

VECAP NEWSLETTER



Vocational Evaluation and Career Assessment Professionals
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President's Message

By Joseph Ashley

This has been a difficult few months for Vocational Evaluation and Career Assessment Professionals. The challenge to CCWAVES and the CVE credential has had all of us scrambling to make sense of the situation and options for moving forward. I have been working with Tony Langton, VEWAA President, to look forward for a coordinated approach to the current professional crisis. While no immediate answers have been forthcoming, the discussion across organizations is itself a good sign.

The VECAP Board members are also looking at several options on how to think differently about the professional certification to determine if a different approach would be more cost effective and keep the CVE viable.

This option as well as others will continue to be brought forward as we work across organizations to develop a consensus strategy.

We will be including a session at the 14th National Issues Forum in Oklahoma city on "A Way Forward" to continue to present and discuss options to move forward and develop a consensus plan.

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I would like to call your attention to the Call for Papers in this newsletter that announces the next Forum. We are very excited to continue with the Forum and look forward to a lively discussion on the CCWAVES and CVE issue as well as learning more about preparing for services to returning veterans and Wounded Warriors, Functional Vocational Evaluation, opportunities provided to private practitioners through the new Ticket to Work Regulations and other topics. Of course, the heart and soul of the Forum is the practitioner presented papers. Please take a few minutes and consider what you can share with your colleagues and submit a paper for consideration for the 14th Forum.

I would also like to thank Sharon Bryant from Tennessee for assuming the role of Blog monitor. This will allow us to bring up the Blog in the VECAP Web site. This would be an excellent place to have an extended discussion on the new ideas for the CVE. ❖

Membership Report

Christine Johnson, Member Services Co-Coordinator

Can we count on you?

VECAP provides an opportunity for practitioners, professionals, and educators to keep abreast of innovative approaches and strategies; to exchange knowledge and best practices; to network with colleagues; and to promote the profession.

The value of membership is great compared to the cost. VECAP needs your commitment, knowledge, and passion in order to advance the field of vocational evaluation and career assessment.

Please support YOUR professional organization by renewing your membership; encouraging a colleague to join; or starting/reviving a state chapter!

VECAP is offering \$500 to state chapters who

submit 10 new professional or associate members! This money can be used to support trainings, facilitate meetings, marketing, etc.

Congratulations to the Maryland VECAP chapter for getting 10 new professional members! The funds will be used to help sponsor members to attend the 2009 Issues Forum.

Also, a big thanks to Foster Assessment & Testing Service, Inc. in California for their 13 renewals and memberships this year!

Contact Christine Johnson (scorpio.chris@comcast.net) or Ron Edwards (redwards@hopenetwork.org) for more information on starting a state chapter.

Please see the attached state report form. ❖

CCWAVES/CVE Issue

Wesley Greenwood, Past-President

Most of you already heard that the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES) announced last month to dissolve. The commission will no longer proctor the certified vocational evaluator (C.V.E.) examination because of severe budget restrictions. This year's applicants are the last. Unfortunately, the trend has been fewer C.V.E. applicants every year that led to the commission's decision. For most of us, the C.V.E. certification has been voluntary. Few states and rehabilitation or education entities require it. While emphasis on vocational assessment gradually declined across the country, there is a renewed vigor. Fortunately, those of us who currently hold the C.V.E. can continue that credential. CCWAVES is searching for a means to allow for maintenance via continuing education.

The NRA VEWAA president Tony Langton has an excellent article to address this matter with regard to the C.V.E. He graciously agreed to allow VECAP to post that recent article on the www.vecap.org web site.

Vocational evaluation and career assessment as a profession will continue! VECAP still supports the profession! Dissolution of CCWAVES does not automatically mean the end of vocational evaluation or career assessment as we know it, as Mr. Langton also stated.

VECAP intends to continue as a professional association. VECAP will move ahead with other associations and organizations to advance career assessment. ❖

The Fourteenth National Forum on Issues in Vocational Assessment

Reed Conference Center – Oklahoma City, Oklahoma

April 26 – 28, 2009

The Vocational Evaluation and Career Assessment Professionals Association
Presents

THE FOURTEENTH NATIONAL FORUM ON Issues in Vocational Assessment

Finding Your Career Path Through The Lifecycle

*To be held
April 26 – April 28, 2009
Reed Conference Center
Oklahoma City, OK*

The VECAP Forum has traditionally been a practitioner-oriented conference, emphasizing the opportunity for practitioners to share their experiences with others. The topics selected and the papers presented have typically reflected issues of interest in vocational evaluation, assessment and work adjustment services. *Critical sessions on Ticket-to-Work, working with returning soldiers, defining functional vocational evaluation and the future of the vocational evaluation profession are already scheduled!*

Check out Oklahoma City!

www.bricktownokc.com/

www.oklahomacitynationalmemorial.org/❖

VECAP's Participation in the National Community of Practice (CoP)

For several years, VECAP has participated in the National Transition CoP which is sponsored by the IDEA Partnership of the National Association of State Directors of Special Education (NASDSE). The CoP continues to grow with several more states working collaboratively in the community since the last report to VECAP members (see August 2007 edition of the VECAP newsletter). The CoP has grown to thirteen states, numerous national associations, and federal agencies.

Please visit www.sharedwork.org, register, you need to do this only once, to view the Career and Transition Assessment Practice group activities, especially those listed under the state of Pennsylvania. The aim is to move this practice group on assessment from the state of Pennsylvania to the national page; this should happen within the next two months—giving more positive visibility to assessment. When you visit the site, you may also want to explore what other states are doing, especially regarding youth leadership activities. Other states include Alabama, Arizona, California, Connecticut, Delaware, Washington, D.C., Minnesota, New Hampshire, New York, North Dakota, Virginia, and Wisconsin. Several of these states (PA, WI, VA) have highlighted Career and Transition Assessment (including vocational evaluation) at their annual statewide transition forums by devoting feature sessions, keynotes, and entire strands to the topic. Gradually, we are trying to explain what these services should be and how they can be provided.

The Pennsylvania Youth Leadership Network (PYLN) recently created a transition guide/secondary toolkit for youth that includes their explanation of career assessment services (it is on target) and some of their selected experiences with the process (www.pyln.pbwiki.com). We hope you will share the social networking monthly chat that PYLN is kicking off—chats are scheduled for the first Sunday of every month from 7–8 pm EST. The chats are for youth and young adults and will address such topics as Accept Yourself: So You Have a Disability, Getting to Know Yourself, Declaring Yourself: Taking Charge of Your IEP; Empowering Yourself: What is it and Why is it Important?

Once you are on the sharedwork website, you may want to investigate other communities of practice, such as those on Juvenile Justice, Mental Health, Universal Design for Learning Policy Issues, Family, School, and Community Collaboration, The North American Coalition of Parents of Intellectual and Cognitive Challenges and Their Families (NAPIC), and others.

VECAP members (at various times: Stacie Dojonovic, Joan Kester, Ashley McFall, and others) participate in monthly CoP conference calls, if you are interested in joining the calls, contact Mariola Rosser at NASDSE (mariola.rosser@nasdse.org); she will add you to the notification list. You can hear reports about activities in other states or hear and watch a presentation on a particular topic.

Among the activities of the Career and Transition Assessment Practice Group are additions to the webpage of PowerPoints, handbooks, current practices in community-based vocational assessment (CBVA), and an initial dialogue meeting that was held in Charlotte, NC in May 2008. Participants of the dialogue group included practitioners from North Dakota, Wisconsin, Pennsylvania, Virginia and other states as well as representatives from the American Occupational Therapy Association (AOTA). We hope to continue this dialogue via web-based communication and conference calls

- to share promising practices,
- to speak with a common voice and message about what transition, career, and vocational assessment services are,
- to try to improve services, and
- to provide assistance to other members of the Transition CoP.

As has happened throughout vocational assessment history, some professionals know what the services should entail while simultaneously others who may not have the breadth or depth of knowledge are advocating practices that are not as holistic or as effective as we prefer. These present mixed messages that new professionals, families, and consumers find confusing. The overall goal of the Dialogue Practice Group is to expand the pockets of excellence where effective assessment is practiced to communities throughout the nation—a daunting goal, but as the practice group expands, it might be achievable.

If you have any questions or would like to join the Practice Group on Career and Transition Assessment, please contact VECAP members: Joan Kester (jkester@gwu.edu), Stacie Dojonovic (staciedj@yahoo.com), or Pam Leconte (pleconte@gwu.edu). We hope you will join the community to learn, share, and continue to build our body of knowledge. ❖

Nominations Needed!!!

VECAP Board Member Nominations are needed for:

President-Elect

Secretary

Treasurer

Education Coordinator

Communications Coordinator

Contact Wesley Greenwood at Wesley.greenwood@srs.ks.gov

Assessment Tool Spotlight and Review

Lisa Blakeney, CVE, President-Elect

Career Cruising is a web-based career exploration guidance system that includes:

- Personal e-portfolio tool; including a resume builder, that allows users to develop and manage their education and career plans
- Extensive occupation profiles, each containing two multimedia interviews
- Comprehensive college and university information, including financial aid data
- Career Matchmaker, an interest assessment tool with a skills assessment component
- Ready-to-use classroom activities and implementation suggestions
- Administrative tool; Career Advisor Management System (CAMS), to manage and customize Career Cruising

Career Cruising is sold on a site license basis. With a site license, a school or organization may use Career Cruising on an unlimited number of computers within its building. Students/clients and staff may also access the program from their home computers. There are a few Career Cruising licensing options for consideration. They offer a one-year and a three-year option; the latter provides a discounted rate and can be paid yearly or all upfront. They also have an English-only version of the program as well as a bilingual (English & Spanish) version.

Pricing options are as follows:

English-only Version:

1-Year Site License: \$550 3-Year Site License: \$445/year

Bilingual (English & Spanish) Version:

1-Year Site License: \$800 3-Year Site License: \$700/year

For a private practitioner, Career Cruising (Cindy Wong) can offer you the following discounted price options to be used for a single site and single computer:

English-only Version:

1-Year Site License: \$300 3-Year Site License: \$250/year

Bilingual (English & Spanish) Version:

1-Year Site License: \$550 3-Year Site License: \$500/year

Review of Interest Assessment Tool – The interest survey on Career Cruising uses a 5 option Likert Scale that includes colorful, facial expressions and basic words and phrases; such as: How would you like a career which includes working with children? Dislike Very Much; Dislike; Does not Matter; Like; and Like Very Much. The survey includes 39-116 items and at the conclusion, the individual is provided with a list of job options. The part of the tool that I liked the most was how the individual can then research the details of the position via a sample career path, interviews of person in the position with a breakdown of their day, and list of schools per career clusters. The program was extremely user friendly with multiple tools to assist with the career exploration and planning process.

I strongly encourage all Vocational Evaluators and Career Assessment Professionals to review the program through a 30 day free trial. For more information or free 30 day trial contact:

Cindy Wong, Career Cruising, Tel: 1-800-965-8541 ext.133, Fax: 416-463-0938

Email: cindyw@careercruising.com, Web: www.careercruising.com ❖

Leadership Opportunities

If you have always been interested in becoming more involved in Vocational Evaluation and Career Assessment Professional (VECAP), but you were not sure what you could do or how to do this, here is your opportunity. The following is a list of Coordinator's seeking persons to "intern" for one year with the current Coordinator to learn the ropes. To obtain more information of the committees, contact the current coordinator (contact information below) or go to www.vecap.org, By-laws Article VIII -Standing Committees.

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MEMBER SERVICES CO-COORDINATOR

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Worksample Clearinghouse in “Member’s Only” Area

By Fran Smith

A hallmark of any vocational evaluator’s toolbox is an array of hands-on assessment activities and standardized worksamples. The worksample has been a signature component of the comprehensive vocational evaluation process, often distinguished from psychometric testing as offering a deeper opportunity for career exploration. During work sampling, individuals often see themselves as performing a work task than a test, place greater effort and interest, and obtain a more realistic picture of their work potential abilities.

According to Dowd (1993), a worksample is defined as “A well-defined work activity involving tasks, materials, and tools that are identical or ‘similar to those in an actual job or cluster of jobs. Work samples are used to assess a person’s vocational aptitude(s), work characteristics, and/or vocational interests”. Worksamples have been around since the early 1900’s when the first “Trolley Car” worksample was invented by industrial psychologist Hugo Mustenburg. This particular tool was developed as a model street car that was used to “try out” prospective operators for the Boston Railroad Company (Kaiser and Modahl, 1991)

Over the years, worksample development has resulted in tools that provided hands on opportunities to select garment machine operators and screen candidates for professional schools (1920), offer job tryouts for high school seniors (1940), to determine skills of populations with physical disabilities and mental retardation (1950), and created many of the standardized tools that have evolved into practice. Worksample development has benefited from the contributions of test and tool development through the collective fields of psychology, vocational guidance, industry, military, and education.

As most practicing vocational evaluation practitioners know, a well developed work sample is far superior as an assessment tool to any single psychometric measure. Most are based on a thorough task analysis, job analysis and grounded in a comparison to current work demands and specifications. Locally developed worksamples are even more appealing as they often represent the current demands of the local job market or training situation. Worksamples are developed by vocational evaluation personnel to complement the demands of their local job market, school career training opportunities, or community work experiences.

Continued on next page

VECAP has specifically launched a worksample clearinghouse to provide some beginning resources for developing and using these important measurement tools. The well known MDC Worksample Manual (Materials Development Center, is provided to assist practitioners in following a standard protocol for developing a locally developed worksample. VECAP board member, Nancy Scott, M.S., CVE, has contributed several completed worksample manuals and materials to assist practitioners in finding tools they can replicate in their practice. Finally, we are launching this space as a clearinghouse that we hope will grow and serve as a national model for worksample tools and resources. We encourage members to visit this new area, explore the resources, and help us grow this bank of tools. If you have a completed worksample/manual and are willing to share, please send that in a digital (.doc, rtf, pdf) format to our home office. We will provide you credit and add this to our growing exchange.

References

Dowd, L.R. (1993). *Glossary of terminology for vocational assessment, evaluation, and work adjustment*, Menomonie, WI: Materials Development Center.

Kaiser, J. & Modahl, T. (1991). Work sample usage: A different perspective. In R.R.Fry (Eds) *The Issues Papers: Fifth National Forum on Issues in Vocational Assessment*, Menomonie, WI: Materials Development Center.

Materials Development Center (1999). *Work sample manual format*, Menomonie, WI: Stout Vocational Rehabilitation Institute.❖

THE FOURTEENTH NATIONAL FORUM ON *Issues in Vocational Assessment*

Finding Your Career Path Through The Lifecycle

*To be held
April 26 - April 28, 2009
Reed Conference Center
Oklahoma City, OK*

Call for Papers

Deadline for Proposals - December 15, 2008
See the following pages for details

Call for Papers

Proposals should be submitted no later than:
December 15, 2008

Email or mail completed proposal package to:

David Couch
Oklahoma Department of Rehabilitation Services
3535 N.W. 58th Street, Suite 500
Oklahoma City, OK 73112
405-951-3474
ddcouch@drs.state.ok.us

The VECAP Forum has traditionally been a practitioner-oriented conference, emphasizing the opportunity for practitioners to share their experiences with others. The topics selected and the papers presented have typically reflected issues of interest in vocational evaluation, assessment and work adjustment services.

Expected Conference Strands include:

Vocational Evaluation and Career Assessment for the Business Community:
Strategies and techniques that can assist businesses.

- Vocational Evaluation and Career Assessment in Private Practice: Techniques and approaches used in private settings.
- Career Assessment in Transition Services: Assessment approaches in career transition services for youth.
- Vocational Evaluation and Career Assessment for Returning Veterans: Approaches to consider when assisting the returning “Wounded Warriors”.
- Research and Research-Based Assessment Practices: The latest research and information on what’s working.
- Work Samples, Tests and Tools: Solutions and approaches using traditional tools of the trade.

- Vocational Evaluation and Career Assessment for the “Boomerang Generation”: Strategies to assist the retired individual who is being called back or returning to the workforce.
- Empowerment through Vocational Evaluation and Career Assessment: Considering the opportunities that create choices and emphasize social justice for individuals through evaluation and assessment.
- Technology in Vocational Evaluation and Career Assessment: Emerging technologies, assistive technologies, universal design, and universal design for learning in evaluation and assessment.
- Trends in Vocational Evaluation and Career Assessment: Current and evolving trends in the practice.

Instructions

Submit the two–page proposal no later than December 15, 2008. The abstract should present a synopsis of the presentation. The Forum Selection Committee is particularly interested in presentations by practitioners. Electronic submissions in a Word document or .rtf format are preferred and can be sent to ddcouch@drs.state.ok.us . Paper submissions should include the enclosed cover page attached to the proposal page and submitted with one original and 3 copies.

Procedures

Proposals will be blind reviewed by a Forum Selection Committee on concurrent sessions. Potential presenters will be notified by *Monday, January 19, 2009* as to the acceptance status of their proposal. All submissions will be acknowledged. Concurrent session paper presentations will be 45 minutes in length. (The session time will be 90 minutes for 2 presenters.) The time will be strictly monitored so that each presenter has an equal amount of presentation time.

Expectations

- ◆ Each presenter for a concurrent session must agree to prepare and submit, at the conference, a paper publication in the Forum proceedings. The submitted paper must conform to APA style.

- ◆ All concurrent speakers will be expected to register for the conference at the reduced speaker rate. Presenters are responsible for making all hotel reservations and are responsible for all travel and conference related costs.
- ◆ All presenters will be expected to submit a 5 x 7 photograph for use at the conference (the photo will be returned following the conference)

General Information

Any questions concerning the Call for Papers should be addressed to:

David Couch
Oklahoma Department of Rehabilitation Services
3535 N.W. 58th Street
Oklahoma City, OK 73112
405-951-3474
ddcouch@drs.state.ok.us

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Proposal Cover Page

◆ **Name and Title of Presenter(s)** (as they will appear in the Conference Program)

◆ **Mailing Address** (all information will be sent to the primary contact person only)

◆ **Phone** (daytime) _____ **Fax** _____

◆ **Email** _____

◆ **Title of Paper** (not to exceed 10 words)

◆ **Topic area:** (select from the list on page 2 of this packet, or, justify how this topic relates to the conference philosophy)

◆ **Attach statements of qualifications for the presenter(s) for this presentation including relevant education or experience related to the topic area. Also include how your training/experience qualifies you to speak on this topic.**

◆ **Attach an abstract page to include:**

◆ **Title of Paper**

◆ **Abstract of 600 words or less typed and single spaced**

◆ **Identify three learning objectives for the presentation.** (This information is necessary in order to certify continuing education credit.)

1. _____
2. _____
3. _____

◆ **Provide a description of the presentation for use in the conference program. (No more than 50 words. Descriptions longer than this will be edited.)**

◆ **Audio-Visual Needs** (Anything other than those listed will be charged to the presenter. You may provide your own computer projection equipment.

Overhead projector _____ Screen _____ Flipchart/markers _____

Other ____ (you will be contacted as to cost prior to having this equipment reserved)

Election Year 2008

By Wesley Greenwood, Past President

The US Presidential race is not the only election to consider this year! Come make a difference! Join the VECAP board! Help us plan the next Issues Forum for 2011! Stay involved at the legislative level! As VECAP, we have a voice. We need VECAP members to fill the positions of: President-Elect, Secretary, Treasurer, Education Coordinator, and Communications Coordinator. You may reach me at Wesley.greenwood@srs.ks.gov or (316) 283-3015, extension 227. ❖



VECAP Newsletters will be e-mailed to members from now on. Be sure your spam filters have not sent it to junk mail!

***** Call for VECAP Award Nominations *****

Please take the time to consider nominating someone for these awards. It could make a big difference in someone's life to be recognized for exceptional service. Nominations for any of these awards should be sent to Wesley Greenwood by March 16, 2009, and include the following:

1. Name, address, e-mail, and telephone number of the person making the nomination
2. The nominee's name, address, telephone number, e-mail address, job title and place of employment
3. A narrative explanation of the nominee's contribution or service to VECAP and to the field of vocational assessment or work adjustment.

Mike Rubin VECAP Service Award

The Mike Rubin VECAP Service award is presented to a VECAP member who has made a significant contribution to the organization. This service could have been provided during the past year or over a period of several years. Only VECAP members may nominate candidates for this award and more than one person can receive this award each year.

Paul R. Hoffman Award

The Paul R. Hoffman award is given in recognition of innovation and creativity in service to persons with disabilities through professional or technical achievements in vocational assessment or work adjustment. A VECAP member may nominate a member or non-member for this award.

Dick Omang Best Practices Award

The Dick Omang Best Practices award is presented annually to a VECAP member who best exemplifies the practices of vocational assessment or work adjustment in the field. The nominee should be a VECAP member, a Certified Vocational Evaluator (C.V.E.), and recognized by peers and consumers as an ethical professional whose recommendations are sought and utilized in their respective field of practice.

You may e-mail the nomination to Wes Greenwood at wesley.greenwood@srs.ks.gov or mail the nomination to Wes Greenwood in care of State of Kansas Rehabilitation Services, 411 Washington Road, Newton KS 67114-4358. ❖

VOCATIONAL EVALUATION AND CAREER ASSESSMENT PROFESSIONALS JOURNAL GUIDELINES FOR PUBLICATION:

Purpose and Scope:

Vocational Evaluation and Career Assessment Professionals Journal is an official publication of the **Vocational Evaluation and Career Assessment Professionals Association (VECAP)**. This refereed publication is designed to advance knowledge and practices in the collective fields of vocational assessment, vocational evaluation, and work adjustment. The journal provides practitioners, consumers, and educators with an understanding of critical information in vocational assessment and therapeutic adjustment services. It concentrates on the methodology, program innovations, and instrumentation development within the areas of vocational evaluation and work adjustment.

Types of submissions:

The VECAP Journal seeks several types of submissions. The primary interest is research or theoretically based articles that apply to vocational evaluation, career assessment or assistive technology. These articles will typically be between 16–25 pages in length. However, the VECAP journal encourages submissions from practitioners that help us to understand the practice or enhance the practice of vocational assessment. We will also consider book reviews, test or work sample reviews, and brief reports regarding initial studies in areas of interest to VECAP members. These latter submissions are expected to be 6–10 pages in length.

Review Process:

All manuscripts will be reviewed anonymously by the Editorial Board or invited reviewers who have expertise in a specific topic. Each manuscript must be presented with a single cover sheet that identifies the manuscript title, author's name(s), appropriate credentials, organizational affiliation and contact information (e.g. mailing addresses along with daytime and evening phone numbers). Please note that the author's name and any other identifying information should not appear on subsequent manuscript pages.

Style Requirements: All submissions should meet the following criteria:

- Manuscripts should be submitted **electronically**, and should be in MS Word or Rich Text Format.
- Manuscripts must be double-spaced in **Times New Roman (12 point)**, typed on a standard 8.5" x 11" white background, with a 1-inch margin on all sides.
- **If you have not received confirmation on the receipt of your manuscript from us, please contact us at (505) 454-3519, or Mike O'Brien at mobrien@nmhu.edu (please place "VECAP Journal" in the subject line).**
- The **title of the manuscript** must be on the cover sheet with the name of the author(s) appearing immediately below the title, appropriate credentials, organizational affiliation and contact information (e.g. mailing addresses along with daytime and evening phone numbers).
- The **second page** should contain the **Abstract**, with the text starting on the third page. The abstract should be approximately 150 words.
- **All pages** must be numbered with Arabic numerals in the upper right corner.
- If you are using **Tables**, they must be typed using Microsoft Word Tables format. Tables should be numbered with Arabic numerals and provided with the titles at the top. **Figures** should be numbered with Arabic numerals and titled at the bottom.

- **Footnotes** should be avoided because they disrupt the reader's train of thought and create confusion with references. If the material is important enough for the reader to seek it out, it is important enough to be included in the text.
- **Acknowledgements, if any, should be made in a separate section** following the Conclusion or Summary section, and before the References.
- **References** should use the *alphabetical method*. Only references cited in the text should be listed. (If the material is removed or added, be sure to revise numbering.) Authors should follow the reference style used in the Publication Manual of the American Psychological Association. This manual may be viewed on-line or purchased from the American Psychological Association, APA Order Department, and P.O. Box 92984, Washington, D.C. 20090-2984.
 - Tel.: 800-374-2721; Fax: 202-336-5310.
 - TDD/TDY:202-336-6123. Internet: www.apa.org/books. E-mail: order@apa.org.
- A **Biographical Sketch** of 200 or fewer words for each author should be submitted *on a separate page* with the manuscript.

Following a preliminary review by the editor, the manuscript will be sent to three members of the editorial board or selected guest reviewers with knowledge of and/or expertise in the author's topic. Upon review, manuscripts will be either accepted or rejected, or returned to the author(s) for suggested revision. Approximately two or three months may elapse between the acknowledgement and receipt of a manuscript and notification of its disposition.

After the article has been edited for publication, the editor will submit it to the author for approval. The author will be advised to make any appropriate corrections and resubmit the article. Accepted articles are published in the order of their receipt.

It is a condition of publication that manuscripts submitted to VECAP Journal have not been published and will not be submitted or published elsewhere. By submitting the manuscript, the author(s) agree that the copyright for their article is transferred to the publisher if and when the article is accepted for publication. The copyright covers the exclusive rights to reproduce and distribute the article without permission in writing from the author(s). Rights to reproduce and distribute include reprints, photographic reproduction, microform, and any other means including electronic. Permission to use or distribute articles should be requested from the Editor or the VECAP Journal.

Manuscripts failing to adhere to these guidelines will not be accepted. **PAPER MANUSCRIPTS WILL NOT BE ACCEPTED.** Manuscripts should be submitted directly to the editor via email attachment or can be mailed as a CD ROM disc to:

Michael O'Brien, Ed.D., CRC, CVE
Co-Editor

Vocational Evaluation and Career Assessment Professionals Journal
New Mexico Highlands University
School of Education, TEC 130
Las Vegas, New Mexico 87701
505-454-3519

mobrien@nmhu.edu (please place "VECAP Journal" in the subject line)❖

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We're on the Web!

Visit us at:

www.vecap.org

IS YOUR E-MAIL CORRECT???

Please be sure your e-mail program is set to receive e-mail from mahlers@cox.net in order to receive this and future newsletters. Also, if you have not received your renewal information electronically from VECAP Home Office, please send your current e-mail address to Office@vecap.org to ensure we have the correct one on file.

VECAP Newsletters will be e-mailed to members from now on. Be sure your spam filters have not sent it to junk mail!

VECAP Newsletter Publication Information

Articles and information for publication in the VECAP Newsletter may be communicated in several ways. E-mail is preferred. Articles become the property of VECAP. Any reprint of all or a portion of an article must include a notice of the VECAP Newsletter as the source.

Advertising pertinent to the interests of vocational evaluators and work adjustment specialists may be placed in the newsletter. Advertisements (camera-ready or text) must be received by the editor with payment payable to VECAP. Advertising rates are:

Quarter Page	\$ 75.00
Half Page	\$125.00
Full Page	\$250.00

Brief professional job announcements are free. The information and advertisement in the newsletter are for the interest and benefit of members of VECAP and do not constitute endorsement or an official policy or position of the Vocational Evaluation and Career Assessment Professionals (VECAP) organization.

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