

ACVREP NEWSLETTER – AUGUST 25, 2006

ACVREP – Academy for Certification of Vision Rehabilitation and Education Professionals

Table of Contents:

1. **Medicare Low Vision Demonstration Project Web Cast Meeting – PLEASE READ!**
2. **Medicare Low Vision Demonstration Project – Important Email Addresses.**
3. **ACVREP Board Meeting – Certificant Feedback Requested!**
4. **Missing Persons – Can You Help Us Find Them?**
5. **ACVREP’s Use Of Certification Marks Policies – PLEASE READ.**
6. **Putting the ® After Your Certification Mark – Repeat Article.**
7. **New Orientation & Mobility Website – Check It Out!**
8. **ACVREP Exams Being Administered At The Envisions Conference in Kansas City, Missouri – PLEASE NOTE DATE AND TIME CHANGE!!!**
9. **ACVREP Seeks Nominations For Four New Board Members – FINAL POSTING.**
10. **Orientation & Mobility Specialist Job Opening – Watertown, Massachusetts.**
11. **Orientation & Mobility Specialist Job Opening – Jersey City, New Jersey.**
12. **Community Vision Rehabilitation Therapist/Low Vision Therapist Job Opening – Columbus, Ohio.**
13. **Vision Rehabilitation Therapist (Rehabilitation Teacher) Job Opening – Sioux Falls, South Dakota.**
14. **Quote Of The Day!**

Medicare Low Vision Demonstration Project Web Cast Meeting – PLEASE READ!

October 1, 2006 will mark six months since the initiation of the Medicare Low Vision Demonstration Project. The Johns Hopkins Low Vision Rehabilitation Network (LVRN) will host a web cast updating the status and progress of this project on Tuesday, October 3, 2006 at 12:00 pm. Eastern time. Jim Coan of CMS and Project Manager of the Low Vision Demonstration Project will present the update. This special presentation will last no longer than one hour. You are invited to submit questions via the LVRN Medicare Update Forum at www.lowvisionproject.org that you want to see answered in the presentation. The web cast will be recorded and archived on the LVRN Medicare Update website for those unable to access the live webcast (previous webcasts on the Demonstration Project are available for viewing now}. Mark you calendar for 12:00 p.m., Eastern time, Tuesday, October 3, 2006. You will receive a reminder and detailed instructions for accessing the webcast as the time gets closer. Please share this announcement with those interested in the CMS Low Vision Demonstration Project. Thank you for your interest in the Low Vision Rehabilitation Network.

Jim Deremeik

410 502-6431

Medicare Low Vision Demonstration Project – Important Email Addresses

If you have any questions or would like to discuss a specific issue/concern/problem regarding the Medicare Low Vision Demonstration Project, please don't hesitate to contact the following individuals:

1. Bryan Gerritsen (Coordinator, Medicare Low Vision Demonstration Project) at bgerritsen@acvrep.org.
2. Martin Yablonski (Chair, ACVREP Board of Directors) at myablonski@acvrep.org.
3. Sharon L. Mikrut (President, ACVREP) at smikrut@acvrep.org or 520-887-6816.

ACVREP Board Meeting – Certificant Feedback Requested!

The ACVREP Board of Directors meets face-to-face twice a year. The next board meeting is scheduled for October 6-7, 2005 in Chicago, Illinois. What concerns/issues do you have that you would like the board to consider/address? Now is the time to have your voice heard! Please share any concerns, issues, etc. you have with Sharon Mikrut at the ACVREP office (520-887-6816) by September 22, 2006. She will take them to the board on your behalf.

Missing Persons – Can You Help Us Find Them?

Please contact Sharon L. Mikrut at 520-887-6816 or smikrut@acvrep.org if you have any information on the following individuals:

Judy Barber – O&M – MO
Carl Brenneman – VRT – MI
Francitia Brooks-Terry – O&M – TX
Gretta Costello – LVT – Alberta, Canada
Cynthia Crawford – VRT – OK
Lisa Eileen Creighton – O&M – Quebec, Canada
Crystal Croucher – O&M – Ontario, Canada
William Daugherty – O&M – KS
Susan Duncan – O&M – OR
Adam Dupuis – O&M – FL
James Dykes – O&M – WA
Kelly Fife – O&M – Ontario, Canada
Janet Fusco – LVT – FL
Cindy Gardiner – O&M - PA
Rachel Hall – O&M – MI
Christiane Hamel – O&M – Canada
Cynthia Hamrick – O&M – FL
C. Heil – O&M – PA

Sahar Husseini – VRT – NE
Devon Kirby – VRT – Ontario, Canada
Robert Kresmer – VRT - AZ
Irma Larson – VRT – IL
Julie Laurin – LVT – Ontario, Canada
Beth Levenbach – LVT – PA
Carolynn Longuil – VRT – NY
Sean Mace – VRT – Kentucky
Ellen Martin – LVT – WA
Benita Martin – O&M – Virgin Islands
Andrew Mason – O&M – SC
Gregory Mason – VRT – CA
Connie Osowski – O&M – ND
Leslie Pittman – O&M – CA
Doreen Pratt – O&M - FL
Diana Reiss – O&M – PA
Gerald Rickert – VRT – NV
Christine Robertson – O&M – Ontario, Canada
P. Henriett Simmons – LVT – CT
Jonathan Simmons – LVT – AL
Janet Skinner – LVT – Ontario, Canada
Linda (Linn) Sorge – VRT – IL
Patricia Sparks – VRT – Ohio
Jay Stiteley – VRT - IL
Joyce Sutton – VRT – IL
Catherine Thomas – VRT – CO
Judith Whitehead – O&M – TX
John Williams – O&M – PA
Mark Winnik – O&M – OR
Sandra Wright – O&M - TX
Darlene Yarborough – O&M – FL
Barbara Zuwala – VRT – IL

ACVREP’s Use Of Certification Marks Policies – PLEASE READ

Below are the “use of certification mark” policies recently approved by the ACVREP Board of Directors. As you will note, there are three separate policies; one for Certified Low Vision Therapists, Certified Orientation and Mobility Specialists, and Certified Vision Rehabilitation Therapists. Now that all of our certification marks are registered with the United States Patent and Trademark Office (USPTO), I recommend that you carefully and thoroughly read the policy specific to your discipline. And, as always, please don’t hesitate to contact Sharon L. Mikrut at 520-887-6816 or smikrut@acvrep.org if you have any questions.

Use of Certification Mark Policy for Certified Low Vision Therapists

CLVT CERTIFIED LOW VISION THERAPIST

Introduction

Congratulations on having met ACVREP'S stringent eligibility requirements for certification and achieving your status as a **Certified Low Vision Therapist or CLVT**.

Proper usage of these certification marks is a crucial part of your communication to your employer, organization, current or potential students, and clients. When properly used, these marks represent rigorous recognized standards for service delivery to persons with vision impairment and demonstrate your commitment to upholding these standards.

Individuals who have been officially granted the **Certified Low Vision Therapist and CLVT** credentials by ACVREP shall adhere to all ACVREP accountability standards during the period in which they remain certified. Certificants are authorized to use the following marks in communications and collateral materials:

1. CLVT

- Always use all capital letters
- Never use periods

Correct: Jane Doe, CLVT

Incorrect: Jane Doe, C.L.V.T.

Incorrect: Jane Doe, Clvt

2. Certified Low Vision Therapist

- Always singular, never plural
- First letters always capitalized

Correct: John Doe is a Certified Low Vision Therapist.

Correct: The organization employs 12 people who hold the Certified Low Vision Therapist credential.

Incorrect: A group of certified low vision therapists are doing the presentation.

Use of Certification Marks

If you choose to use the **CLVT or Certified Low Vision Therapist** mark on any of your materials, you are required to follow these guidelines:

CLVT® or Certified Low Vision Therapist®

Under no circumstances may these marks be altered, modified, reproduced or electronically scanned in such poor quality as to distort or significantly alter its appearance.

Authorized Use of the Marks for Individuals:

The marks may be used on the following materials:

- On business cards
- On stationery
- Directory listings
- On brochures and signage, provided it is clearly linked to an individual certified by ACVREP
- Display advertising, provided it is clearly linked to an individual certified by ACVREP
- As a hyperlink on an individual's web site if it is linked directly to ACVREP's home page (www.acvrep.org)

Unacceptable Uses of the Marks

- A.** CLVT® and **Certified Low Vision Therapist®** may **not** be used to imply ACVREP's sponsorship or endorsement of an organization (even when one or more members are certified).

Correct: Doe Agency for the Visually Impaired
Jane Doe, CLVT
John Doe, CLVT
Allison West

Incorrect: Doe Agency for the Visually Impaired: Certified Low Vision Therapists

Incorrect: Jane Doe, CLVT and Associates, Inc.

- B.** CLVT® and **Certified Low Vision Therapist®** may **not** be used to imply ACVREP's sponsorship or endorsement of a particular product or service, nor may the marks and/or their derivatives be used as, or in the name or title of products or services nor provided directly by ACVREP (including, but not limited to, educational programs, books, software tools, consulting services, etc.).

Correct: Mary Smith, CLVT

Correct: Mary Smith, Certified Low Vision Therapist

Incorrect: Doe Certified Low Vision Therapist Services

- Incorrect:** Teaching Tips for CLVT
- C.** **CLVT®** and **Certified Low Vision Therapist®** may **not** be used on promotional items except by ACVREP, which retains the sole right to produce, sell or provide such items to other organizations for distribution or re-sale.
- D.** **It is not appropriate, under any circumstances, for an individual to represent him or herself as a candidate for certification, because this implies that the individual will receive certification.** If a prospective employer requires verification of application for certification, ACVREP can provide this upon receipt of a written request to do so from the candidate.
- Correct:** Maria Callas
- Incorrect:** Maria Callas, CLVT (expected June 2007)
- Incorrect:** Maria Callas, who applied to take the CLVT exam.
- Incorrect:** Maria Callas, who sat for the CLVT exam in April.
- E.** **It is not appropriate, under any circumstances, for an individual to represent him or herself as a candidate for recertification, because this implies that the individual will be recertified.** If a prospective employer requires verification of application for recertification, ACVREP can provide this upon receipt of a written request to do so from the candidate.
- Correct:** Mark Twain
- Incorrect:** Mark Twain, CLVT (recertification expected June 2007)
- Incorrect:** Mark Twain, who applied for CLVT recertification.
- F.** Individuals who have previously held certification may list this accomplishment on a resume or biographical statement as long as the statement clearly indicates the years during which the candidate held certification, and does not imply in any way that a candidate is currently certified.
- Correct:** Jane Doe is Director of Doe Agency for the Visually Impaired. Ms. Doe was a Certified Low Vision Therapist from 2000-2005.
- Correct:** Jane Doe (CLVT, 2000-2005)
- Incorrect:** Jane Doe, CLVT (2000- 2005)

Unauthorized Use of Certification Marks

ACVREP has the authority and obligation to make public the names of individuals who are authorized to use the ACVREP certification marks. ACVREP will publish the names in its directory. The directory may be distributed in bound copy, by CD- ROM or in a publicly accessed database (such as on the ACVREP web site (<http://www.acvrep.org>)).

Handling Inquiries to Determine an Individual's Certification

When ACVREP receives an inquiry by phone, fax, e-mail or mail to determine whether someone is certified and current, any ACVREP staff person may search ACVREP records to determine if the person is currently certified.

1. If an Individual is Certified. If the individual is currently certified, the response can be made directly. If the requestor asks for written confirmation, then the following statement can be made in writing:

(Name of person) is currently certified as (certification or certifications held)_____ and is in good standing with the Academy for Certification of Vision Rehabilitation & Education Professionals.

No other information from the person's record may be given except for that which is listed in the Directory of Certificants. The person's Social Security number must never be given out or confirmed with the requestor.

2. If an Individual is Not Certified. In response to the initial inquiry, the ACVREP staff person should advise the individual requesting such information that the *preliminary search* of ACVREP records indicates that the individual is not certified. **It is important that all searches include checking for similarly looking names or other identifications.** If a more detailed search of the records reveals new information that the person is certified, the appropriate staff person will follow the procedures set forth in Paragraph 1 above. If the inquiring person asks for a written confirmation that someone is not certified, the case should be referred to the Executive Director.

3. Reported False Use of ACVREP Certifications. ACVREP cannot act on a report of an unauthorized or false use of an ACVREP certification mark unless ACVREP has received evidence of the seeming inappropriate use of the certification mark. This evidence must include a copy of any document (e.g., business card, brochure, correspondence, resume, etc.) that shows the basis for the report of unauthorized use, and the address, phone number and/or email address, if available, of the alleged unauthorized user. Unless required by a court of law or other legal authority to do otherwise, the Board of Directors and the staff of ACVREP shall not reveal the identity of anyone who reports such information.

Responding to Unauthorized Use of ACVREP Certification Marks

1. Request for Verification that Someone is Not Certified. The Executive Director will provide a response to requests for written verification that someone is not currently certified by ACVREP. The Executive Director will establish a file and record of the case in a searchable database of cases.

2. Taking Action on Unauthorized Use of ACVREP Certifications. The Executive Director, with the assistance from the ACVREP legal counsel, will act on reported unauthorized use of ACVREP certifications. In general, the procedure will involve written correspondence (certified mail, return receipt requested) to all involved parties to verify the accuracy and truthfulness of any report of unauthorized use of ACVREP credentials and certification marks. After a case has been resolved to the satisfaction of ACVREP, various additional actions may be appropriate as detailed below.

Actions Taken in Response to Verified Cases of Unauthorized Use of ACVREP Certification Marks

ACVREP may take any of a variety of actions as a result of verified cases of unauthorized use of ACVREP certification marks. The different actions are as follows:

1. Publish Name. If a person uses an ACVREP certification mark without authorization, ACVREP will publish his/her name in the ACVREP newsletter and on a special area of the ACVREP website. The name of the unauthorized user shall be published for a period of five years in a listing of individuals who have used the certification mark without authority. This action will only be taken after a thorough investigation by ACVREP and documented proof submitted to the Board of Directors of ACVREP that the use was in fact unauthorized. Written acknowledgment by the alleged unauthorized user that s/he did not have authority to use the designation shall serve as sufficient proof of such unauthorized use. However in the absence of acknowledgment by the alleged unauthorized user, the Board of Directors of ACVREP may in its discretion rely on other forms of documentation to verify and document the unauthorized use.

2. Suspend the Authority to Apply for Certification or Recertification. If a person uses an ACVREP certification mark without authorization, that individual will not be permitted to apply for or regain eligibility for ACVREP certification for a period of five years. This five year penalty period begins on the date that ACVREP receives a letter of acknowledgement and/or other forms of written verification of unauthorized use.

- a. A person who is in the process of applying for certification and uses the ACVREP certification mark without authorization will be terminated from the certification process. This person will be allowed to reapply as a new candidate for certification after the five-year period.
- b. A person whose previous certification has expired and is in the process of applying for re-certification will be terminated from the certification

process if that person uses the ACVREP certification mark after the expiration date of his/her certification. This person will be allowed to reapply as a new candidate for certification after the five-year period.

These actions will only be taken after thorough investigation by ACVREP and documented proof submitted to the Board of Directors of ACVREP that the use was in fact unauthorized. Written acknowledgment by the alleged unauthorized user that s/he did not have authority to use the designation shall serve as sufficient proof of such unauthorized use. However in the absence of acknowledgment by the alleged unauthorized user, the Board of Directors of ACVREP may in its discretion rely on other forms of documentation to conclude that the action is justified.

The Board of Directors of ACVREP shall have the discretion to extend the period of suspension for a specified period of time including, but not limited to, permanent suspension from pursuing certification or recertification.

3. List Names of Individuals in the ACVREP Directory. The names of individuals who use the ACVREP certification mark without authority may be listed in the ACVREP Directory (in whatever form it is published) for at least five years following resolution of the case with the notation that this person claimed to be certified and was not certified.

4. Notify Employer or Client. In order to ensure that safety of the public, workers and others is protected, and if the names of the employer and/or clients are known to ACVREP, the Executive Director and/or the Board of Directors may, for a period of one year following the resolution of a verified case, notify the current employer and/or clients of a person who has used an ACVREP certification mark without authority. If ACVREP becomes aware that this person is in the process of applying for employment, ACVREP may notify the potential employer of this person's unauthorized use of the certification mark.

5. Legal and Monetary Remedies. ACVREP, through its attorneys, may seek legal and monetary remedies from individuals who use the ACVREP certification mark without authority. Legal remedies may include filing complaints with the state or other entity appropriate to the case, seeking monetary damages for harm to the ACVREP certification standards or acting under the rules and regulations established under U.S. Patent and Trademark Law.

Records

The Executive Director will maintain a record of each case involving potentially unauthorized use of the ACVREP certification marks.

ACVREP Disciplinary Policy

In certain cases, ACVREP's Disciplinary Policy and Procedures may cover matters related to the unauthorized use of ACVREP certification marks.

ACVREP Communication with Other Certification & Licensing Boards or Membership Organizations

In some cases, the unauthorized use of ACVREP certification marks may also involve improper use of potential unauthorized use of certifications, licenses or statuses within certain other organizations. ACVREP may elect (at the discretion of the Board of Directors of ACVREP) to notify such other organizations of known unauthorized use of ACVREP certification marks or potential violations of the use of other certifications, licenses or status.

Use of Certification Mark Policy for Certified Orientation and Mobility Specialists

**COMS
CERTIFIED ORIENTATION AND MOBILITY SPECIALIST**

Introduction

Congratulations on having met ACVREP'S stringent eligibility requirements for certification and achieving your status as a **Certified Orientation and Mobility Specialist or COMS**.

Proper usage of these certification marks is a crucial part of your communication to your employer, organization, current or potential students, and clients. When properly used, these marks represent rigorous recognized standards for service delivery to persons with vision impairment and demonstrate your commitment to upholding these standards.

Individuals who have been officially granted the **Certified Orientation and Mobility Specialist and COMS** credentials by ACVREP shall adhere to all ACVREP accountability standards during the period in which they remain certified. Certificants are authorized to use the following marks in communications and collateral materials:

1. COMS

- Always use all capital letters
- Never use periods

Correct: Jane Doe, COMS

Incorrect: Jane Doe, C.O.M.S.

Incorrect: Jane Doe, Coms

2. Certified Orientation and Mobility Specialist

- Always singular, never plural

- First letters always capitalized

Correct: John Doe is a Certified Orientation and Mobility Specialist.

Correct: The organization employs 12 people who hold the Certified Orientation and Mobility Specialist credential.

Incorrect: A group of certified orientation and mobility specialists are doing the presentation.

Use of Certification Marks

If you choose to use the **COMS or Certified Orientation and Mobility Specialist** mark on any of your materials, you are required to follow these guidelines:

COMS® or Certified Orientation & Mobility Specialist®

Under no circumstances may these marks be altered, modified, reproduced or electronically scanned in such poor quality as to distort or significantly alter its appearance.

Authorized Use of the Marks for Individuals:

The marks may be used on the following materials:

- On business cards
- On stationery
- Directory listings
- On brochures and signage, provided it is clearly linked to an individual certified by ACVREP
- Display advertising, provided it is clearly linked to an individual certified by ACVREP
- As a hyperlink on an individual's web site if it is linked directly to ACVREP's home page (www.acvrep.org)

Unacceptable Uses of the Marks

A. **COMS® and Certified Orientation and Mobility Specialist®** may **not** be used to imply ACVREP's sponsorship or endorsement of an organization (even when one or more members are certified).

Correct: Doe Agency for the Visually Impaired
Jane Doe, COMS
John Doe, COMS
Allison West

Incorrect: Doe Agency for the Visually Impaired: Certified Orientation and Mobility Specialists

Incorrect: Jane Doe, COMS and Associates, Inc.

- B. COMS® and Certified Orientation and Mobility Specialist® may not be used to imply ACVREP’s sponsorship or endorsement of a particular product or service, nor may the marks and/or their derivatives be used as, or in the name or title of products or services nor provided directly by ACVREP (including, but not limited to, educational programs, books, software tools, consulting services, etc.)**

Correct: Mary Smith, COMS

Correct: Mary Smith, Certified Orientation and Mobility Specialist

Incorrect: Doe Certified Orientation and Mobility Specialist Services

Incorrect: Teaching Tips for COMS

- C. COMS® and Certified Orientation and Mobility Specialist® may not be used on promotional items except by ACVREP, which retains the sole right to produce, sell or provide such items to other organizations for distribution or re-sale.**

- D. It is not appropriate, under any circumstances, for an individual to represent him or herself as a candidate for certification, because this implies that the individual will receive certification.** If a prospective employer requires verification of application for certification, ACVREP can provide this upon receipt of a written request to do so from the candidate.

Correct: Maria Callas

Incorrect: Maria Callas, COMS (expected June 2007)

Incorrect: Maria Callas, who applied to take the COMS exam.

Incorrect: Maria Callas, who sat for the COMS exam in April.

- E. It is not appropriate, under any circumstances, for an individual to represent him or herself as a candidate for recertification, because this implies that the individual will be recertified.** If a prospective employer requires verification of application for recertification, ACVREP can provide this upon receipt of a written request to do so from the candidate.

Correct: Mark Twain

Incorrect: Mark Twain, COMS (recertification expected June 2007)

Incorrect: Mark Twain, who applied for COMS recertification.

F. Individuals who have previously held certification may list this accomplishment on a resume or biographical statement as long as the statement clearly indicates the years during which the candidate held certification, and does not imply in any way that a candidate is currently certified.

Correct: Jane Doe is Director of Doe Agency for the Visually Impaired. Ms. Doe was a Certified Orientation and Mobility Specialist from 2000-2005.

Correct: Jane Doe (COMS, 2000-2005)

Incorrect: Jane Doe, COMS (2000- 2005)

Unauthorized Use of Certification Marks

ACVREP has the authority and obligation to make public the names of individuals who are authorized to use the ACVREP certification marks. ACVREP will publish the names in its directory. The directory may be distributed in bound copy, by CD- ROM or in a publicly accessed database (such as on the ACVREP web site (<http://www.acvrep.org>)).

Handling Inquiries to Determine an Individual's Certification

When ACVREP receives an inquiry by phone, fax, e-mail or mail to determine whether someone is certified and current, any ACVREP staff person may search ACVREP records to determine if the person is currently certified.

1. If an Individual is Certified. If the individual is currently certified, the response can be made directly. If the requestor asks for written confirmation, then the following statement can be made in writing:

(Name of person) is currently certified as (certification or certifications held) _____ and is in good standing with the Academy for Certification of Vision Rehabilitation & Education Professionals.

No other information from the person's record may be given except for that which is listed in the Directory of Certificants. The person's Social Security number must never be given out or confirmed with the requestor.

2. If an Individual is Not Certified. In response to the initial inquiry, the ACVREP staff person should advise the individual requesting such information that the *preliminary search* of ACVREP records indicates that the individual is not certified. **It is important that all searches include checking for similarly looking names or other identifications.** If a more detailed search of the records reveals new information that the

person is certified, the appropriate staff person will follow the procedures set forth in Paragraph 1 above. If the inquiring person asks for a written confirmation that someone is not certified, the case should be referred to the Executive Director.

3. Reported False Use of ACVREP Certifications. ACVREP cannot act on a report of an unauthorized or false use of an ACVREP certification mark unless ACVREP has received evidence of the seeming inappropriate use of the certification mark. This evidence must include a copy of any document (e.g., business card, brochure, correspondence, resume, etc.) that shows the basis for the report of unauthorized use, and the address, phone number and/or email address, if available, of the alleged unauthorized user. Unless required by a court of law or other legal authority to do otherwise, the Board of Directors and the staff of ACVREP shall not reveal the identity of anyone who reports such information.

Responding to Unauthorized Use of ACVREP Certification Marks

1. Request for Verification that Someone is Not Certified. The Executive Director will provide a response to requests for written verification that someone is not currently certified by ACVREP. The Executive Director will establish a file and record of the case in a searchable database of cases.

2. Taking Action on Unauthorized Use of ACVREP Certifications. The Executive Director, with the assistance from the ACVREP legal counsel, will act on reported unauthorized use of ACVREP certifications. In general, the procedure will involve written correspondence (certified mail, return receipt requested) to all involved parties to verify the accuracy and truthfulness of any report of unauthorized use of ACVREP credentials and certification marks. After a case has been resolved to the satisfaction of ACVREP, various additional actions may be appropriate as detailed below.

Actions Taken in Response To Verified Cases of Unauthorized Use of ACVREP Certification Marks

ACVREP may take any of a variety of actions as a result of verified cases of unauthorized use of ACVREP certification marks. The different actions are as follows:

1. Publish Name. If a person uses an ACVREP certification mark without authorization, ACVREP will publish his/her name in the ACVREP newsletter and on a special area of the ACVREP website. The name of the unauthorized user shall be published for a period of five years in a listing of individuals who have used the certification mark without authority. This action will only be taken after a thorough investigation by ACVREP and documented proof submitted to the Board of Directors of ACVREP that the use was in fact unauthorized. Written acknowledgment by the alleged unauthorized user that s/he did not have authority to use the designation shall serve as sufficient proof of such unauthorized use. However in the absence of acknowledgment by the alleged unauthorized user, the Board of Directors of ACVREP may in its

discretion rely on other forms of documentation to verify and document the unauthorized use.

2. Suspend the Authority to Apply for Certification or Recertification. If a person uses an ACVREP certification mark without authorization, that individual will not be permitted to apply for or regain eligibility for ACVREP certification for a period of five years. This five year penalty period begins on the date that ACVREP receives a letter of acknowledgement and/or other forms of written verification of unauthorized use.

- a. A person who is in the process of applying for certification and uses the ACVREP certification mark without authorization will be terminated from the certification process. This person will be allowed to reapply as a new candidate for certification after the five-year period.
- b. A person whose previous certification has expired and is in the process of applying for re-certification will be terminated from the certification process if that person uses the ACVREP certification mark after the expiration date of his/her certification. This person will be allowed to reapply as a new candidate for certification after the five-year period.

3. List Names of Individuals in the ACVREP Directory. The names of individuals who use the ACVREP certification mark without authority may be listed in the ACVREP Directory (in whatever form it is published) for at least five years following resolution of the case with the notation that this person claimed to be certified and was not certified.

4. Notify Employer or Client. In order to ensure that safety of the public, workers and others is protected, and if the names of the employer and/or clients are known to ACVREP, the Executive Director and/or the Board of Directors may, for a period of one year following the resolution of a verified case, notify the current employer and/or clients of a person who has used an ACVREP certification mark without authority. If ACVREP becomes aware that this person is in the process of applying for employment, ACVREP may notify the potential employer of this person's unauthorized use of the certification mark.

5. Legal and Monetary Remedies. ACVREP, through its attorneys, may seek legal and monetary remedies from individuals who use the ACVREP certification mark without authority. Legal remedies may include filing complaints with the state or other entity appropriate to the case, seeking monetary damages for harm to the ACVREP certification standards or acting under the rules and regulations established under U.S. Patent and Trademark Law.

Records

The Executive Director will maintain a record of each case involving potentially unauthorized use of the ACVREP certification marks.

ACVREP Disciplinary Policy

In certain cases, ACVREP's Disciplinary Policy and Procedures may cover matters related to the unauthorized use of ACVREP certification marks.

ACVREP Communication with Other Certification & Licensing Boards or Membership Organizations

In some cases, the unauthorized use of ACVREP certification marks may also involve improper use of potential unauthorized use of certifications, licenses or statuses within certain other organizations. ACVREP may elect (at the discretion of the Board of Directors of ACVREP) to notify such other organizations of known unauthorized use of ACVREP certification marks or potential violations of the use of other certifications, licenses or status.

Use of Certification Mark Policy for Certified Vision Rehabilitation Therapists

CVRT CERTIFIED VISION REHABILITATION THERAPIST

Introduction

Congratulations on having met ACVREP'S stringent eligibility requirements for certification and achieving your status as a **Certified Vision Rehabilitation Therapist or CVRT**.

Proper usage of these certification marks is a crucial part of your communication to your employer, organization, current or potential students, and clients. When properly used, these marks represent rigorous recognized standards for service delivery to persons with vision impairment and demonstrate your commitment to upholding these standards.

Individuals who have been officially granted the **Certified Vision Rehabilitation Therapist and CVRT** credentials by ACVREP shall adhere to all ACVREP accountability standards during the period in which they remain certified. Certificants are authorized to use the following marks in communications and collateral materials:

1. **CVRT**
 - Always use all capital letters
 - Never use periods

Correct: Jane Doe, CVRT

Incorrect: Jane Doe, C.V.R.T.

Incorrect: Jane Doe, Cvrt

2. **Certified Vision Rehabilitation Therapist**

- Always singular, never plural
- First letters always capitalized

Correct: John Doe is a Certified Vision Rehabilitation Therapist.

Correct: The organization employs 12 people who hold the Certified Vision Rehabilitation Therapist credential.

Incorrect: A group of certified vision rehabilitation therapists are doing the presentation.

Use of Certification Marks

If you choose to use the **CVRT or Certified Vision Rehabilitation Therapist** mark on any of your materials, you are required to follow these guidelines:

CVRT® or Certified Vision Rehabilitation Therapist®

Under no circumstances may these marks be altered, modified, reproduced or electronically scanned in such poor quality as to distort or significantly alter its appearance.

Authorized Use of the Marks for Individuals:

The marks may be used on the following materials:

- On business cards
- On stationery
- Directory listings
- On brochures and signage, provided it is clearly linked to an individual certified by ACVREP
- Display advertising, provided it is clearly linked to an individual certified by ACVREP
- As a hyperlink on an individual's web site if it is linked directly to ACVREP's home page (www.acvrep.org)

Unacceptable Uses of the Marks

A. **CVRT® and Certified Vision Rehabilitation Therapist®** may **not** be used to imply ACVREP's sponsorship or endorsement of an organization (even when one or more members are certified).

Correct: Doe Agency for the Visually Impaired
Jane Doe, CVRT

John Doe, CVRT
Allison West

Incorrect: Doe Agency for the Visually Impaired: Certified Vision Rehabilitation Therapists

Incorrect: Jane Doe, CVRT and Associates, Inc.

- B. CVRT® and Certified Vision Rehabilitation Therapist® may not be used to imply ACVREP's sponsorship or endorsement of a particular product or service, nor may the marks and/or their derivatives be used as, or in the name or title of products or services nor provided directly by ACVREP (including, but not limited to, educational programs, books, software tools, consulting services, etc.)**

Correct: Mary Smith, CVRT

Correct: Mary Smith, Certified Vision Rehabilitation Therapist

Incorrect: Doe Certified Vision Rehabilitation Therapist Services

Incorrect: Teaching Tips for CVRT

- C. CVRT® and Certified Vision Rehabilitation Therapist® may not be used on promotional items except by ACVREP, which retains the sole right to produce, sell or provide such items to other organizations for distribution or re-sale.**

- D. It is not appropriate, under any circumstances, for an individual to represent him or herself as a candidate for certification, because this implies that the individual will receive certification.** If a prospective employer requires verification of application for certification, ACVREP can provide this upon receipt of a written request to do so from the candidate.

Correct: Maria Callas

Incorrect: Maria Callas, CVRT (expected June 2007)

Incorrect: Maria Callas, who applied to take the CVRT exam.

Incorrect: Maria Callas, who sat for the CVRT exam in April.

- E. It is not appropriate, under any circumstances, for an individual to represent him or herself as a candidate for recertification, because this implies that the individual will be recertified.** If a prospective employer requires verification of application for recertification, ACVREP can provide this upon receipt of a written request to do so from the candidate.

Correct: Mark Twain

Incorrect: Mark Twain, CVRT (recertification expected June 2007)

Incorrect: Mark Twain, who applied for CVRT recertification.

F. Individuals who have previously held certification may list this accomplishment on a resume or biographical statement as long as the statement clearly indicates the years during which the candidate held certification, and does not imply in any way that a candidate is currently certified.

Correct: Jane Doe is Director of Doe Agency for the Visually Impaired. Ms. Doe was a Certified Vision Rehabilitation Therapist from 2000-2005.

Correct: Jane Doe (CVRT, 2000-2005)

Incorrect: Jane Doe, CVRT (2000- 2005)

Unauthorized Use of Certification Marks

ACVREP has the authority and obligation to make public the names of individuals who are authorized to use the ACVREP certification marks. ACVREP will publish the names in its directory. The directory may be distributed in bound copy, by CD- ROM or in a publicly accessed database (such as on the ACVREP web site (<http://www.acvrep.org>)).

Handling Inquiries to Determine an Individual's Certification

When ACVREP receives an inquiry by phone, fax, e-mail or mail to determine whether someone is certified and current, any ACVREP staff person may search ACVREP records to determine if the person is currently certified.

1. If an Individual is Certified. If the individual is currently certified, the response can be made directly. If the requestor asks for written confirmation, then the following statement can be made in writing:

(Name of person) is currently certified as (certification or certifications held) _____ and is in good standing with the Academy for Certification of Vision Rehabilitation & Education Professionals.

No other information from the person's record may be given except for that which is listed in the Directory of Certificants. The person's Social Security number must never be given out or confirmed with the requestor.

2. If an Individual is Not Certified. In response to the initial inquiry, the ACVREP staff person should advise the individual requesting such information that the *preliminary*

search of ACVREP records indicates that the individual is not certified. **It is important that all searches include checking for similarly looking names or other identifications.** If a more detailed search of the records reveals new information that the person is certified, the appropriate staff person will follow the procedures set forth in Paragraph 1 above. If the inquiring person asks for a written confirmation that someone is not certified, the case should be referred to the Executive Director.

3. Reported False Use of ACVREP Certifications. ACVREP cannot act on a report of an unauthorized or false use of an ACVREP certification mark unless ACVREP has received evidence of the seeming inappropriate use of the certification mark. This evidence must include a copy of any document (e.g., business card, brochure, correspondence, resume, etc.) that shows the basis for the report of unauthorized use, and the address, phone number and/or email address, if available, of the alleged unauthorized user. Unless required by a court of law or other legal authority to do otherwise, the Board of Directors and the staff of ACVREP shall not reveal the identity of anyone who reports such information.

Responding to Unauthorized Use of ACVREP Certification Marks

1. Request for Verification that Someone is Not Certified. The Executive Director will provide a response to requests for written verification that someone is not currently certified by ACVREP. The Executive Director will establish a file and record of the case in a searchable database of cases.

2. Taking Action on Unauthorized Use of ACVREP Certifications. The Executive Director, with the assistance from the ACVREP legal counsel, will act on reported unauthorized use of ACVREP certifications. In general, the procedure will involve written correspondence (certified mail, return receipt requested) to all involved parties to verify the accuracy and truthfulness of any report of unauthorized use of ACVREP credentials and certification marks. After a case has been resolved to the satisfaction of ACVREP, various additional actions may be appropriate as detailed below.

Actions Taken in Response To Verified Cases of Unauthorized Use of ACVREP Certification Marks

ACVREP may take any of a variety of actions as a result of verified cases of unauthorized use of ACVREP certification marks. The different actions are as follows:

1. Publish Name. If a person uses an ACVREP certification mark without authorization, ACVREP will publish his/her name in the ACVREP newsletter and on a special area of the ACVREP website. The name of the unauthorized user shall be published for a period of five years in a listing of individuals who have used the certification mark without authority. This action will only be taken after a thorough investigation by ACVREP and documented proof submitted to the Board of Directors of ACVREP that the use was in fact unauthorized. Written acknowledgment by the alleged

unauthorized user that s/he did not have authority to use the designation shall serve as sufficient proof of such unauthorized use. However in the absence of acknowledgment by the alleged unauthorized user, the Board of Directors of ACVREP may in its discretion rely on other forms of documentation to verify and document the unauthorized use.

2. Suspend the Authority to Apply for Certification or Recertification. If a person uses an ACVREP certification mark without authorization, that individual will not be permitted to apply for or regain eligibility for ACVREP certification for a period of five years. This five year penalty period begins on the date that ACVREP receives a letter of acknowledgement and/or other forms of written verification of unauthorized use.

- a. A person who is in the process of applying for certification and uses the ACVREP certification mark without authorization will be terminated from the certification process. This person will be allowed to reapply as a new candidate for certification after the five-year period.
- b. A person whose previous certification has expired and is in the process of applying for re-certification will be terminated from the certification process if that person uses the ACVREP certification mark after the expiration date of his/her certification. This person will be allowed to reapply as a new candidate for certification after the five-year period.

These actions will only be taken after thorough investigation by ACVREP and documented proof submitted to the Board of Directors of ACVREP that the use was in fact unauthorized. Written acknowledgment by the alleged unauthorized user that s/he did not have authority to use the designation shall serve as sufficient proof of such unauthorized use. However in the absence of acknowledgment by the alleged unauthorized user, the Board of Directors of ACVREP may in its discretion rely on other forms of documentation to conclude that the action is justified.

The Board of Directors of ACVREP shall have the discretion to extend the period of suspension for a specified period of time including, but not limited to, permanent suspension from pursuing certification or recertification.

3. List Names of Individuals in the ACVREP Directory. The names of individuals who use the ACVREP certification mark without authority may be listed in the ACVREP Directory (in whatever form it is published) for at least five years following resolution of the case with the notation that this person claimed to be certified and was not certified.

4. Notify Employer or Client. In order to ensure that safety of the public, workers and others is protected, and if the names of the employer and/or clients are known to ACVREP, the Executive Director and/or the Board of Directors may, for a period of one year following the resolution of a verified case, notify the current employer and/or clients of a person who has used an ACVREP certification mark without authority. If ACVREP

becomes aware that this person is in the process of applying for employment, ACVREP may notify the potential employer of this person's unauthorized use of the certification mark.

5. Legal and Monetary Remedies. ACVREP, through its attorneys, may seek legal and monetary remedies from individuals who use the ACVREP certification mark without authority. Legal remedies may include filing complaints with the state or other entity appropriate to the case, seeking monetary damages for harm to the ACVREP certification standards or acting under the rules and regulations established under U.S. Patent and Trademark Law.

Records

The Executive Director will maintain a record of each case involving potentially unauthorized use of the ACVREP certification marks.

ACVREP Disciplinary Policy

In certain cases, ACVREP's Disciplinary Policy and Procedures may cover matters related to the unauthorized use of ACVREP certification marks.

ACVREP Communication with Other Certification & Licensing Boards or Membership Organizations

In some cases, the unauthorized use of ACVREP certification marks may also involve improper use of potential unauthorized use of certifications, licenses or statuses within certain other organizations. ACVREP may elect (at the discretion of the Board of Directors of ACVREP) to notify such other organizations of known unauthorized use of ACVREP certification marks or potential violations of the use of other certifications, licenses or status.

Putting the ® After Your Certification Mark – Repeat Article

Now that our certifications marks are registered with the United States Patent and Trademark Office (USPTO), you can use the ® after your respective certification marks. For example, the correct use of this symbol is as follows:

CLVT®
Certified Low Vision Therapist®
COMS®
Certified Orientation and Mobility Specialist®
CVRT®
Certified Vision Rehabilitation Therapist®

To access and use this symbol, do the following:

1. In Microsoft Word, go to the tool bar.
2. Click on Insert, then scroll down and click on Symbols.
3. In the dialogue box, find the ® symbol and click on it to highlight it.
4. At the bottom right hand corner of the dialogue box, click on Insert.
5. Then click on Close and your ® will appear after your certification mark.

Please make sure that the ® always follows your certification mark.

You have worked hard to obtain ACVREP certification, so begin using the ® after your respective certification marks today!

New Orientation & Mobility Website – Check It Out!

Check out the most amazing new O&M website at www.orientationandmobility.org. Designed by John Kingston, SFSU graduate, O&M specialist at the VA, and Webmaster Extraordinaire, this website provides resources on a wealth of O&M topics as well as links to the AER, CAOMS, O&M listserv archives, and ACVREP websites. It's designed to have an interactive message board and incorporate your ideas as well. This could become a primary website for O&M as the URL is so simple to remember and it links the user to other important websites in our profession. Check it out today!

ACVREP Exams Being Administered At The Envisions Conference in Kansas City, Missouri – PLEASE NOTE DATE AND TIME CHANGE!!!

ACVREP will be administering its exams at the Envision 06 Conference in Kansas City, Missouri (Westin Crown Center), on Sunday, September 24, 2006, from 11:00 a.m. – 3:00 p.m., in the Mayor's Meeting Room. The administration of the exams will follow the last workshop at the Envision 06 conference, which begins on September 21st and ends on September 24th.

Individuals interested in taking one of ACVREP's exams should ensure that they submit an eligibility application no later than September 8, 2006. Please contact Sharon L. Mikrut at 520-887-6816 or smikrut@acvrep.org if you have any questions.

ACVREP Seeks Nominations For Four New Board Members – FINAL POSTING

The Nominations Committee of the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) Board of Directors is seeking nominations for **four** positions on the ACVREP Board. These positions will be open **January 1, 2007**. The ACVREP Board elects each position by ballot. For consideration, a completed nomination packet must be received no later than **September 6, 2006**.

Current ACVREP Board Openings

There are **four (4)** director positions open on the ACVREP Board of Directors. Board members normally serve three-year terms and may be elected to a second three-year term.

The selection of board members is a competitive process and one that also helps us to identify potential candidates for future board positions.

The four open positions for the year 2007 must be filled by two ACVREP certificants and two non-certificants, with at least one of the non-certificants being an employer of Academy certified professionals. The other non-certificant seat can be filled by an individual representing other constituencies as the Board deems necessary,

Conflict of Interest Policy

ACVREP officers, directors, committee chairpersons, committee members, staff, and designated representatives shall undertake full disclosure of any actual, apparent or potential conflict of interest.

ACVREP is an organization that values diversity in background, perspective, beliefs, and traditions, in order to better serve its certificants and to assist them in the provision of quality services. ACVREP does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, or national origin.

All expenses for attendance at official ACVREP board meetings are reimbursed.

Completed nomination packets must be received no later than September 6, 2006 to be considered. All nominators and nominees will be notified upon receipt of the nomination packet submitted. Elections will be conducted at the annual meeting of the ACVREP Board of Directors on October 6-7, 2006. Notification of the results of the selection will be made following the board meeting.

2006 Nomination Application Form

Please complete this application. It will be used by the ACVREP Nominations Committee to review candidates for ACVREP Board of Director positions.

Name of Nominee: _____

Address: _____

ACVREP certificate(s) held: _____

Daytime phone: _____

Fax: _____ E-mail: _____

Name of Nominator: _____

Address: _____

ACVREP certificate(s) held: _____

Daytime phone: _____

Fax: _____ E-mail: _____

Current position with a brief description of duties:

Certifications/licensures held: _____

What is the profession and professional title with which you most identify yourself?

Are you aware of any matters that present you with any actual, apparent, or potential conflicts of interest in your service to ACVREP? _____ Yes _____ No

If yes, please explain in detail on a separate sheet.

Experience

Please list additional professional and life experiences that you believe will benefit the Board in its policy-making duties. Use additional space if necessary.

Education: Degree Month/Year Major Name of Institution

Baccalaureate				
Master's				
Advanced				

Name and telephone numbers (day) of two ACVREP certificants who may be contacted as references:

1. _____ Telephone number _____
2. _____ Telephone number _____

How does the ACVREP credential affect your professional life now? What are your hopes for the future direction of ACVREP?

ViHAB (Vision Habilitation Services) at MAB Community Services is currently looking for an ACVREP Orientation and Mobility Specialist to provide mobility and low vision services to individuals with vision loss and developmental disabilities. ViHAB is a fast growing program that is contracted by the Department of Mental Retardation to provide vision services to their consumers. This population of visually impaired individuals has been underserved, and is in need of quality, professional services. Massachusetts Commission for the Blind and Department of Mental Retardation has recognized this and has proposed to increase funding and expand services to meet these needs. It is an exciting opportunity to work with a diverse and eager community of consumers, families, direct care staff, support networks, and DMR professionals. We provide direct service, consultative service, advocacy, and public education to the Greater Boston Area. Independent travel and knowledge of and/or willingness to learn the Department of Mental Retardation service model are required. It is a full time position with benefits. Compensation is based on experience. Please contact Gail Brash at MAB Community Services, 200 Ivy Street, Brookline, MA 02446, email to gbrash@mabcommunity.com or fax to 617-732-0226.

Orientation & Mobility Specialist Job Opening – Jersey City, New Jersey

St. Joseph's School for the Blind is seeking candidates to work in a challenging and rewarding environment. Small, well established school with excellent student/staff ratio and wide range of support services. Conveniently located near public transportation.

Qualifications: AER/ACVREP Certified, Vision Certification. Experience in Early Childhood. BA or Masters in Human Services or related field. Experience with functional vision assessment a plus.

Duties: Evaluates students in the areas of Orientation and Mobility and makes referrals for further evaluations, when needed. Develops plans and implements an IEP for each student. Maintains records of evaluation and student progress. Provides instruction to staff and parents to encourage consistency across environments.

Salary: Commensurate with experience. Benefits: Competitive

Please send resume with a cover letter to:

St. Joseph's School f/t Blind
253 Baldwin Avenue, Jersey City, New Jersey 07306
Attn: Ms. Fielding
Fax: 201-222-6521
Email: SJSBHR@AOL.COM
Website: www.sjsb.net

Community Vision Rehabilitation Therapist/Low Vision Therapist Job Opening – Columbus, Ohio

Independent, self-starter needed for 80-year-old rehabilitation agency. Assist adults with visual impairments in maintaining independence in their homes.

Requirements: Bachelor's degree in Rehabilitation Teaching, Occupational Therapist licensed by the State of Ohio PT Board or related degree. Certification through ACVREP preferred at hiring or soon thereafter. Maintenance of ACVREP certification throughout employment. Sincere interest in elderly people, sound judgment and productivity critical. Reliable transportation to provide services in client homes, Ohio Driver's license and proof of insurance. Essential knowledge of Microsoft Word, Internet and email use. Ability to lift and/or move 25 pounds. Bending, stooping and crouching to perform assessments. Dexterity to demonstrate adaptive aids to clients and to utilize computer keyboard. Ability to read handwritten assessment forms and other documentation. Ability to write reports and other documentation. Ability to communicate effectively with customers (clients, vendors, referring sources, staff).

Usual working hours: Hours will usually occur Monday through Friday, 8:00 a.m. to 4:30 p.m.; occasionally work will require evening or weekend hours for client service, training or special projects.

Description of General Job Duties:

1. Evaluate a client's present functioning level and develop and implement a plan of individualized rehabilitation instruction to include one or more of the following areas: technology, communications, low vision, home management, personal management, pre-cane mobility and leisure activities.
2. Maintain accurate records of client progress.
3. Write monthly summary reports and final report of services provided, submitted to the billing department in a timely manner.
4. Effectively communicate with the referral source, family members and employers, etc. on client progress, maintaining confidentiality of information, as appropriate.
5. Utilize existing community resources for the benefit of the client by initiating referrals to appropriate service agencies when indicated.
6. Obtain necessary adaptive equipment; actively seek solutions to client problems through research and vendor communication.
7. Act as a resource and provide in-service trainings as requested.
8. Attend meetings, trainings and conferences as requested.
9. Other duties as assigned.

Competitive wages and benefits. Send resume, salary requirements and three references in order to be considered to:

Human Resources
Vision & Vocational Services
1393 N. High St.
Columbus, Ohio 43201 or email rmelton@visioncenter.org

Vision Rehabilitation Therapist (Rehabilitation Teacher) Job Opening – Sioux Falls, South Dakota

Requisition #: 60738

Agency: Department of Human Services, Rehabilitation Center for the Blind

Salary: \$13.11 per hour N14

Closing Date: 9/12/2006

Position Purpose: Teaches, trains, assesses, and evaluates the skills of consumers who are blind or visually impaired so they may enhance their independence in their homes, work, and communities. This position will teach home-management classes at the Rehabilitation Center for the Blind.

Knowledge of:

- independent living practices and techniques for people who are blind;
- methods used to accommodate the challenges of individuals dealing with blindness;
- medical disabilities, various eye diseases, and how disabilities affect an individual's ability to function;
- cultural, economic, social and psychological factors that influence behavior;
- impact of physical, mental, or emotional disabilities;
- and adaptive skills necessary to compensate for the loss of sight.

Ability to:

- work effectively one-to-one or with a group to teach the skills of living with blindness;
- develop and teach lesson plans and training programs;
- assess consumers' learning capability and functioning levels and evaluating their progress;
- determine appropriate training techniques for each consumer;
- teach home management - concepts to consumers as well as to others involved in the rehabilitation field;
- communicate information clearly and concisely both verbally and in writing;
- understand, interpret, and follow instructions, policies, and regulations;
- teach in a classroom situation;
- maintain case records and documentation, prepare reports, and compose correspondence;
- establish effective working relationships with consumers, their families and public and private agencies;
- organize time and resources;
- maintain professional objectivity and work with diverse individuals and consumer groups;
- and provide consultation to other staff and agencies to help meet the consumer needs statewide.

Quote Of The Day!

“Life is either a daring adventure or nothing. To keep your face toward change and behave like a free spirit in the presence of fate is strength undefeatable.” – Helen Keller