

BECOMING A PBN VENDOR WITH THE USIMAC

Thank you for your interest in becoming a member of the USIMAC's Preferred Braille Network (PBN). We are always looking for new braille transcribers and are excited to have you join our team. While we transcribe all forms of braille (including UEB, UEB Math, EBAAE, Nemeth, Music, and Foreign Language), our greatest needs right now is UEB Math. We have materials from grades K-12 with the largest focus on grades 7-12. If you are not currently certified in UEB Math we still encourage you to apply to join the network as you work towards your math certifications (UEB Technical Proficiency Test), from CNIB at <http://www.cnib.ca/en/living/braille/Pages/Braille-Courses.aspx>.

USIMAC covers the needs of all print disabled students throughout the state of Utah age's birth to 21 with a current IEP or 504 plan. We also assist local universities and businesses with their transcribing needs as we are able. We originally began our transcriber network using the same model as the American Printing House for the Blind in Kentucky, however, over the years we have molded the program to work best with our state and our government's procurement/production policies.

Becoming a Braille Transcriber:

In order to become part of the USIMAC's Preferred Braille Network (PBN) you must first be a certified braille transcriber. Certification involves completing all 20 lessons of the NFB Braille Literary Transcribing course. www.nfb.org/braille-transcribing

This course is free to take and can be done in the comfort of your own home. All you need to complete the course is to learn and study the materials and then complete the lesson at the end of each chapter. The lessons may be completed using the free Perky Duck program that can be downloaded here.

<http://www.duxburysystems.com/product2.asp?product=Perky%20Duck&level=free>

Begin by signing up for the UEB Literacy course. All of the lessons are available in PDF format on the website. They can be referenced online, downloaded to your computer, or printed off for easy reference access. The course takes, on average, 6 to 12 months to complete but there is no fee to do so.

Becoming a PBN member:

Once your certification is complete, start by watching our PBN PowerPoint Webinar. This webinar is updated every January with the most relevant information on becoming a PBN, obtaining work, and getting paid. This year's webinar can be found at www.usimac.org > PBN > PBN 2017 Webinar PowerPoint.mp4.

<http://www.usimac.org/PBN.html>

All corresponding documents referred to in the webinar are located under PBN > PBN Current PBN Member. Please also review our Agency Guidelines, PBN 2017 Bidding Form, and State of Utah PO Terms and Conditions (attachment B). <http://www.usimac.org/PBN%20current%20member.html>

After reviewing the information above, email a copy of your certificate along with your desire to become a PBN member to pbn@usimac.org. We will respond within 1-5 business days (depending on the busy season) requesting the following documents from you: **DO NOT SEND DOCUMENTS UNTIL WE REQUEST THEM**

- Current Resume
- Copy of your UEB braille certification and any other related certifications
- Signed PBN Bidding Form
- Tax ID or SS#
- Copy of your Driver's License front & back
- Copy of your SS Card front & back
- EFT form/Direct Deposit & Canceled Check or Bank Statement

We look forward to having you become a part of our amazing program.