BECOMING A PBN VENDOR WITH USIMAC

Thank you for your interest in becoming a member of USIMAC's Preferred Braille Network (PBN). While we transcribe all forms of braille (including UEB, UEB Math, EBAE, Nemeth, Music, and Foreign Language), our greatest need right now is UEB Math. 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), please visit CNIB Foundation UEB Technical.

In order to become part of the USIMAC's PBN Approved Vendor List you must first be **a certified braille transcriber**, we accept certificates from Canada, Australia, New Zealand and the United States LOC Braille Certification.

To begin our approval process, start by watching our mandatory PBN PowerPoint Webinar, located at https://usimac.org/current-member, this webinar is updated every January with the most relevant information on becoming a PBN, obtaining work, contract procedures and changes, agency guidelines and payment process. Once you have completed our webinar, you can request our USIMAC internal UEB proficiency test (not related to the Library of Congress) (passing with a score of 80% or higher). You have 30 calendar days to submit your test from the date of receiving it.

USIMAC INTERNAL UEB PROFICIENCY TEST, INFORMATION AND GRADING PROCESS

Our internal proficiency test grading system closely follows NFB, as shown below. A perfect score is given a grade of 100. A grade of 80 is required in order to become a member of USIMAC's Preferred Braille Network (PBN)

The list below shows how points are deducted for errors. If the same error in the use or omission of contractions occurs consistently with respect to the same word, it is counted only once, unless it is a contraction error particular to the use of translation software. Format errors may sometimes be counted together as a single error. Otherwise, each error is counted separately.

Errors and Points

a. Contractions omitted or misused: 2
b. Characters misformed (including added or omitted dots): 1
c. Incorrect division of symbols-sequences: 2
d. Letters inserted or omitted: 2
e. Text omitted or repeated: 3
f. Software-specific errors (such as incorrect apostrophes, out-of-place typeform indicators, inserted paragraph or page breaks, and the like): 3
g. Spacing errors: 2
h. Format irregularities: 2
i. Omitted or inserted punctuation or indicators: 2
j. USIMAC PBN Agency Guideline errors: 1

If candidate passes, they will move on to the next step in our process

If candidate fails:

1. It will be strongly recommended that you take a Braille Formats Class after each failed attempt.
   a. National Braille Association Braille Formats Certification Exam: https://www.nationalbraille.org/braille-formats/
   b. Link to purchase study guide for the NBA Braille Formats Certification Exam: https://www.nationalbraille.org/shop/braille-formats-study-guide/
2. They can retest in a minimum of 30 calendar days

If the candidate passes the second test, they move on to the next step in our process.

If the candidate fails a second time, they can retest in a minimum of 30 calendar days.

If the candidate passes the third test, they move on to the next step in our process.

If the candidate fails a third time, they aren't eligible for 2 years

REQUEST FOR STATEMENT OF QUALIFICATIONS APPROVED VENDOR LIST PROCESS:

After reviewing the information above, email your Statement of Qualification/Letter of Interest, a copy of your certificates, and your completed USIMAC internal UEB proficiency test to pbn@usdb.org. An evaluation team will evaluate your Statement of Qualifications, test results, and let you know if you have met the requirements to be on the Approved Vendor List. We will notify you of test results within 14 business days of test submission (if you do not hear back from us within this timeframe please email us to follow up.). To be included on the Approved Vendor List you must be in good standing with USDB. In order to expedite the process, below is a list of documents you will also need to provide.

DO NOT SEND DOCUMENTS UNTIL WE REQUEST THEM (with the exception of your Braille certificate and Statement of Qualifications)

1. Copy of LOC, Nemeth, UEB and any other related Braille certifications
2. Statement of Qualifications/Letter of Interest
3. UEB Internal Test
4. Current Resume
5. Signed PBN Price List Form
6. Tax ID or SS#:
7. Copy of your Driver's License front & back
8. Copy of your SS Card front & back

BECOMING A BRAILLE TRANSCRIBER

For Information on how to become a certified Braille Transcriber in the USA, please visit NFB Braille Certification Program. The course takes, on average, 6 to 12 months to complete but there is no fee to do so.

WHO WE SERVE

USIMAC provides educational materials for all students with print-related disabilities who are qualified under the Chafee Amendment or otherwise eligible through a current IEP or

504 plan throughout the state of Utah age's birth to 21. 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.