conclusions or assumptions as to Plaintiff's post-injury *work* and earnings
- Determining appropriateness of household services loss assessment in light of case specific information
- Identifying appropriate data sources and rationales, for determining post-injury work, earnings, fringe benefits, and household services (and their value)

Overall, it is important that the CEA candidate demonstrate the ability to explain, and defend, his or her calculations of lost and mitigation earnings, estimate of the duration of loss, determination of the post-injury functional limitations of the Plaintiff that affect future job choice and earning capacity, and the sources s/he would consult and the methodologies s/he would use to determine the foregoing.

PREPARING FOR THE CEA/EA EXAM

Areas of the examination related to Forensic Economics:

You will need to calculate, and defend, an annual lost earnings rate used for the Plaintiff.

You will need to grow lost earnings to future value and discount them to present value, defend your choice of growth and discount rates chosen, and demonstrate knowledge of appropriate methodologies used to determine growth and discount rates.

You will need to value lost fringe benefits, if appropriate, and identify appropriate sources for such.

You will need to determine if it is appropriate to value lost household services, and, if so, demonstrate how to calculate this loss and cite sources used for this calculation.

Areas of the examination related to Vocational Rehabilitation:

You will be required to determine relevance and sufficiency of Plaintiff-specific information (*i.e.*, functional capacity) relative to assessment of future earning capacity.

You will need to develop a framework for applying your conclusions or assumptions as to Plaintiff's post-injury work and earnings.

You will need to determine the appropriateness of household services loss assessment in light of case specific information.

You will need to identify appropriate data sources and rationales, for determining post-injury work, earnings, fringe benefits, and household services (and their value).

EXAM REVIEW, SCORING AND NOTIFICATION

Once you have completed your exam and it has been returned to the AREA office, a number of AREA Certified Members will be identified to review and score your exam for return within thirty (30) days. Once again, this is a blind process ... the reviewers won't know who you are and you won't know who they are. Upon return of the exam and completed score sheet from the reviewers, only the score sheets will be forwarded to the Certification Chair for review and final approval or disapproval, depending upon the results of the score sheet data. The score sheets will then be returned to the office for proper handling, along with your exam and exam notes.

The Certification Chair will then notify you of the results, commenting on any areas of weakness noted by the reviewers that require your attention. In the event you fail the exam, the Chair will discuss with you necessary educational assistance, including suggesting several possible avenues. You will also be able to retake the exam at a 50% discount within the next twelve (12) months.

At the end of the process, any hard copies of work products you submitted with your application will be destroyed or returned in the postage-paid envelopes you provide, as so directed on your [Confidential Documents Preference Form](#). Electronic copies of work products will also be destroyed.