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 Technical Math, Nemeth, Music, and Foreign Language), our greatest need right now is UEB Technical Math. If you are not currently certified in UEB Technical Math we still encourage you to apply to join the network as you work towards your math certifications, please visit [CNIB Foundation UEB Technical](#) or [RIDBC, Australia.](#)

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 attending or 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, changes, agency guidelines and payment process. Once you have completed our webinar, you can submit your Statement of Qualifications/ Letter of Interest, and a copy of your certificates to pbn@usdb.org .

USIMAC INTERNAL UEB LITERARY AND UEB TECHNICAL MATH TEST, INFORMATION AND GRADING PROCESS

UEB Literary Test

Our Literary 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 PBN. You have 30 calendar days to submit your test from the date of receiving it.

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. Spelling errors: 2
d. Incorrect division of symbols-sequences: 2
e. Letters/numbers inserted or omitted: 2
f. Text inserted, omitted or repeated: 3
g. Software-specific errors (such as incorrect apostrophes, out-of-place typeform indicators, inserted paragraph or page breaks, and the like): 3
h. Spacing errors: 2
i. Format irregularities: 2
j. Omitted or inserted punctuation or indicators: 2

     k. USIMAC PBN Agency Guideline errors: 1

If you pass, you will move on to the next step in our process

If you fail:

1. You may dispute any errors within **15 calendar days** from the date you receive a pass or fail email. This applies after each failed attempt up to 3 attempts.

2. 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://nationalbraille.app.neoncrm.com/np/clients/nationalbraille/product.jsp?product=21&catalogId=3&

3. You can retest in a minimum of 30 calendar days from the date you receive a pass or fail email after each failed attempt.
    a. If you fail a **third** time, you aren't eligible to retest for 2 years.

UEB Technical Math Test

(This process will only be valid until USA offers a UEB Technical Certification)

In order to take our UEB Technical Math test, you must first meet the qualifications to become a PBN member with USIMAC, and pass our UEB Literary test. The UEB Technical Math tests are broken down into 3 separate categories based on levels. Each test is largely geared around formatting because USIMAC primarily produces Textbook Materials. A perfect score is given a grade of 100. You must pass each test with a score of 80 or above. You have 30 calendar days to submit each test from the date of receiving it.

- UEB Technical Math Level 1 (Grade K-3)
    - No test is available at this time
- UEB Technical Math Level 2 (Grades 4-8)
    - If you pass this test you will also get an automatic pass for Level 1
- UEB Technical Math Level 3 (Grades 9-12)

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. USIMAC agency procedure for general errors (capitalization, punctuation, etc): When an error occurs repeatedly throughout a volume, it will be classified as a general error. The first occurance will count as 1 error. If it happens an additional 2-11 times, it will count as another error, and an additional error count for each 10 occurrences afterwards.

     Errors and Points

a. Characters, symbols, letters missing or misformed (including omitted or inserted dots): 1
b. Spelling error: 1
c. Wrong mathematical symbol (signs of operation, etc) used: 1

        i.   EACH OCCURRENCE gets an error. These errors will NOT be grouped together!

        ii.   i.e. use of multiplication cross when the print calls for multiplication dot or plus sign

d. Incorrect division of symbols-sequences: 2
e. Omitted or inserted punctuation or indicators: 1
f. Omitted or inserted mathematical symbol: 1

        i.   EACH OCCURRENCE gets an error. These errors will NOT be grouped together!

        ii.   i.e. equal sign where the print has no mathematical symbol

        iii.   i.e. Using a hyphen or dash when the print shows a minus sign

g. Text omitted or repeated: 3
h. Non-technical, software-specific errors (such as incorrect apostrophes, out-of-place typeform indicators, inserted paragraph or page breaks, etc): 1
i. Mathematical software specific errors (X instead of multiplication cross, extra symbols with superscript/subscript, etc.): 2
j. Format irregularities: 1
k. Spacing errors: 1
l. Contractions omitted or misused: 1
m. Format irregularities: 1
n. USIMAC PBN Agency Guideline errors: 1

If you pass, you will move on to the next step in our process

If you fail:

1. You may dispute any errors within 15 calendar days from the date you receive a pass or fail email. This applies after each failed attempt up to 3 attempts.
2. It will be strongly recommended that you take an online UEB technical Course after each failed attempt
   a. Australia RIDBC:

   b. Canada CNIB:

3. You can retest in a minimum of 30 calendar days from the date you receive a pass or fail email after each failed attempt.
   a. If you fail a **third** time, you aren't eligible to retest for 2 years.

REQUEST FOR STATEMENT OF QUALIFICATIONS APPROVED VENDOR LIST PROCESS:

After you email your Statement of Qualification/Letter of Interest and a copy of your certificates, we will review your application and send you our Internal UEB literary proficiency test. You have 30 calendar days to submit it from the date you receive the test. We review applications 3 times per year, in October, December and February. An evaluation team will evaluate your Statement of Qualifications/Letter of Interest and 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 4-6 weeks 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 to chapter 1 of title 17, United States Code, added section 121 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 government's procurement/production policies.