

CERTIFICATION REQUEST FORM FOR NEW ASSISTIVE TECHNOLOGY INSTRUCTORS

State Services for the Blind

This form must be completed by new applicants seeking State Services for the Blind (SSB) certification as Assistive Technology Instructors. Only Assistive Technology Instructors certified by SSB through this form will be invited to complete an application to provide services for SSB customers. Please note: This form is for new applicants only; previous or current SSB Assistive Technology instructors do not have to re-certify.

A. OVERVIEW

The increased use of technology in education and employment has created a need for a greater range of instruction techniques. To address this need and to ensure the highest level of training possible for its customers, the Minnesota State Services for the Blind has established Standards for Assistive Technology (AT) Instructors. SSB invites qualified persons to submit applications for consideration in entering into a master contract agreement with SSB, through the Minnesota Department of Employment and Economic Development (DEED), and in accordance with State of Minnesota contracting processes.

There are four sequential steps to becoming a contracted instructor:

- 1) Complete this Certification Form
- 2) Complete Adult Learning Course
- 3) Interview/Evaluation
- 4) Teaching Demonstration

Please note: completion of all components does not guarantee a master contract with SSB. Review all information below; for additional information about contracting, contact: SSBcontracts.DEED@state.mn.us

B. APPLICANT ELIGIBILITY

An “Applicant” is any person wishing to apply to deliver Assistive Technology to Minnesota residents served by SSB. The Applicant may reside within or outside of the State of Minnesota. The state routinely conducts background checks and checks on state debarment. SSB welcomes all eligible Applicants to apply.

Qualified Applicants are those who have developed skills in instructing students in assistive technology, in addition to completing the requirements outlined below. SSB seeks Applicants with a high degree of proficiency in assistive technology and an ability to instruct these technologies to SSB clients.

A person-centered approach to assistive technology instruction is highly desired. This approach incorporates the instructor’s initial and ongoing sensitivity to vision loss; development of learner-directed goals; a high level of response to student’s needs; strong interpersonal communications; balanced instructional pacing with both information and practice for students; and instructor’s movement towards increasing student’s confidence. These factors are considered in staff observation of Applicant’s Teaching Demonstration.

Situations in which an Applicant is ineligible to contract with the State/SSB as AT Instructor include:

- a) Staff currently employed by SSB.

Situations in which an Applicant **may** be ineligible to contract with the State/SSB as AT Instructor include:

- a) Individual customers currently receiving services from SSB.
- b) Immediate relatives of any staff member of SSB.
- c) Immediate relatives of any current customer of SSB.

Applicants should contact SSB Contracts Specialist [Jennifer Beilke](#) to discuss your eligibility.

In addition, all AT instructors are subject to the State of Minnesota Department of Employment and Economic Development (DEED) Conflict of Interest policy.

C. REQUIRED COMPONENTS FOR ASSISTIVE TECHNOLOGY INSTRUCTION CONTRACT

1. ADULT LEARNING COURSE

All Assistive Technology Instructors must successfully complete the Adult Learning Course as determined by SSB prior to completing any other step in the contracting process. The Adult Learning Course is a document that can be found on the State Services for the Blind website or downloaded with this link:

https://mn.gov/deed/assets/adult-learning-course_tcm1045-292521.docx

2. INTERVIEW/EVALUATION

After completion of this course, individuals under consideration for AT Instructor contracts are eligible for an interview/discussion with Jennifer Beilke, SSB. Applicants are evaluated via the interview for comprehension and competency in the topics listed in the course.

3. TEACHING DEMONSTRATION

An instructor teaching demonstration is required as the third step. Eligible Applicants for contracting who have completed the course topics and completed the interview/evaluation may contact Jennifer Beilke to arrange for a teaching demonstration of their proficiency.

Components of the Teaching Demonstration include the following:

- a) Provide a lesson plan for the teaching demonstration at least two business days in advance.
- b) Virtual or in-person teaching demonstrations of 30 minutes with a student(s). Note: SSB can provide an instructee for the teaching demonstration if a student is not available
- c) Teaching demonstrations are conducted under blind or simulated vision impairment conditions.
- d) Demonstration must include use of actual hardware/software.
- e) SSB staff will observe the demonstration.
- f) Post-teaching demonstrations also require the prospective assistive technology trainer to submit a written report to be sent to SSB within one week of the demonstration.

4. CERTIFICATION QUALIFICATIONS FOR SSB ASSISTIVE TECHNOLOGY INSTRUCTOR

Instructor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

E-mail: _____

Primary Phone: _____ Secondary Phone: _____

This form is used to identify proficiencies in AT instruction to clients of Minnesota SSB. For each area you are interested in as an Applicant, please indicate your prior experience as a user and instructor of each specific assistive technology platform, software, device, or technique.

Feel free to add any comments needed in this form to help us understand your qualifications and experience with each technology area.

1. Training/Certification:

Please list training, post-secondary education, or certifications you have completed in Assistive Technology:

2. Are you fluent in any languages other than English?

If yes, please list:

3. Assistive Technology Instruction:

Do you have direct experience using or teaching any of the following? (Check all that apply)

Screenreaders/Magnification Programs	Using	Teaching
Microsoft Windows	Using	Teaching
Mac/Apple Desktop	Using	Teaching
IOS (iPhone, iPad)	Using	Teaching
Android	Using	Teaching
Notetakers	Using	Teaching
Braille Displays	Using	Teaching
Voice Recognition Software	Using	Teaching
Other	Using	Teaching

List: _____

4. Keyboarding:

Do you have any direct experience using or teaching keyboarding skills? Using Teaching

5. Other:

Please specify any other assistive technologies you've used or taught:

6. Comments?

5. MASTER CONTRACT STANDARDS AND CUSTOMER CHOICE

A Master Contract may be awarded to Applicants based on a) certification, b) course completion, c) interview/discussion of the Adult Learning Course completion (new applicants only), and d) a satisfactory teaching demonstration, including follow up report.

Applicants who meet these four criteria (“Standards”) and are selected to hold a state contract will be listed on the SSB internal and external web sites. This list will be used by SSB staff and customers in choosing instructors to address their specific training needs. External websites are public and include AT vendor contact information.

6. CUSTOMER SATISFACTION

SSB and the State Rehabilitation Council for the Blind (SRC-B) conduct customer surveys to measure the satisfaction of completed training through SSB, on an ongoing basis. Results are posted publicly on the SSB website. The intent of gathering and sharing customer satisfaction is to help customers make informed choices when selecting assistive technology instructor, and to help instructors provide high quality services that meet customer needs and expectations.

Please complete this Assistive Technology Certification request form and submit with your resume to:

State Services for the Blind, SSBContracts.DEED@state.mn.us or you may send via mail to:

Jennifer Beilke
2200 University Ave W, Suite #240
St. Paul, MN 55114

Upon submitting this form, you will receive a response acknowledging receipt by SSB. If you have any questions, please contact Jennifer Beilke via email Jennifer.Beilke@state.mn.us or by phone at 651-539-2273 (direct); or 1-800-652-9000 (toll-free).

Signature: _____ Date: _____

(Please type your name to represent your signature on this form.)