

Maryland State Department of Education
Division of Rehabilitation Services

Assistive Technology Provider Certification Standards & Process

Purpose

The Division of Rehabilitation Services (DORS) certifies assistive technology (AT) providers to assure that consumers are provided objective, quality recommendations and training for assistive technology, in support of achievement of independence and/or employment. This is consistent with the DORS principle of informed consumer choice of services and providers.

Applicability

These Certification requirements apply to organizations and individual service providers that wish to provide objective assistive technology-based evaluations and recommendations, and related equipment setup and training for DORS clients.

Scope of Services

Individuals and organizations may be certified in one or more of the following *device areas* and *service areas*. Minimum requirements must be met for each area for which certification is requested.

Device Areas:

- Alternate and augmentative communication
- Adaptive computers interfacing for motor impairment
- Adaptive computers interfacing for cognitive impairment
- Sensory aids for low vision and blindness
- Sensory aids for deafness and hard of hearing
- Electronic environmental controls and telephone access

Service Areas (provided at vendor or off-site location):

- Evaluations and recommendations
- Equipment set-up and configuration
- Software/hardware training

Exclusions

Assistive technology evaluations and recommendations are limited to non-medical rehabilitation technology that is not regulated by other provisions. Specifically excluded from these Certification Requirements are; wheelchairs and power mobility, architectural modifications, adaptive driving, vehicle modifications, and low vision devices and hearing aids requiring a prescription by physicians or medical providers (OTs, PTs, etc.).

Eligibility for Certification

- **Organizations** – Eligible organizations include rehabilitation or medical facilities, educational or training institutions, non-profit 501c organizations, and businesses not directly receiving remuneration or other compensation from and/or representing a sole manufacturer/distributor. Organizations must have at least one individual who meets the certification requirements indicated under "Individual" below.

- **Individuals** – Eligible individuals include those with education and work experience in rehabilitation-related fields (see "Basis of Certification" below) who are not directly receiving remuneration or other compensation from and/or representing a sole manufacturer/distributor.

Basis of Certification

The individual or organization may be deemed DORS-certified based on the following:

- **Recognized Accreditation/Certification**
 - Acceptable accreditation for umbrella organizations includes CARF (for AT), Alliance for Technology Access, and RESNA.
 - Acceptable accreditation for individuals includes RESNA ATP (Assistive Technology Practitioner), CSUN Assistive Technology Applications Certificate, Maryland State professional boards in PT, OTR/L, CCC-SLP; or
- **DORS Standards for Certification of Individual AT Service Providers** – Minimum professional qualifications for certification of individuals includes the following:
 - **Education:** Possession of a Bachelor's Degree in Special Education, Rehabilitation Technology, Rehabilitation Engineering, Speech and Language Pathology, Occupational therapy, Computer Technology or a related field; **and**
 - **Experience:** Three years of professional experience in adaptive rehabilitation technology in each device and service area for which certification is being requested. Two or more years of experience working with individuals with significant disabilities in other capacities may be substituted for one of the required years of experience in adaptive rehabilitation technology.

Procedures for Certification

Completion of DORS Provider/Vendor Application – Individuals and organizations wishing to be certified as DORS-approved Assistive Technology Service providers must submit the *DORS Provider/Vendor Application* (link) to the Director, Business Support Services, DORS Administrative Offices, 2301 Argonne Drive, Baltimore MD 21218. Be sure to include accreditation and certification information in #5, and device and/or service areas in #7 on the Application.

Coverletter – On business stationery, include:

- Minimum professional qualifications and experience
- Assurance that the individual/organization does not discriminate on the basis of sex, race, religion, color, age, national origin, residence, disability or political affiliation in providing services or employment opportunities
- Assurance that the individual/organization adheres to the DORS policy on

Confidentiality of Consumer Records and appropriate COMAR regulations, and any applicable professional codes of ethics.

Required Documentation – For each area applied for, include:

- A written outline of steps in the service delivery process
- A written outline of the assessment protocol
- An assurance that all assessments include hands-on use by the consumer of equipment prescribed.

Attachments – Include with application packet:

- Resumes of staff
- Copies of accreditation/certification
- Samples of assessments completed
- Letters of support

Please see the *DORS Provider/Vendor Fact Sheet* for information about timeframe for response to applications, invoice requirements and other pertinent information.

Inquiries: Scott Dennis - 410-554-9414 - sdennis@dors.state.md.us