



# VIEW User Qualification Requirements

The VIEW Advanced Training Program is designed to be experiential in nature. Our goal is to enable you to use VIEW with competence, confidence, and commitment. The prerequisite for attending the course is that you hold a minimum of an undergraduate degree (B.A. or B.S.) and that you provide a current vita or resume prior to the course. To use VIEW effectively, we strongly recommend that you have successfully completed a course in measurement or statistics.

Although there is no written examination to become a VIEW user, you will need to meet some specific requirements. These include:

- Completion of the required pre-work for the course
- Attendance at the entire course (mentally and physically)
- Active engagement and participation in the course and all its activities
- Verification by the course instructor(s) of your understanding of rationale, foundation, and appropriate uses of VIEW by being able to do the following during the course:
  1. Complete VIEW, score it correctly, and successfully present feedback and interpretation of results during the course.
  2. Share appropriate examples, stories, illustrations, and anecdotes that provide evidence of understanding basic measurement concepts relating to VIEW.
  3. Engage in, and complete successfully, all group activities and assignments.
  4. Provide evidence of your comprehension of VIEW's foundations and research, and, by the conclusion of the course, give evidence that you have corrected any factual errors or misunderstandings you may have held prior to, or during the course, regarding VIEW theory, measure, interpretation, and usage.
  5. Use the VIEW language consistently, correctly, and appropriately
  6. Identify and describe settings in which you can make use of VIEW in your own professional setting.
  7. Accept and behave consistently with APA (American Psychological Association) and AERA (American Educational Research Association) standards for ethical and effective use of instruments.

During the course, the instructor(s) will: provide guidance and instruction; provide you with the opportunity to succeed; evaluate your ability to meet the VIEW User requirements; and, provide certificates of completion for all individuals who meet the VIEW course requirements.



Complete and Return to:
Center for Creative Learning,
4921 Ringwood Meadow, Sarasota FL 34235, USA
Or Fax to: 941.342.0064

Application for Registration as a VIEW User

We are committed to the responsible, professional use of the VIEW instrument. Therefore, we ask all prospective users to demonstrate that they are qualified to use the instrument (consistent with the standards and expectations normally held for the appropriate use of psychological and educational measures). Please complete and sign this form, and the attached VIEW User Agreement, and submit them prior to participating in a VIEW Advanced Training Program or tutorial. Upon completion of qualification requirements, we will assign you a VIEW User registration number. We reserve the right, based on our professional experience and judgment, to approve or decline any application based on our analysis of an applicant's qualifications for using VIEW. Please call us if you have any questions about this requirement.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title in Organization: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Highest Level of Education Completed:
\_\_\_ Bachelors Degree \_\_\_ Masters Degree \_\_\_ Post-Masters Study or Certificate \_\_\_ Doctoral Degree

Courses you have completed relating to Assessment (Check all that apply):
\_\_\_ Tests and Measures \_\_\_ Psychology of Assessment \_\_\_ Human Resources \_\_\_ Counseling
\_\_\_ Organizational Development \_\_\_ Psychology of Personality \_\_\_ Statistics

Other: \_\_\_\_\_

Credit Card Information (Required if you plan to use VIEW On-Line™):
\_\_\_ VISA \_\_\_ MasterCard \_\_\_ American Express Name on Card: \_\_\_\_\_
Account Number: \_\_\_\_\_ Expir. Date: \_\_\_\_\_

Identify any other Style instrument(s) that you are qualified and experienced in using:

Summarize briefly your training in providing individual or group feedback on assessment results:

Summarize briefly the way(s) you intend to use VIEW:



## **VIEW: An Assessment of Problem Solving Style™**

### **VIEW User Agreement**

In this agreement, the terms “I,” “me,” or “my” refer to the VIEW User. The term “authors” refers to Edwin C. Selby, Donald J. Treffinger, and Scott G. Isaksen, the term “publisher” refers to the Center for Creative Learning, Inc., of Sarasota, Florida, and the terms “we,” “ours” or “our” refer to the authors and publisher collectively.

This agreement states the policies, terms, or conditions governing use of the VIEW assessment instrument and support materials (the VIEW Intellectual Property [“VIEW IP”]). The VIEW Technical Manual and An Introduction to Problem Solving Style are available from the publisher for purchase by the public. All other components of the VIEW IP are available only for purchase and use by individuals who agree to abide by the terms of this agreement.

1. I will use only original VIEW instruments purchased under the terms of this agreement. I will not make copies of the VIEW instrument or scoring key in any form (including, but not limited to, photocopies, scanned copies, or web-based copies).
2. I understand that VIEW’s use is restricted to users who have signed a User Agreement. Accordingly, I will not allow any other individuals (in my organization or outside it) who have not signed a VIEW User Agreement to obtain copies of or to use VIEW.
3. I will be responsible for retaining all original VIEW instruments and will not permit others to retain or copy the VIEW instrument or scoring key.
4. I will not include the VIEW items or scoring key in any report or published paper (except for sample items reproduced with the authors’ advance, written permission).
5. I will administer, report, and interpret VIEW and its results in accordance with the following principles and practices for using VIEW. (Please check each of the following items to verify that you have read them and accept them):
  - I will use and interpret VIEW in ways that are consistent with established ethical and professional standards for the use of psychological and educational assessments. [We follow the principles stated in the Standards for Educational and Psychological Tests (a joint publication of the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education)].
  - Whenever I gather data using VIEW, I will give feedback.
  - I will be responsible for giving any individual feedback directly to the individuals involved and I will respect their privacy and ownership of their results.
  - I will use VIEW results only in ways that are consistent with the purposes of VIEW, and I will not use the results for evaluation or performance judgments.
6. I understand that, as a VIEW User, I am permitted to use the VIEW instrument, in its print or on-line editions, subject to all purchase and use terms and conditions (which may be modified as necessary at the discretion of VIEW’s authors and publisher).
7. In addition, I am permitted to use in my work with VIEW the following additional parts of the VIEW IP: VIEW Individual Report Form, VIEW Group Report Form, the VIEW Excel Electronic Scoring Spreadsheet and Template, the Introduction to VIEW Power Point slides and handouts, and any pages from the VIEW Facilitator Guide designated as reproducible. I am permitted to modify these components of the VIEW IP for use with my clients, provided that the copyright and trademarks for VIEW IP are included on any copies I make for use with my clients.

8. I am permitted, and encouraged, to develop new resources relating to specific applications of VIEW. Any modifications or additions I make to VIEW's IP are derivative works. I will clearly and explicitly differentiate my contributions from the authors' work, and I will credit the VIEW authors and publisher appropriately. My creation of derivative work does not convey to me any ownership of the VIEW IP. I will provide the publisher with informational copies of any derivative work that I prepare.
9. I understand that no components of the VIEW IP other than those identified in Section 6 of this Agreement may be reproduced, distributed, or included in any derivative work without the advance, written permission of the publisher. No portion of the VIEW IP may be placed or posted on the Internet without the advance, written permission of the publisher.
10. This User Agreement will continue in force without expiration, provided that my account is in good standing. Although no formal "re-qualification" or follow-up training is required for registered VIEW Users, the publisher and authors believe that continuous learning and improvement are important professional commitments. Therefore, as a registered VIEW User, I am committed to maintaining and extending my own professional development through regular reading, networking with other VIEW users and researchers, or other on-going, self-directed activities that help me maintain and expand my skills and experience.
11. I understand that failure to comply with this agreement may invalidate my ability to purchase or use VIEW in the future, and may result in all appropriate responses and remedies available to the authors and publisher to protect the VIEW IP.
12. I understand and accept these terms and conditions.

Signature:

PRINT name:

Date:

13. Agreement accepted by the publisher (in behalf of the publisher and authors)

Signature:

PRINT name:

Date: