



**VIP SERVICES**  
**Vocational Assessments**

Dear \_\_\_\_\_

You have been scheduled for a vocational assessment on \_\_\_\_\_ to determine appropriate job goals and/or training for your future. The testing will be at \_\_\_\_\_.

This assessment will be conducted over a period of three days. The times will be from 8:00 a.m. to 3:00 p.m.

The dress code is casual, but you should dress appropriately for a work-setting environment. Be sure to bring reading glasses, medication and any assistive devices that you may need.

Please ensure you have the following with you:

- Prescription eyeglasses
- Hearing aids
- Appropriate medication
- Lunch or lunch money
- A list of medications

We will ask you to have your cell phone turned off during the assessment except for emergency situations.

You will have a 15 minute break in the morning and afternoon and will be given an hour for lunch.

If you need to change or cancel the appointment please call your DARS counselor \_\_\_\_\_ # \_\_\_\_\_ at least 48 hours prior to the assessment.

If you have some needed appointment scheduled for this time the staff of VIP Services can usually accommodate this by you making it by staying late or working through lunch.

The staff of VIP Services (Aaron) can be reached at (904)234-1304 or (936)205-5125. In an emergency call your counselor.

We travel for these assessments and are only available once a month in your location. Please make every effort to complete this assessment.

Thank you,

\_\_\_\_\_  
DARS Counselor