

THE

VANGUARD

**A NETWORK FOR HANDWRITING PROFESSIONALS
AND SERIOUS STUDENTS**

CERTIFICATION PROGRAM

SYLLABUS

1997 Revised

THE VANGUARD

The Vanguard is not an organization. It is a network of ethical handwriting professionals and serious students actively pursuing a career in handwriting analysis. Members of the network are committed to maintaining ethical professional standards and cultivating their analytical abilities and competency.

At present, anyone is free to call themselves a graphologist. No effective means exist for managing the irresponsible practice of handwriting analysis. Unlike other human services fields, no regulations exist to govern handwriting analysts in the United States. There is no licensing, no limitations, except those which conscientious individuals place upon themselves. Consequently, the public too often fails to distinguish between the genuine professional who has devoted many years to building a solid foundation of knowledge and honorably practice of handwriting analysis, and the imposter who simply reads a dime store paperback and sets up shop.

In reality, under the present circumstances, only those who wish to be regulated will be. If graphology is to achieve recognition as a serious profession, ethical practitioners must shoulder the responsibility of policing themselves.

In an attempt to regulate their members, several not-for-profit graphology organizations, as well as proprietary schools, have instituted their own certification programs. Philosophical differences notwithstanding, they all seem to support a common goal—to elevate the status of graphology and reinvent it as a viable career option.

The Vanguard offers the first advanced testing specifically designed for those engaged in the professional practice of graphology. The program is authored and administered by a team of highly skilled, dedicated handwriting and mental health professionals.

The Vanguard is committed to offering examinations which challenge applicants to demonstrate mastery of the academic fundamentals demanded by their discipline. The examinations provide a benchmark by which to gauge the applicant's competence on various levels of expertise.

Sheila R. Lowe, CG

General Information

THE CERTIFICATION PROGRAM

Two types of examinations are offered annually at The Vanguard Conference (Additional sites may be considered at other times during the year, depending upon the number and geographical location of applicants and judges). On-site examinations will be proctored.

An Intern Examination is also offered for less experienced handwriting analysts who do not yet meet the requirements for the advanced examination. The Intern applicant who completes the examination with a passing grade will receive a Certificate of Completion, which is not a certification.

Any segment of the examinations executed at home are to be completed without help or assistance from any other person. Vanguard staff are available and happy to answer questions. All test materials must be held strictly confidential and not shared with other graphologists. A signed affidavit of compliance is to be submitted with the application. Any breach will result in revocation of the certification application and dismissal from the Vanguard network.

ENTRANCE REQUIREMENTS

Entry to the Vanguard Certification Program is open to graphologists of all educational backgrounds. No particular course of study or organization membership is required. However, applicants must meet a minimum education requirement (see below for details). before their application will be accepted.

Evidence of completion of course work may be obtained by certificate or letter of recommendation from the instructor. If the applicant has self-studied only, a reading list will be required. A brief Recommended Reading List is included with the Syllabus. it is not intended as an exhaustive listing. It includes some basic and classic texts with which the applicant should be familiar.

EXAMINATION RESULTS

The Examining Board consists of eight rotating judges, five of whom will attend the on-site examinations. Upon successful completion of the examination, the candidate will be awarded a Certificate and Excellence pin.

The Vanguard Certification Program

I. INTERNSHIP Program

Basic Principles of Graphology and Psychology

The Internship program is open to graphologists at all levels of expertise, but particularly those who need more experience to qualify for the certification program. Candidacy for internship will be determined by a mail-in examination, which is not an open-book test, but relies on the Honor System.

The primary objective of the Intern examination is to evaluate the applicant's knowledge and understanding of basic graphological and psychological principles and theory. The Internship program is designed for entry level applicants whose goal is to meet the minimum requirements for Board Certification and begin a professional practice in handwriting analysis.

The Intern Examination consists of essay, multiple choice, and true/false questions. The completed examination is to be returned within 30 days (an extension may be granted at the discretion of the program administrator). Those who achieve a passing score will receive a Certificate of Successful Completion. This is not a certification, but is credited toward certification requirements.

A mentor will be assigned by the Board. Within a period of three years, the Intern will be required to submit proof of having prepared one-hundred analyses to the mentor. If the requirements are not fulfilled by the deadline, the intern will not be eligible to apply for the advanced examination and will lose all credit and must start the program again from the beginning.

The Intern applicant must:

- ✓ Complete the application and affidavit
- ✓ Submit a sample of their handwriting
- ✓ Pay the appropriate fees

Advanced Examinations

II. BOARD CERTIFIED HANDWRITING PROFESSIONAL (BCHP) — Advanced Graphological & Psychological Theory & Ethics (in two parts)

PURPOSE

The purpose of the Advanced examination is to forge a standard of excellence for professionals currently in practice. Only graphologists who have worked hard to attain an outstanding level of knowledge, experience, and skills may expect to achieve the BCHP designation.

PART I — STEPS TO QUALIFYING:

1. Submit application by mail. If experience and education meets qualifying standards:
2. Submit three current analyses along with their samples. The analyses should be representative of various types of reports; e.g., a compatibility analysis, a vocational analysis, an employment analysis, etc, and are examples of your best work.
3. If the analyses meet the qualifying requirements, the applicant will receive by mail a test consisting of 200 multiple choice questions. The questions will comprise a blend of psychology, graphology, and ethics. The ethics part of the test must be 100% correct in order to proceed to the final part of the examination process.
4. If the applicant receives a passing score on the written test, s/he will qualify for the final examination on-site at the next Conference. S/He will be required to prepare analyses of three samples provided by the Certifying Board. The analyses will be handwritten and no longer than two pages. No computers will be allowed. The candidate must be able to demonstrate an accurate understanding of the core personality of the writer, based on knowledge of normal and abnormal psychology.

Having prepared the analyses, the applicant will defend his or her findings orally before the Certifying Board, making the appropriate graphological justifications and psychological application.

NOTE: *It is not the object of the Board to prove that the applicant does not know something. Rather, the goal is to show that s/he does know.*

Anyone who does not pass any part of the examination will have the opportunity to re-take only that part in which s/he was unsuccessful. Four hours is the maximum time allotted for the examination.

III. BOARD CERTIFIED IN EMPLOYMENT PROFILING (BCEP) — Practical Graphology

The purpose of the BCEP special module is to assess the applicant's familiarity with basic governmental employment regulations; the client-analyst relationship; and ability to provide accurate, relevant results for various employment situations. It is an advanced examination for professionals specifically engaged in handwriting analysis in the employment field.

The examination consists of essay questions, multiple choice and true/false questions. Four hours is the maximum time allotted for the examinations.

The BCEP certificate is separate and distinct from the BCHP. Board Certification is a prerequisite for taking the BCEP examination.

Applications for the BCHP examination may be submitted by those who have completed the requirements below in education and/or experience:

- Minimum five years working in the field or three years study under the supervision of a mentor/instructor; or certification by a professional handwriting organization, or a combination of the above.

Once these requirements are satisfied, the candidate should:

- Complete the application and send it to The Vanguard Certification Program Administrator, along with:
- Two personal recommendations, preferably by known handwriting professionals
- Current Curriculum Vitae
- Professional promotional materials (brochures, business cards)
- A sample of their own handwriting, discussing "Why I am applying for Vanguard certification."
- Signed Vanguard Code of Ethics
- Payment of appropriate fee

Acceptable Minimum Education For BChP Examination

A. GRAPHOLOGY

Movement

Zones (expansion/contraction, size, connectedness/ disconnectedness, trend)

Pressure (normal, directional, displaced, variable, pastosity/sharpness)

Speed

Form

Stroke — (types of strokes)

Connective forms (garland, arcade, thread, minor types)

Form (simplified/embellished, copybook, persona, printed)

Capitals, PPI, signatures

Space

Margins

Alignment (baseline, line direction, organization, regularity/irregularity)

Form Level

Gestalt

Guiding Image

Confirming/Conflicting Indicators

Order of Dominance

Extremes

B. PSYCHOLOGY

Introduction to psychology

Developmental psychology

Personality development

Normal psychology

Abnormal psychology

Working knowledge of terminology and disorders

C. ETHICS

Moral issues faced by the handwriting professional.

MENTOR PROGRAM

Those who have achieved the BCHP designation are required to volunteer as Intern supervisor/mentors for up to one hour per week for one year. No more than one intern will be assigned to a mentor during any calendar year. Interns will be matched with mentors by Vanguard staff. The Mentor fee may range from \$30-\$50 per hour, to be arranged between Mentor and Intern.

CONTINUING EDUCATION

BCHP's are required to submit documentation of continuing education credits for renewal of certification at three-year intervals. Such credits may be earned by, but not limited to: reading and submitting publication summaries; mentorship, attending meetings and conferences, and research projects.

Recommended Reading

PSYCHOLOGY

American Psychiatric Association: *Diagnostic & Statistical Manual of Mental Disorders*, Fourth Edition; Washington, D.C.

Ewen, Robert B.; *Introduction to Theories of Personality* Fourth Edition, Lawrence Erlbaum, Associates, Publishers, 1993

A current text dealing with Introductory Psychology

A current text dealing with Abnormal Psychology

A current text dealing with Developmental Psychology

Coleman, *Abnormal Psychology, & Modern Life*

(Texts may be obtained from local university or library or Lawrence Erlbaum, Publishers)

GRAPHOLOGY

Amend, Karen & Mary Ruiz - *Handwriting Analysis, the Complete Basic Book*; Newcastle Publishing, N. Hollywood, CA; 1980

Bernard, Marie - *The Art of Graphology*; Whitston Publishing Co., New York, NY; 1985

Farmer, Jeanette - *The Theory of Contraction and Release in Handwriting*; self-published, Denver, CO; 1990

Farmer, Jeanette - *Ductus Evaluation and Stroke Quality Classification*; self-published, Denver, CO; 1990

Karohs, Erika - *Inner Circle Papers: (#33) Enrichment, simplification, elaboration, neglect. (#43) Letter height. (#44) Letter width; (translation/interpretation of Pophal)* self-published; Pebble Beach, CA

Klein, Felix - *Collected papers*, self-published; New York, NY

Lazewnik, Baruch - *Handwriting Analysis, a Guide to Understanding Personalities*; Whitford Press, W. Chester, PA; 1990

Mendel, Alfred O. - *Personality in Handwriting*; Newcastle Books, Van Nuys, CA; 199?

Nezos, Renna - *Graphology, the Interpretation of Handwriting*; Trafalgar Square/David & Charles, N. Pomfret, VT; 1986

Olyanova, Nadya - *Handwriting Tells*; Bell Publishing Company, New York, NY;

Pulver, Max - *Symbolism of Handwriting*; Scriptor Books, London, England; 1994

Roman, Klara - *Handwriting, a Key to Personality*; Pantheon Books; New York, NY; 1975

Teillard, Ana - *The Soul in Handwriting*; Scriptor Books; London, England, 1995

Victor, Frank - *Handwriting, a Personality Projection*; Fern Ridge Press, Eugene, OR; 1989

Hartford, Huntington - *You Are What You Write*; Macmillan Publishing Co., New York, NY; 1973

Sonnemann, Ulrich - *Handwriting Analysis*; Grune & Stratton, New York, NY; 1950

EMPLOYMENT LAW

(Your State) Labor Letter

United States Department of Labor: <http://www.dol.gov/dol/asp/public/programs/handbook/main.htm>

These texts may be ordered from Mostly Books: (520) 571-0110 or online through their web site: www.tucson.com/mostlybooks

Certification Program Fees

Application fee for Intern examination	\$50
Intern Examination	\$125
Application fee for BCHP examination	\$75
General Professional Examination	\$200
Application fee for employment profiling examination	\$75
Employment Profiling Examination (BCEP)	\$125
Grandfather Processing Fee	\$200

Note: Application fees are non-refundable

Reactivation fee: An applicant who voluntarily withdraws from the certification program will be assessed a \$50 fee to reopen his or her file.

Re-testing fee: Any applicant who does not receive a passing score may apply for that part of the test in which he or she was unsuccessful. The fee for re-testing is the same as the original testing fee.

Note: Fees are subject to change without notice.

Postscript

The purpose of the Vanguard Certification Program is to offer an objective test of the handwriting professional's body of knowledge and expertise in graphology. Inasmuch as the professional practice of graphology is not regulated, what certification "means" largely depends upon one's own personal view of it. At the very least, successful completion of a rigorous examination is a satisfying reward for years of dedicated study and practice. Certification also offers clients assurance that the graphologist they hire is competent and a leader in their profession.

Professionals who are committed to maintaining the highest standards in their work recognize that certification is a crucial step on the path to excellence. The Vanguard Certification Program aspires to promote acceptable standards of education and practice in the field. We believe that in adopting such standards, graphology will more readily earn the respect of the other human services professions.

Address questions or comments to:

Vanguard Certification Board

c/o Sheila Lowe, Administrator

25746 Leticia Dr. Valencia CA 91355-2263

Phone: 661/259-8979; toll free: 1-888-426-2978 Fax: 661/254-6164;

E-Mail: writechoice@prodigy.net **Website:** <http://www.writinganalysis.com>

The Vanguard

25746 Leticia Dr. Valencia, CA 91355-2263 (661) 259-8979 (888) 426-2978 WriteChoice@prodigy.net

APPLICATION FOR CERTIFICATION EXAMINATION

1. Personal Data:

Last Name _____ First _____ M.I. _____

Address _____

City _____ State _____ Zip _____ Date of Birth _____

Social Security # _____ M _____ F _____

Work Phone (_____) _____ Home Phone (_____) _____

Fax (_____) _____ Email _____

Employer _____ Position _____

2. Certification Program: For which Certification Examination are you making application?

Intern Examination? _____ Board Certified? _____ Employment Profiling? _____

3. Previous Education: Attach copies of transcripts or certificates of completion. (Attach a separate sheet if more space is needed)

Colleges/Universities/Handwriting Training Courses	Dates	Major	Degree Awarded

4. Other documentation required:

A) Occupational History: Please attach a resume of your previous employment, outlining employers, responsibilities and accomplishments in each position.

B) Specialized Training: If applicable, provide details on the "Applicants Summarization of Specialized Training" Form attached to the application supplement. Specialized training programs could include company training programs; professional association certificate programs military training programs, etc.

C) Independent Reading List: Include applicable publications (i.e., graphology, psychology, marketing, employment practices, etc.)

D) References: Include two personal recommendations, preferably by known handwriting professionals

E) Example of work: Include a copy of a professional analysis you personally prepared for a client.

F) Marketing materials: Include examples of the marketing materials you use to promote your graphology practice.

G) Handwriting sample: Include a specimen of your handwriting outlining why you wish to become certified through The Vanguard

H) Code of Ethics: Include a signed copy of The Vanguard Code of Ethics

5. Have you ever been disciplined for an ethics violation by any organization? _____yes _____no (if yes, please detail separately)

Have you ever been denied certification by any organization? _____ yes _____no

6. Fees. Send appropriate Application Fee, along with other materials as outlined below. Visa & MasterCard are accepted:

For Certification Committee Use Only
Recommended for Examination
Date _____ Accepted _____

Application Fees

Intern Examination Application Fee	\$ 50
Intern Examination	\$125
General Professional Examination Application Fee (qualifying)	\$ 75
General Professional Examination (on-site)	\$200
Employment Profiling Examination Application Fee	\$ 75
Employment Profiling Examination	\$125

If I should not be accepted for any reason I will receive a full refund of my application fee with no further obligation on my part. My signature below certifies that I have read and understood The Vanguard Syllabus, Code of Ethics, and fee schedule as listed

Applicant's Signature

Date: