

The background of the top half of the image features a pattern of hexagons in teal, red, and grey. A large red hexagon in the center contains the word "UMCARES" in white. To its right, the text "United Methodist Candidate and Reco" is partially visible in a reddish-brown color.

UMCARES

United Methodist Candidate and Reco



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

UMCARES

Psychological Assessment
Process and Ministerial
Assessment Specialist
Review Portal

The logo for UMCARES, featuring the word "UMCARES" in white capital letters inside a red hexagon. The background of the slide header is decorated with a pattern of teal and grey hexagons, some of which are outlined in teal.

UMCARES

United Methodist Candidate and Record Entry System



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

The Psychological Assessment Process

The logo for UMCARES, featuring the word "UMCARES" in white capital letters inside a red hexagon.

United Methodist Candidate and Record Entry System



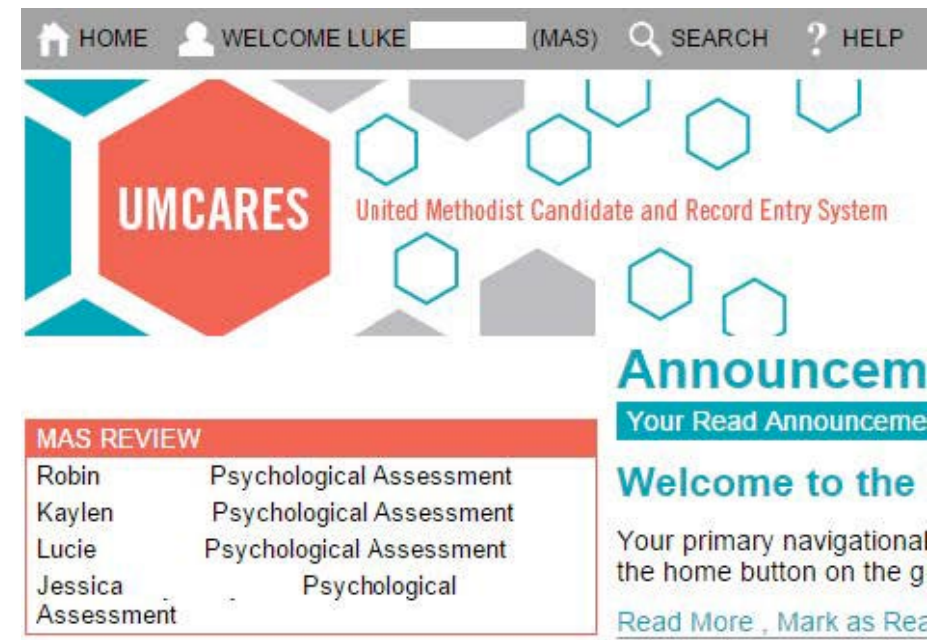
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General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

UMCARES Psychological Assessment Track

- Candidates complete the entire psychological assessment battery provided by GBHEM online
- Completed assessment materials are accessed through the MAS Review portal

A screenshot of the UMCARES website interface. The top navigation bar includes links for HOME, WELCOME LUKE (MAS), SEARCH, and HELP. The main header features the UMCARES logo and the text "United Methodist Candidate and Record Entry System". Below the header, there is a section titled "Announcement" with the text "Your Read Announcement". To the left of the announcement, there is a table titled "MAS REVIEW" listing candidates and their assessment status.

MAS REVIEW	
Robin	Psychological Assessment
Kaylen	Psychological Assessment
Lucie	Psychological Assessment
Jessica	Psychological
Assessment	

Below the announcement, there is a section titled "Welcome to the" followed by the text "Your primary navigational the home button on the g" and a link "Read More , Mark as Read".

The Process

MAS selected

Release of Information,
PDI, and references
submitted by candidate

Mentor request
assessment packet and
downloads instructions

GBHEM emails
assessment packet to
assigned mentor

Proctor meets with
candidate and
administers the MMPI-2,
Incomplete Sentences,
and 16PF

GBHEM scores MMPI-2
and 16PF and uploads
reports into UMCARES

GBHEM marks battery
complete

MAS is notified by
UMCARES that materials
are ready

MAS schedules interview
with candidate

MAS marks review as
complete

The Process Timeline

Requested assessment materials sent to mentor

• 2-3 days

Scored reports uploaded into UMCARES once assessment is complete

• 3-5 days

Notice that materials are ready for review after being uploaded into UCMARES

• Same day

Assigning a MAS

The first step of the psychological assessment process is for a Ministerial Assessment Specialist (MAS) to be assigned to the review.

The MAS is notified that they have been assigned to a new review.

Steps



MAS Selection

Status: Complete as of Wednesday, September 23, 2015

Responsible: Assigned User



Please select the working MAS



Release of Information

Status: Complete as of Wednesday, September 23, 2015

Responsible: Assigned User



This is the authorization for



Personal Data Inventory

Status: Complete as of Wednesday, September 23, 2015

Responsible: Assigned User



Prerequisites Required: Release of Information

The Personal Data Inventory



Personal/Professional References

Status: Complete as of Wednesday, July 08, 2015

Responsible: Assigned User



Prerequisites Required: Personal Data Inventory, MAS Selection

The recommendation forms are a necessary part of the assessment



An asterisk indicates a required field.

Resubmit option included, allowing you to resubmit changes. **ONLY RESUBMIT IF NEEDED.**

WARNING: RESET DELETES THE SELECTED FORMS ENTRIES AND SELECTIONS. THIS CANNOT BE UNDONE.

Assign MAS*

Wind, Brian

Select Ministerial Assessment Specialist

Stott, Nancy

Tyson, Deborah

Wind, Brian

Print Resubmit Reset

Release of Information

Steps

MAS Selection
 Status: Complete as of Wednesday, September 23, 2015
 Responsible: Assigned User
 Please select the working MAS

Release of Information
 Status: Complete as of Wednesday, July 08, 2015
 Responsible: Assigned User
 This is the authorization to release of information for

Personal Data Inventory
 Status: Complete as of Wednesday, July 08, 2015
 Responsible: Assigned User
 Prerequisites Required: Release of Information, MAS Selection
 The Personal Data Inventory, developed by the Adv

Personal/Professional References
 Status: Complete as of Wednesday, July 08, 2015
 Responsible: Assigned User
 Prerequisites Required: Personal Data Inventory, MAS Selection
 The recommendation forms are a necessary part of the asses

Candidate for Ministry

Name of Applicant*	[REDACTED]
Permanent Address of Applicant*	[REDACTED], TN 37072
Current Address if Different from Above	
Phone One*	(615) [REDACTED]
Phone Two	(615) [REDACTED]
Email*	[REDACTED]@hotmail.com

Notice to Candidate

Information gained in the course of the Process of Evaluation for ministry belongs to the Annual Conference. The examiner is a representative of the Annual Conference, not the examiner, controls whether you, as a candidate will have access to this information. Some Annual Conferences may have a policy that allows a candidate to request a review of this information at the next Annual Conference; and some, at no time. You are encouraged to clarify this issue with your Annual Conference.

1. I understand that the Process of Evaluation for ministry includes a psychological assessment. I understand that at the conclusion of the examination, observations, or recommendations by a mental health professional conducting the examination.

Before beginning the psychological assessment battery the candidate must complete the Release of Information

Personal Data Inventory (PDI)

Candidates are encouraged to read through the instructions and gather the appropriate information before starting the PDI.

NOTE: The form is long.
Candidates should quick save often.

Steps



MAS Selection

Status: Complete as of Wednesday, September 23, 2015
Responsible: Assigned User



Please select the working MAS



Release of Information

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



This is the authorization for release of information form.



Personal Data Inventory

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



Prerequisites Required: Release of Information, MAS Selection
The Personal Data Inventory, developed by the Advisory



Personal/Professional References

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



Prerequisites Required: Personal Data Inventory, MAS Selection
The recommendation forms are a necessary part of the asses

EMOTIONAL HEALTH INFORMATION

Rate your emotional health (circle one) Good

Have you ever been treated or seen by a counselor or psychiatrist? Yes

If yes, how many sessions? Less than 12 From To

If yes, nature of problem(s) Marital problems

Have you ever been prescribed medication for depression, anxiety or other mental health condition? Yes

LEGAL


Have you ever been:

Accused of sexual harassment? No If yes, explain

Formally charged with sexual harassment? No If yes, explain

Zip

Cell Phone

 Quick Save

Reference Request Form

Candidates provide four personal or professional references and complete a self-assessment.

The references are not letters of recommendations but a form to be completed online.

Steps



MAS Selection

Status: Complete as of Wednesday, September 2, 2015
Responsible: Assigned User



Please select the working MAS



Release of Information

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



This is the authorization for release of information



Personal Data Inventory

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



Prerequisites Required: Release of Information, The Personal Data Inventory, developed by



Personal/Professional References

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



Prerequisites Required: Personal Data Inventory, The recommendation forms are a necessary part of the assessment

Candidate Self Reference

Name* Fake Candidate Email* Send/Resend Email ☒

Reference One

Name* Email* Send/Resend Email ☒

Reference Two

Name* Email* Send/Resend Email ☒

Reference Three

Name* Email* Send/Resend Email ☒






Reference Four

Name* Email* Send/Resend Email ☒

Assessment Packet Request

The Request Assessment Materials step is how the mentor requests access links from the Candidacy Office.

The access links no longer expire.

	Request Assessment Materials Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: Personal Data Inventory, MAS Selection Forms: 1 Assessment Materials
	Monitors Agreement Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: MAS Selection, Release of Information, Request Assessment Materials Must be completed by the monitor/proctor
	Incomplete Sentences Blank / Oraciones Incompletas Status: Not Started as of Friday, October 05, 2018 Responsible: Assigned User Prerequisites Required: Monitors Agreement A standard form developed by the NATIONAL TASK FORCE ON PSYCHOLOGICAL TESTING The United Methodist Church. THIS FORM MUST BE COMPLETED IN THE PRESENCE OF MONITORED SITUATION.
	Monitors Testing Situation Report Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Must be completed by the monitor/proctor.
	MAS Review Responsible: MAS - Fake MAS

Assessment Packet Request Cont.

The Responsible Mentor is the mentor who will be proctoring the assessment.

This field indicates which mentor should receive the assessment materials.

Details

Please choose the mentor/proctor that is to receive the assessment materials and the preferred language of the assessments and then click submit.

Scroll down to the assist files section of the screen to open (download) the assessment instructions and additional documents needed on the test day.

Form

An asterisk indicates a required field.

This form **DOES NOT** allow for changes once submitted so verify your information.

Select Responsible Mentor*



Select Candidacy Mentor *

Select Packet Language*

☐ English ☐ Spanish

An asterisk indicates a required field.

This form **DOES NOT** allow for changes once submitted so verify your information.

 Print  Reset

Downloading Assessment Instructions

The proctor can download the assessment instructions from the Request Assessment Materials Step by clicking Open under the Assist Files.

Assist Files

GBHEM Assessment Instructions - Digital

Open

Click Open to download application/pdf file.
Added by Sarah Ibarra-Scurr - Dec 8 2017 10:36AM

Monitor's Agreement

Proctors should not complete the Monitor's Agreement until they are ready to start the assessment.

Request Assessment Materials
 Status: Not Started as of Friday, October 05, 2018
 Responsible: Candidacy Mentor
 Prerequisites Required: Personal Data Inventory, MAS Selection
 Forms: 1
 Assessment Materials

Monitors Agreement
 Status: Not Started as of Friday, October 05, 2018
 Responsible: Candidacy Mentor
 Prerequisites Required: MAS Selection, Release of Information
 Must be completed by the monitor/proctor

Incomplete Sentences Blank / Oraciones Incompletas
 Status: Not Started as of Friday, October 05, 2018
 Responsible: Assigned User
 Prerequisites Required: Monitors Agreement
 A standard form developed by the NATIONAL TASK FORCE for the United Methodist Church. THIS FORM MUST BE COMPLETED BY THE MONITOR/PROCTOR.

Monitors Testing Situation Report
 Status: Not Started as of Friday, October 05, 2018
 Responsible: Candidacy Mentor
 Must be completed by the monitor/proctor.

MAS Review
 Responsible: MAS - Fake MAS

MONITOR'S AGREEMENT –

MUST BE COMPLETED BY

The testing situation itself is an important source of information. As monitor, your observations of both your own responses and reactions, as well as those of the candidates, are an important part of the evaluation process. Please read the following agreement, and if you are ready to agree to the terms, please sign and return this form.

I have read, understood, and will carefully follow the Instructions for the Testing Situation Report. I agree to complete the Monitor's Testing Situation Report, indicating circumstances which occur before, during, or after the testing situation. I further agree to note my own reactions and responses to the assessment package. I further agree to note my own reactions and responses to the assessment package. I further agree to note my own reactions and responses to the assessment package. I further agree to note my own reactions and responses to the assessment package.

Name of Monitor*	Sarah Ibarra-Scurr
Title of Position*	
Phone (Office)*	(615) 340-7588

Incomplete Sentences Blank

While not timed,
the candidates
are encouraged
to work quickly
on the ISB.

<p>Request Assessment Materials Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: Personal Data Inventory, MAS Selection Forms: 1 Assessment Materials</p>																					
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<p>MAS Review Responsible: MAS - Fake MAS</p>																					

Monitor's Testing Situation Report

Information included on the testing situation report should include any environmental factors that might affect the results of the assessment.

Request Assessment Materials Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: Personal Data Inventory Forms: 1 Assessment Materials	<table border="1"> <tr> <th colspan="2">MONITOR'S TESTING SITUATION REPORT – CANDIDACY ASSESSMENT</th> </tr> <tr> <th colspan="2">MUST BE COMPLETED BY THE MONITOR/PROCTOR</th> </tr> <tr> <td>Name of Candidate</td> <td>Fake Candidate</td> </tr> <tr> <td>Name of Monitor/Proctor*</td> <td>Sarah Ibarra-Scurr</td> </tr> <tr> <td>Date*</td> <td>10/15/2018</td> </tr> <tr> <td>Time Testing Begun*</td> <td></td> </tr> <tr> <td>Time Testing Completed*</td> <td></td> </tr> <tr> <td>Number of persons tested during this session*</td> <td></td> </tr> <tr> <td>Location of Testing Site (church or office name)*</td> <td></td> </tr> <tr> <td>Street Address, City, State, & Zip*</td> <td></td> </tr> <tr> <td>Describe briefly the setting in which the instruments were administered (type of room, etc.)*</td> <td></td> </tr> </table>	MONITOR'S TESTING SITUATION REPORT – CANDIDACY ASSESSMENT		MUST BE COMPLETED BY THE MONITOR/PROCTOR		Name of Candidate	Fake Candidate	Name of Monitor/Proctor*	Sarah Ibarra-Scurr	Date*	10/15/2018	Time Testing Begun*		Time Testing Completed*		Number of persons tested during this session*		Location of Testing Site (church or office name)*		Street Address, City, State, & Zip*		Describe briefly the setting in which the instruments were administered (type of room, etc.)*	
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Monitors Agreement Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: MAS Selection, Reliability Must be completed by the monitor/proctor																							
Incomplete Sentences Blank / Oral Status: Not Started as of Friday, October 05, 2018 Responsible: Assigned User Prerequisites Required: Monitors Agreement A standard form developed by the National Council of the United Methodist Church. THIS FORM IS TO BE COMPLETED BY THE MONITOR.																							
Monitors Testing Situation Report Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Must be completed by the monitor/proctor																							
MAS Review Responsible: MAS - Fake MAS																							

Notice of Completed Assessment



The candidacy office is notified by our third-party vendors when a MMPI-2 and 16PF are completed.

The candidacy office will then generate the scored reports and upload them into the MAS review portal in UMCARES

Track Closed

The candidacy office will mark the Request Assessment Materials Step as Sent to MAS. This will close the Psychological Assessment Track.

A notification will go to the MAS that materials are ready for review.

The logo for UMCARES, featuring the word "UMCARES" in white capital letters inside a red hexagon. The background of the slide features a pattern of teal and grey hexagons.

UMCARES

United Methodist Candidate and Record Entry System



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General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

The MAS Portal

The logo for UMCARES, featuring the word "UMCARES" in white capital letters inside a red hexagon. The background of the slide has a pattern of teal and grey hexagons.

United Methodist Candidate and Record Entry System



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Homepage

The Main Menu bar, located at the top of the page, contains persistent links to your Home page

- **Home:** the default page
- **Profile:** the page that displays your profile sections
- **Search:** this feature allows you to search on a global level
- **Help:** the repository for all help files and user documentation
- **Logout:** logs the user out of UMCARES



UMCARES

United Methodist Candidate and Record Entry System

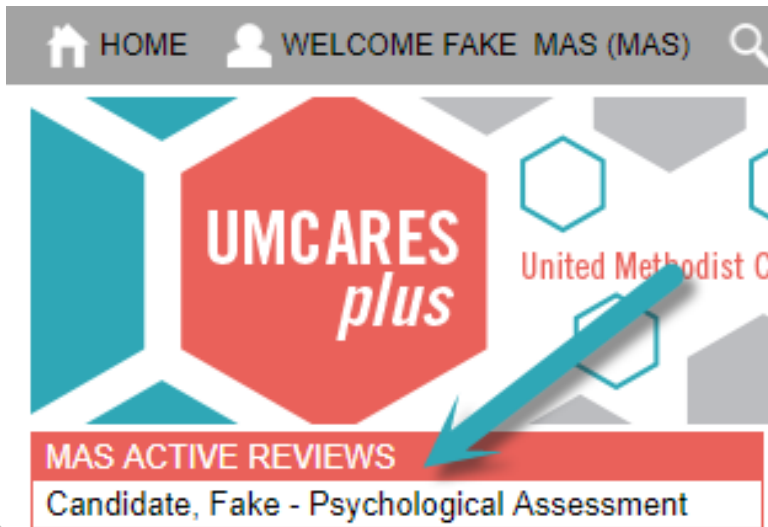


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Finding Users



The list of user the MAS needs to review can be found in two places. The first place is on the **MAS Review** side panel on the main page.

UMCARES

United Methodist Candidate and Record Entry System

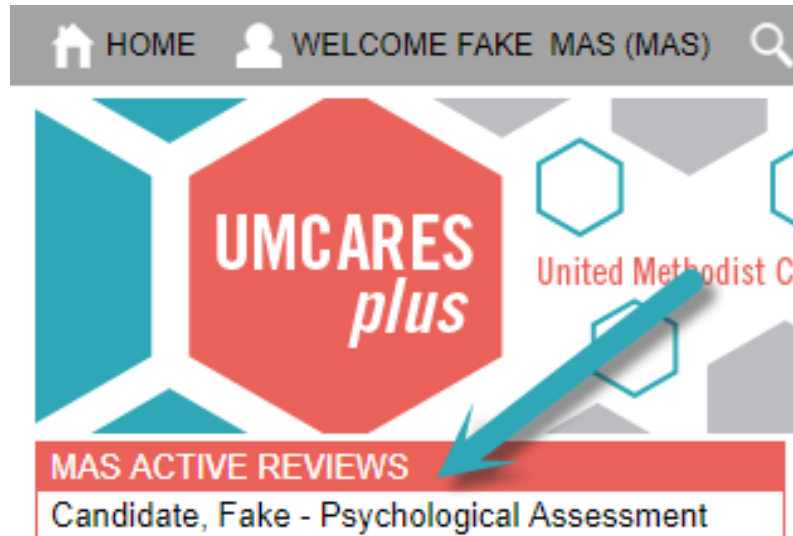


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MAS Review Side Panel



Beneath the **Main Menu** bar, the UMCARES homepage contains the **MAS Review** side panel.

Click on an assessment to open it.

UMCARES

United Methodist Candidate and Record Entry System



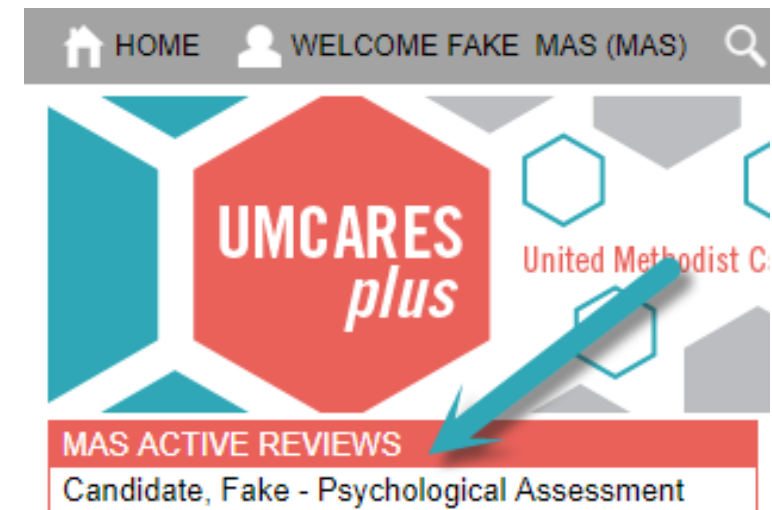
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MAS Review Users List

The second place the MAS Review Users list is located is on the MAS user profile



UMCARES

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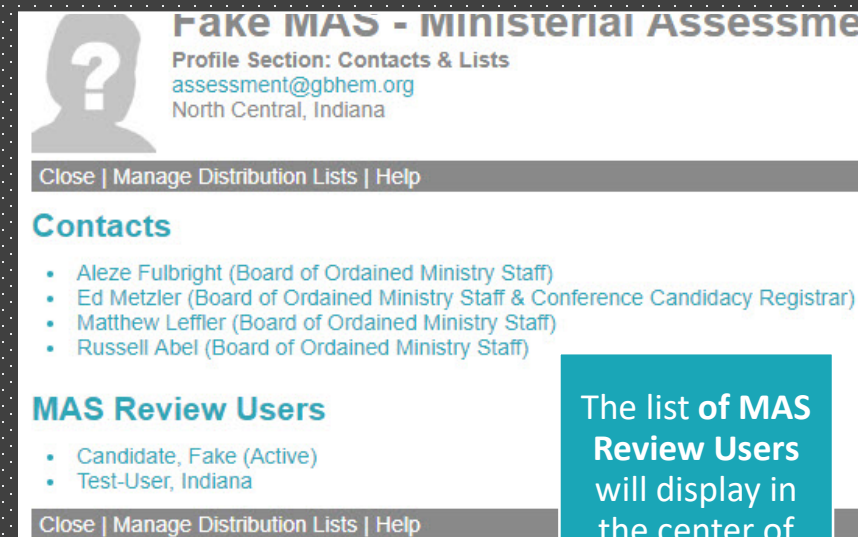
MAS Review User List



Click on your name on the Main Menu bar and go to the Profile Sections side panel



Go to the Profile Sections side panel and click on Contacts & Lists



The list of MAS Review Users will display in the center of the page

Reviewing Candidates

REVIEW ITEMS

Release of Information

Personal Data Inventory

Self Assessment

Reference: 

Reference: 

Reference: 

Reference: 

Side By Side

Monitors Agreement

Incomplete Sentences

Monitors Testing Situation Report

Resources (2)

After finding the desired candidate, the Assessment system allows the MAS to review all of the documentation submitted by and for a specific user in one place

Candidate Release Form



REVIEW ITEMS

[Candidate Release Form](#)
[Candidate Personal Data Inventory](#)
[Self Assessment](#)
[Reference: Kelley](#)
[Reference: Kaylen](#)
[Reference: Kristina](#)
[Reference: Kaine](#)
[Side By Side](#)

Lucie [REDACTED] Psychological Assessment Review

[Candidate Release Form](#)

[Close Review](#) |
 [Open Profile](#) |
 [Hide in Home List](#) |
 [Print Selected](#) |
 [Help](#)

Candidate for Ministry

Name of Applicant*	Lucie [REDACTED]
Permanent Address of Applicant*	100 Main Street, [REDACTED]
Current Address if Different from Above	100 Main Street, [REDACTED]
Phone One*	443-[REDACTED]
Phone Two	
Email*	[REDACTED]

Notice to Candidate

Information gained in the course of the Process of Evaluation for ministry belongs to the Annual Conference. The examiner is an agent of the Annual Conference. Further, your relationship with the examiner is not a treatment relationship and as such, the Annual Conference, not the examiner, controls whether you, as a candidate will have access to this information. Some Annual Conferences will provide access prior to the submission of the Assessment by the examiner; some after submission to the Annual Conference; and some, at no time. You are encouraged to clarify this issue with your Annual Conference.

Candidate Personal Data Inventory

REVIEW ITEMS

Candidate Release Form
Candidate Personal Data Inventory
Self Assessment
Reference: Kelley [REDACTED]
Reference: Kaylen [REDACTED]
Reference: Kristina [REDACTED]
Reference: Kaine [REDACTED]
Side By Side

Lucie [REDACTED] Psychological Assessment Review

Candidate Personal Data Inventory

[Close Review](#) | [Open Profile](#) | [Hide in Home List](#) | [Print Selected](#) | [Help](#)

Personal Data Inventory

A standard form for securing biographical data developed by the ADVISORY COMMITTEE ON
PSYCHOLOGICAL ASSESSMENT of THE UNITED METHODIST CHURCH

Date 03/11/2015

APPLYING FOR (Select One)

Options Local Pastor's License

PLEASE COMPLETE THE FOLLOWING

Conference Yellowstone District Big Horn

Local Church Big Horn

Personal/Professional Reference

Personal/Professional references can be viewed individually or in Side by Side mode.

Individual views include Candidate Association information and Comments that are not included in the Side by Side view.

REVIEW ITEMS

Candidate Release Form
Candidate Personal Data Inventory
Self Assessment
Reference: Kelley [REDACTED]
Reference: Kaylen [REDACTED]
Reference: Kristina [REDACTED]
Reference: Kaine [REDACTED]
Side By Side

Lucie [REDACTED] Psychological Assessment F

Reference: Kaine [REDACTED]

[Close Review](#) | [Open Profile](#) | [Hide in Home List](#) | [Print Selected](#) | [Help](#)

Reference	Kaine [REDACTED]
Reference Requested	3/16/2015 2:30:36 PM
Reference Completed	3/16/2015 2:39:47 PM

Candidate Reference

Candidate Association

Please select your primary relationship to the candidate.*	Employer
Extent of your contact during the time of your association with this candidate:	
From*	03/01/1995
To (Leave blank if relationship is current)*	03/16/2015
How Often*	Daily

Personal Characteristics

Integrity, authenticity, ethics, and morality – character*	6 - Excellent
--	---------------

Personal/Professional Reference

The Side by Side view allows for the MAS to quickly view all responses to the KSAPs questions

REVIEW ITEMS

Candidate Release Form
Candidate Personal Data Inventory
Self Assessment
Reference: Kelley
Reference: Kaylen
Reference: Kristina
Reference: Kaine
Side By Side

Lucie Psychological Assessment Review	
Side By Side	
Close Review Open Profile Hide in Home List Print Selected Help	
Integrity, authenticity, ethics, and morality – character*	<div>Lucie 0 - Do Not Know</div> <div>Kelley 0 - Do Not Know</div> <div>Kaylen 4 - Slightly Above Average</div> <div>Kristina 1 - Much Below Average</div> <div>Kaine 6 - Excellent</div>
Energy level, passion, stamina, persistence*	<div>Lucie 0 - Do Not Know</div> <div>Kelley 4 - Slightly Above Average</div> <div>Kaylen 2 - Below Average</div> <div>Kristina 0 - Do Not Know</div> <div>Kaine 5 - Much Better Than Average</div>

Monitor's Agreement

REVIEW ITEMS

Release of Information

Personal Data Inventory

Self Assessment

Reference: 

Reference: 

Reference: 

Reference: 

Side By Side

Monitors Agreement

Incomplete Sentences

Monitors Testing Situation Report

Resources (2)

MONITOR'S AGREEMENT – CANDIDACY ASSESSMENT

MUST BE COMPLETED BY THE MONITOR/PROCTOR

The testing situation itself is an important source of information. As monitor you become an integral part of the assessment situation. Therefore, your observations of both your own responses and reactions, as well as those of the candidate, are of significant value to the evaluation process. Please read the following agreement, and if you are willing to carry out the monitoring task, sign the agreement. Thank you.

I have read, understood, and will carefully follow the Instructions for the Mentor (Monitor/Proctor) provided in the Candidacy Assessment Packet. I agree to complete the Monitor's Testing Situation Report, indicating any deviation from the stated procedures or any unusual circumstances which occur before, during, or after the testing situation. I agree to ensure that the candidate alone completes the work of the assessment package. I further agree to note my own reactions and responses to the candidate and the manner in which the applicant completes the inventories and report any events that are, in my judgment, of significance to the assessment situation.

Incomplete Sentences Blank

REVIEW ITEMS

Release of Information

Personal Data Inventory

Self Assessment

Reference: [Academic Planning](#)

Reference: [Academic Planning](#)

Reference: [Academic Planning](#)

Reference: [Academic Planning](#)

Side By Side

Monitors Agreement

Incomplete Sentences

Monitors Testing Situation Report

Resources (2)

DIRECTIONS: Complete EVERY sentence to express your real feelings. Do not skip any. Make a complete sentence. Try to work as quickly as possible.

I feel that my father seldom*

If I were in charge*

The men over me*

I am afraid of*

I feel that a real friend*

My idea of a perfect woman*

I think most boys*

My mother often*

I would like to forget the time I*

Criminals*

If people work for me*

I don't like people who*

I think most girls*

My feeling about married life is*

The women over me*

My family treats me like*

Monitor's Testing Situation Report

REVIEW ITEMS

Release of Information

Personal Data Inventory

Self Assessment

Reference: [Release of Information](#)

Reference: [Personal Data Inventory](#)

Reference: [Self Assessment](#)

Reference: [Release of Information](#)

Side By Side

Monitors Agreement

Incomplete Sentences

Monitors Testing Situation Report

Resources (2)

MONITOR'S TESTING SITUATION REPORT – CANDIDACY ASSESSMENT

MUST BE COMPLETED BY THE MONITOR/PROCTOR

Describe briefly the setting in which the instruments were administered (type of room, etc.).*	conference room
Describe any circumstances regarding the testing situation which you think may have affected the candidate's responses (distracting interruptions, etc.).*	none
Describe how you felt as you explained the assessment packet and procedures to the candidate.*	I felt just fine it was easy to explain
What general or specific remarks did the candidate have in response to the packet of materials and the procedures?*	took longer than we thought
Did you observe any behavior or participate in any significant conversation with the candidate during the testing process other	no

Resources

REVIEW ITEMS

Release of Information
 Personal Data Inventory
 Self Assessment
 Reference: [Name Change](#)
 Reference: [Transfer of Records](#)
 Reference: [New Transfer](#)
 Reference: [College Year](#)
 Side By Side
 Monitors Agreement
 Incomplete Sentences
 Monitors Testing Situation Report
 Resources (2) 

Reports for the MMPI-2 and
 16PF will be uploaded into the
 Resources section

's Psychological Assessment Review

[Review Resources](#)

[Close Review](#) | [Open Profile](#) | [Mark Review as Complete](#) | [Help](#)

Resources [Add](#)

BIR+.pdf

[Edit](#) | [Open](#) | [Delete](#)

Click Open to download application/pdf file.
 Added by Sarah Ibarra-Scurr - Dec 22 2017 9:30AM

MMPI-2 Extended

[Edit](#) | [Open](#) | [Delete](#)

Click Open to download application/pdf file.
 Added by Sarah Ibarra-Scurr - Dec 29 2017 12:24PM

[Close Review](#) | [Open Profile](#) | [Mark Review as Complete](#) | [Help](#)

Removing a Candidate from the Home List

After reviewing the candidate, the candidate's name can be removed from the list on the home page by selecting **Mark Review as Complete** on the **Psychological Assessment Review** page

Candidate Release Form

Close Review | Open Profile | Mark Review as Complete | Print Selected | Help

Candidate for Ministry



The logo for UMCARES, featuring the word "UMCARES" in white, bold, sans-serif capital letters inside a red hexagon. The background of the top left corner consists of a pattern of teal and grey hexagons, some of which are outlined in teal.

UMCARES

United Methodist Candidate and Record Entry System



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

FAQs

FAQ: Can someone other than the mentor proctor the psychological assessment?

Yes, you can assign proctors for the psychological assessment process by adding them as a mentor in UMCARES and assigning them to the candidate as a courtesy mentor.



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FAQ: Are the
assessment access
links sent
automatically from
UMCARES?

No, at this time the assessment access links are still sent out by the Candidacy Office. Access links are usually issued in 2-3 business days.

FAQ: Are the assessment access links unique to each individual?

Maybe:

- If your MAS uses the Adjective Checklist, then this access email will be specific to each candidate
- If the candidate is taking the 16PF in Spanish, then the access link information will be unique to that candidate
- Otherwise, the links are not unique to each candidate

FAQ: Can candidates update their PDI they submitted previously?

No, once a PDI is submitted the form becomes locked and cannot be updated.

If necessary the form can be reset by reaching out to the candidacy office. All previously entered information will be deleted and the candidate will need to start over.

FAQ: How much
does the battery
cost per candidate?

The candidacy fee for conferences that use GBHEM for psychological assessment is \$75 vs \$45 for conferences that use their own battery.



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Questions?

Contact Us:

candidacy@gbhem.org

615-340-7374

Or Visit:

www.BOMLibrary.org/UMCARES-tips

www.BOMLibrary.org/psychological-assessment