Virtual Vision Technologies

VVT Instructor Certification Program

Statement of Capability: Since 1991, VVT (Virtual Vision Technology) has been a full-service accessibility accommodation consulting and training company for people with disabilities. VVT also provides employer support and accommodation services nationwide, individual, employment and educational support in public, private and federal markets as well as assessments, Rehab Engineering, training, job retention assistance and Script writing.

All of the VVT AT (Access Technology) instructor staff is qualified to teach initial and follow-up training in the use of any high tech assistive technology hardware, software, or Braille device. They offer one-to-one certificate instruction, assessment and evaluation on an hourly, daily, or one-week short course basis. Visually impaired themselves and have applied more than eight (8) years of experience as instructors, these professionals understand the special needs of their students.

President, Morgan Henderson, M.Ed.:, Psychologist, President - specializes in Group Leadership Intensive, public Trainings-for-Trainers, executive teambuilding, communications and group leadership, staff development, work style assessment and adjustment to disability. Clients: government, nonprofit, academic, and Fortune 500 corporations.

CIO, Edwin Staudt, Ph.D.: Ed specializes in the corporate sector providing the consulting and follow-up products and services to identify, recruit, hire, train and retain persons with disability in the integrated competitive work place. Ed coordinated the VVT teams that developed the applicant AT Skill Assessment Measure (AT SAM), the Job Analysis instrument to retain employees who experience physical changes indicating disability and the Internship and employment modules for job search preparation. Ed also coordinates the project management aspect for all corporate projects insuring that service needs and delivery options serve the project.

The VVT Instructor Certification Program provides the opportunity for candidates who want to become instructors of AT (Access Technology) to learn the required tools, skills, resources and standards of an instructor of access technology. Virtual Vision Technologies uses the latest hardware, software and resources to effectively empower our instructors with the knowledge to teach those who are blind and have low vision to use a computer integrated with the MS Office applications, Access Technology (adaptive software, and other computer based applications and products.

Our Instructor Certification program bridges the gap between the candidate¡¦s current knowledge and required knowledge to provide the best quality training and services as an instructor of Access Technology. The candidate will learn and adopt relevant techniques, procedures and skills that are directly related to and based on the standards required to become an Access technology instructor. Candidates for the program are given training in the essential tools and skills, from beginner to mastery, using Access Technology integrated with Microsoft Applications (Word, Excel, and MS Outlook) and other computer based applications (Windows and the Internet). Training in using OCR (Optical Character Recognition) scanning systems, Braille and Braille translators, Notetakers and other AT products is also a part of the training curriculum.

The program is structured to ensure that all candidates:

- Learn practical skills for mastery in the use of assistive technology hardware or software
- Develop and implement customized training techniques
- Develop and implement lesson plans
- Learn to write an effective report
- Provide quality service and training to the client
- Learn to develop and implement a tailored training approach to fit the IEP goals of the client
- Participate in workshop activities that will help to develop and enhance the candidate¡¦s current
- skill sets
- Receive hands-on-practicum experience as an instructor

Course Requirements: Because of the structure and intensity of the training program, the candidate must be committed and have the discipline to work as a team player and to work independently of the instructor. Candidates are encouraged to utilize the ¡§Discovery Learning¡¨ process to acquire and learn new skill sets. Structured training resources and guidelines will be given to and made available to the candidate. Coach assist will be provided by VVT instructors throughout the program. Commitment to adhere to program guidelines - Terms and Conditions:

1. **Pre-requisites:**

   - Candidate is required to have a basic knowledge and understanding of the use of AT (Access Technology) integrated with a computer and other Windows-based applications

   - Candidate must be focused and self motivated towards accomplishing the end goal to become an instructor of Access Technology according to the standards set forth for this position

   - Candidate must be committed and have the discipline to work as a team player and to work independently of the instructor

2. **Orientation and Training:**

   - The candidate must participate in the Interview and skills assessment process

   - The candidate must submit a resume and references and relevant related credentials (if needed).

   - The candidate must complete an employment application.

   - The candidate must sign the Letter of Intent which is presented before starting the program.

3. **Commitment to a Time Line:** The VVT Instructor Certification Program will operate for eight (8) consecutive weeks (Monday through Friday, 8:00a.m. to 4:00p.m.).

- Two-Week AT-Computer Immersion Training: Candidate has the opportunity to refresh and build upon their current skills; the training process is self-directed with Coach-Assist support from VVT instructors. Training resources will be provided to the candidate.

- Instructor Internship Core Curriculum Program—Six (6) weeks—Candidate learns to apply the tasks of an instructor while functioning as an Access Technologist Specialist Intern. The Intern and a more experienced instructor will be paired together. The Intern will observe each instructor¡¦s style and technique of teaching. The Intern will get the opportunity to instruct the client and be observed by another instructor. The intern will participate in more hands on activities and workshops such as, Creating Effective Lesson Plans, Requirements of an Instructor, and Effective Report Writing, etc. Most of the client training will be done at the Learning Center. However, if the instructor has to go to another site, the Intern is expected to accompany or meet the instructor at the location.

- There will be two 15 minute breaks and 1 lunch break (hour)

4. Attendance/Punctuality/Absences:

- Candidate will report to the Learning Center on all scheduled days and on time

- Missed time, without a valid reason, will be time lost and will not be rescheduled. Be mindful that effectively managing your time is relevant to the instructor position.

- Candidate must notify the Director of Training when they are unable to keep their commitment to their schedule.

5. Holidays:
- If the training scheduled date is on a national holiday and the Access Learning Center is closed, there will not be training for the candidate. That day will be rescheduled.

6. Company Products/Services/Work Stations:

- Products, work stations and services are to be treated with consideration and respect and candidate is responsible for any damages that are cause by the candidate.

7. Personal Appearance:

- Candidate must report in appropriate professional attire.

8. Personal Behavior/Disciplinary Procedure:

- The use of inflammatory language, drugs and alcohol by the candidate on the premises is reason for dismissal from the program.

9. Partial Performance:

- Only after the discharge from the Internship Core Curriculum Program will the candidate receive a Certificate of Completion

10. Confidentiality: (Agreement between both parties to keep the transaction and information exchanged in the Instructor Certification Program confidential)

- The candidate must not disclose any details about the VVT Instructor Certification Program or any related materials used for training with any outside sources. If candidate is hired for employment by VVT, the candidate will sign company policy and NDA (Non-Disclosure Agreement).

11. Termination of Agreement:

- If the candidate violates terms and conditions set forth in the LOI (Letter of Intent), Virtual Vision Technologies reserve the right to terminate all agreements made with the candidate and any paid monies to the program are non-refundable.

12. Re-entry into the VVT Instructor Certification Program:

- If the candidate fails to complete all phases of the VVT Instructor Certification Program (provided the candidate was not terminated by the company), he or she can apply again when the next session of the VVT Instructor Certification Program begins.

Curriculum Design: The candidate is trained using those specific courses and standards that are relevant and required for instructors of AT (Access Technology) Candidates will study courses from beginner to mastery levels, from basic computer use, to advanced screen readers, Microsoft Office, AT or Braille devices. After finishing the Instructor Certification Program, the candidate will receive a Certificate of Completion of the mandated hours required in the VVT Instructor Certification Program. There are four steps of progression the candidate must complete in order to enter and complete the program and receive the Certificate of Completion:

- Interview
- Skills Assessment
- Two-Week AT-Computer Immersion Training (80 hours)
- The Instructor Internship Core Curriculum six (6) weeks

COURSE CONTENT & DESCRIPTION:

Two Week AT-Computer Immersion Training course (80 hours)
Course Length: 80 hours (10 6 Hour days)
Instructional Setting: Classroom

Description: Two week AT-Computer Immersion Training ensures that the candidate receives the maximum benefit of AT training. The candidate will learn specific access technology procedures (from beginner to mastery) integrated with a computer, Windows-based applications and other AT software and products. Candidate will

receive one-on-one coach assisted instructions from VVT Access Technology Specialists.

The Instructor Internship Core Curricula (6 weeks)
Course length: Six (6) weeks (6 hours/day)
Instructional Setting: Classroom / On-Site

Description: This program session is the Practicum. The candidate will be engaged in learning to apply the tasks of an instructor and functioning as an Access Technologist Specialist Intern. The Intern and a more experienced instructor will be paired together. The Intern will observe each instructor¡¦s style and technique of teaching. The Intern will get the opportunity to instruct the client and be observed by another instructor. More hands on activities, lesson planning, teaching and report writing will be prepared by the candidate. Most of the client training will be done at the Learning Center. However, if the instructor has to go to another site, the Intern is expected to accompany or meet the instructor at the location.

COURSE SYLLABUS: Our training typically includes:

Module 1: Interview and Assessment Process
Module 2: Access Technology Training
Module 3: Computer Basics Training
Module 4: MS Office Applications Training
Module 5: Intranet and Internet Explorer Training
Module 6: Email Training (MS Office Outlook)
Module 7: Note-taker Training
Module 8: Workshops
Module 9: Practicum
Module 10: Written and Performance Evaluation
Module 11: Self-Assessment Tools
Module 12: Training Program Effectiveness Analysis
Appendix 1: Assignments
Appendix 2: Helpful Resource Tips

COURSE OUTCOME MEASUREMENT: On-going communication with the candidate or other supportive personnel in reference to his or her progress in the training program. The Director of Training and the instructor will maintain and monitor the candidate¡¦s progress throughout the program by providing staffing and written reports and evaluations. This allows the candidate or supporting personnel and VVT professional staff to modify the training and education programs while candidates are still actively involved in the program. This flexibility allows VVT staff and supporting personnel to recognize and address any issues the candidate may be experiencing. Two staffing sessions will be scheduled within the eight week training program.

- Mid-course candidate evaluation: VVT Staff-Student- Counselor collaboration about student¡¦s progress

- End of course candidate evaluation: VVT Staff-Student- Counselor collaboration about candidate progress and course outcome

Reports - AT Report to supportive personnel includes:
- Details of assessment results
- Details of staffing results
- Recommendations
- Candidate progress measurement outcome expectations

ALTERNATIVE TRAINING DELIVERY:

- <u>Remote Phone Conferencing (Two-Week Immersion (80 hours):</u> Candidate will undergo Immersion training via phone conferencing and email which follow the same course syllabus as the two week on-site .

- <u>One-week On-site (30 hours) Internship Practicum:</u> Candidate will spend one-week function as an instructor intern.

- <u>Five-Week Remote Phone Conferencing:</u> Candidate will participate in workshops via phone conferencing, emails and other hands on activities such as phone training.

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