

Maryland State Department of Education
Division of Rehabilitation Services
Provider/Vendor Qualification Requirements Manual

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General Vendor Requirements

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

Submit all applicable licenses, certifications, accreditations, insurance, and any other documentation required by your industry's governing body for each service provider applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

7. Additional Documentation

Additional documentation may be required depending on the type of services provided.

Refer to specific requirements for your vendor category.

Medical Services for Exams & Office Visits

Psychiatrist

Services Provided:

- Psychiatric Diagnosis Interview Examination (PDE) through an initial diagnostic interview with an adult or adolescent patient, or related services.

Qualification Requirements:

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2. **IRS Form W-9**
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3. **Maryland Business Registration (In Good Standing)**
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Physician

Services Provided:

- Health Status (GME) Medical Office Visit: new patient
- Health Status (GME) Medical Office Visit: established patient
- Specialist Examination.

Qualification Requirements:

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Physician Assistant (PA)

Services Provided:

- Health Status (GME) Medical Office Visit: new patient
- Health Status (GME) Medical Office Visit: established patient
- Specialist Examination.

Qualification Requirements:

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Certified Registered Nurse Practitioner (CRNP)

Services Provided:

- Health Status (GME) Medical Office Visit: new patient
- Health Status (GME) Medical Office Visit: established patient
- Specialist Examination.

Qualification Requirements:

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Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

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Submit a copy of a valid license from the [Maryland Board of Nursing](#) for all service providers applying to deliver services to DORS consumers.
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Registered Nurse (RN)

Services Provided:

- Health Status (GME) Medical Office Visit: new patient
- Health Status (GME) Medical Office Visit: established patient
- Specialist Examination.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

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Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).
- 6. DORS Provider/Vendor Application**
Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Psychotherapy Services

Clinical Psychologist

Services Provided:

- Psychotherapy services in 30-, 45-, and 60-minute increments by a physician, clinical psychologist, licensed clinical social worker-clinical (LCSW-C), or licensed clinical professional counselor (LCPC).

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid license from the [State Board of Examiners of Psychologist](#) for all service providers applying to deliver services to DORS consumers.
- If applicable, submit a copy of a valid [PSYPACT Interjurisdictional Telepsychology Authorization](#) and a valid psychology license for all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Licensed Certified Social Worker-Clinical (LCSW-C)

Services Provided:

- Psychotherapy services in 30-, 45-, and 60-minute increments by a physician, clinical psychologist, licensed clinical social worker-clinical (LCSW-C), or licensed clinical professional counselor (LCPC).

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

Submit a copy of a valid license from the [Maryland Board of Social Work Examiners](#) for all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

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4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Licensed Clinical Professional Counselor (LCPC)

Services Provided:

- Psychotherapy services in 30-, 45-, and 60-minute increments by a physician, clinical psychologist, licensed clinical social worker-clinical (LCSW-C), or licensed clinical professional counselor (LCPC).

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

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Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

- 1. Licenses, Certifications, Accreditations, Insurance, and other Documentation**
Submit a copy of a valid license from the [State Board of Professional Counselors & Therapists](#) for all service providers applying to deliver services to DORS consumers.
- 2. IRS Form W-9**
Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).
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- 4. Product/Service Information**
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- 5. Vendor Ethical Standards Agreement**
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- 6. DORS Provider/Vendor Application**
Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Psychological Testing Services

Psychologist

Service Provided:

- **Comprehensive Adult Psychological Assessment** – individuals 18 and older.
Expectations: Formalized psychological assessment, including IQ test (WAIS), academic achievement (WRAT), activities of daily living, mental status exam, and clinical review.
- **Comprehensive Child Psychological Assessment** – individuals 17 and younger.
Expectations: Formalized psychological assessment, including IQ test (WAIS), academic achievement (WRAT), activities of daily living, mental status exam, and clinical review.
- **Learning Disability Evaluation Supplement** (Note: not to be combined with Memory Disorder Evaluation)
 - During authorization: May be included on the authorization when the individual reports a learning disability.
 - During assessment: The Woodcock Johnson Extended Battery may be administered after the WAIS and WRAT have been completed and the results indicate a learning disability (i.e., the IQ is above 70 and WRAT score is below 70 or the IQ score is above 70 and the WRAT score is significantly lower) to provide information regarding the extent of an individual's learning disability and vocational implications. If learning disability is not indicated, then the Woodcock Johnson Extended Battery may not be administered, and the LD Supplement may not be billed.
- **Memory Disorder Evaluation (Note: not to be combined with Learning Disorder Evaluation)**
Use when the Wechsler Memory Scale IV is required to evaluate the extent of forgetfulness, distractibility, altered memory state, or memory loss when:
 1. Consumer reports having experienced certain conditions (e.g. head trauma, asphyxiation, stroke, exposure to toxins/chemicals, dementia, chronic heavy drug and/or alcohol dependence, Parkinson's, Lyme's, and/or chronic seizures), and
 2. Credible sources familiar with the person's daily functioning are not available to provide information to document memory problems comprehensively and accurately.
- Personality Disorder Evaluation

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1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid license from the [State Board of Examiners of Psychologist](#) for all service providers applying to deliver services to DORS consumers.
- If applicable, submit a copy of a valid [PSYPACT Interjurisdictional Telepsychology Authorization](#) and a valid psychology license for all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

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6. DORS Provider/Vendor Application

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Neuropsychologist

Services Provided:

- **Neuropsychological Testing**

Includes the first hour of neuropsychological testing, 5.5 hours for neuropsychological test administration and scoring, as well as flat rate for adult clinical interview.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

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Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid license from the [State Board of Examiners of Psychologist](#) for all service providers applying to deliver services to DORS consumers, and if applicable:
- Submit a copy of a valid [PSYPACT Interjurisdictional Telepsychology Authorization](#) and a valid psychology license.
- Submit a copy of valid documentation of training, education, and/or certification in Neuropsychology, which can include [Board Certified through the American Board of Clinical Neuropsychology \(ABCN\)](#) of all service providers applying to deliver services to DORS consumers.

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Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

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6. DORS Provider/Vendor Application

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Behavioral Analyst

Services Provided:

- Behavioral analysis and management with specially designing, implementing, and monitoring behavior analysis programs.

Qualification Requirements:

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Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid license from the [State Board of Professional Counselors & Therapists](#) for all service providers applying to deliver services to DORS consumers.
- Submit a copy of a valid certification from the [National Behavior Analyst Certification Board](#) for all service providers applying to deliver services to DORS consumers, if available.

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6. DORS Provider/Vendor Application

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Audiology Services

Audiologist

Services Provided:

- Diagnosis and treatment for disorders of the auditory and vestibular system and portions of the ear.

Qualification Requirements:

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Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

- 1. Licenses, Certifications, Accreditations, Insurance, and other Documentation**
Submit a copy of a valid license from the [Audiologists, Hearing Aid Dispensers, Speech-Language Pathologists & Music Therapists](#) of all service providers applying to deliver services to DORS consumers.
- 2. IRS Form W-9**
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Hearing Aid Dispensers

Services Provided:

- Diagnosis and treatment for disorders of the auditory and vestibular system and portions of the ear.

Qualification Requirements:

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Speech-Language Pathologists/Therapists

Services Provided:

- Diagnosis and treatment for disorders of the auditory and vestibular system and portions of the ear.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

Submit a copy of a valid license from the [Audiologists, Hearing Aid Dispensers, Speech-Language Pathologists & Music Therapists](#) of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Physical Medicine and Allied Medical Services

Prosthetist

Services Provided:

- Design, fabricate, and fit artificial limbs and devices for individuals with limb loss or congenital limb differences.
- Perform patient evaluations, take measurements, select materials, and provide training on how to use and care for the device.
- Perform adjustments, repairs, and replacements to ensure the prosthesis meets the patient's ongoing needs and goals.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

- 1. Licenses, Certifications, Accreditations, Insurance, and other Documentation**
Submit a copy of a valid certification from the [American Board for Certification in Orthotics, Prosthetics, and Pedorthics](#) of all service providers applying to deliver services to DORS consumers.
- 2. IRS Form W-9**
Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).
- 3. Maryland Business Registration (In Good Standing)**
Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.
 - This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
 - [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)
- 4. Product/Service Information**
Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.
- 5. Vendor Ethical Standards Agreement**
Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).
- 6. DORS Provider/Vendor Application**
Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Optometrist

Services Provided:

- Eye exams, diagnose and treat vision problems like myopia and hyperopia and prescribe corrective lenses such as glasses and contact lenses.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

Submit a copy of a valid license from the [State Board of Examiners in Optometry](#) of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Ophthalmologist

Services Provided:

- Eye exams, diagnose and treat eye diseases like glaucoma and cataracts and prescribe corrective lenses such as glasses and contact lenses.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

Submit a copy of a valid license from the [Maryland Board of Physicians](#) of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Eyeglasses & Optical Providers

Services Provided:

- Fit and dispense eyeglasses and contact lenses ensure effective eyewear styling for the fitting of various lens types.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

2. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

3. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

4. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

5. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Dentist

Services Provided:

- Only when a dental condition significantly impedes a person's ability to find or maintain employment, dental services could include restorative work, extractions, and potentially complex procedures if a dental issue exacerbates another physical disability or causes a severe cosmetic problem that prevents public-facing employment.
- **DORS does not provide funding for preventative dental services.**

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. **Licenses, Certifications, Accreditations, Insurance, and other Documentation**

Submit a copy of a valid license from the [Maryland State Board of Dental Examiners](#) of all service providers applying to deliver services to DORS consumers.

2. **IRS Form W-9**

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. **Maryland Business Registration (In Good Standing)**

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. **Product/Service Information**

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. **Vendor Ethical Standards Agreement**

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Occupational & Physical Therapy Services

Occupational Therapist

Services Provided:

- Occupational Therapy Evaluation, Occupational Therapy Treatment, and/or Functional Capacity Evaluation (FCE) for providers seeking approval to provide services to DORS consumers.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid license from the [Maryland Board of Occupational Therapy Practice](#) of all service providers applying to deliver services to DORS consumers.
- Submit a cover letter on business stationery, including minimum professional qualifications and experience.
- Submit resumes of all service providers applying to deliver services to DORS consumers.
- Submit completed assessment reports for Vocational Rehabilitation services seeking DORS approval.
- Submit three letters of support.
- If seeking approval to provide Occupational Therapy Evaluations and/or Functional Capacity Evaluations (FCE), submit evidence/inventory of ownership of all the equipment used for evaluations.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. **Vendor Ethical Standards Agreement**

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Physical Therapist

Services Provided:

- Physical Therapy Evaluation, Physical Therapy Treatment, and/or Functional Capacity Evaluation (FCE) for providers seeking approval to provide services to DORS consumers.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid license from the [State Board of Physical Therapy Examiners](#) of all service providers applying to deliver services to DORS consumers.
- Submit a cover letter on business stationery, including minimum professional qualifications and experience.
- Submit resumes of all service providers applying to deliver services to DORS consumers.
- Submit completed assessment reports for Vocational Rehabilitation services seeking DORS approval.
- Submit three letters of support.
- If seeking approval to provide Occupational Therapy Evaluations and/or FCE, submit evidence/inventory of ownership of all the equipment used for evaluations.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Academic Services

College/University

Services Provided:

- College/University Training

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. **Licenses, Certifications, Accreditations, Insurance, and other Documentation**
Submit a copy of current accreditation of the College/University seeking approval.

Submit a list of degree offerings (we only need to know if you offer: Certificates, associate degrees, bachelor's degrees, master's degrees, and/or Doctorate Degrees, etc.).

2. **IRS Form W-9**

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. **Maryland Business Registration (In Good Standing)**
ONLY required for:

- In-state institutions designated as for-profit.
- Out of state institutions for all entities, including foreign entities, with a physical presence in Maryland, which includes owning or leasing property or having employee's resident in the State.

If required:

- Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. **Vendor Ethical Standards Agreement**

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

5. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Proprietary & Private Career Schools – Vocational Skills Training

Services Provided:

- Vocational Skills Training at proprietary and private career schools

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. **Licenses, Certifications, Accreditations, Insurance, and other Documentation**

Submit a copy of a valid license and/or certification from the following for all locations, services, or training programs applying to deliver services to DORS consumers:

- [Maryland Higher Education Commission \(MHEC\)](#) or a similar commission in another state
- [U.S. Department of Veterans Affairs](#)
- List of approved training courses on the [Eligible Training Provider List \(ETPL\)](#), and/or
- Industry-based certification.

2. **IRS Form W-9**

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. **Maryland Business Registration (In Good Standing)**

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. **Product/Service Information**

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. **Vendor Ethical Standards Agreement**

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

7. Additional information/documentation may be required to determine vendor qualifications.

Academic Tutoring Services

Services Provided:

- Tutoring to reach educational, training, or employment goals.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid teaching certificate of all service providers applying to deliver services to DORS consumers.
- Submit a copy of a valid criminal background check, no more than 3 years old, of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Driver Education Schools

Services Provided:

- Core classroom and/or behind-the-wheel training to ensure safe, independent driving for employment, providing the foundational MVA-approved curriculum.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid Maryland Department of Transportation (MDOT), Motor Vehicle Administration (MVA) Licensed Driver Education School for all locations seeking approval to deliver services to DORS consumers
- Submit a copy of a valid Maryland Department of Transportation (MDOT), Motor Vehicle Administration (MVA) Certified Driver Education School for all locations seeking approval to deliver services to DORS consumers, and
- Submit a copy of a valid Certificate of Liability Insurance.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Interpreting & Translation

Interpreters – ASL & Vocational Interpreter Services for Deaf & Hard of Hearing

Services Provided:

- On-site ASL interpretation or VRI (Video Remote Interpreting) that could include job interview assistance, on-boarding, and job coaching.
- These services could also include facilitating communication during career assessment, training, and job development to help clients secure and maintain employment.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of certification from the [Registry of Interpreters for the Deaf \(RID\)](#), except for Ed: K-12 of all service providers applying for approval to deliver services to DORS consumers.
- Once available, submit a copy of a valid Maryland State License of all service providers applying to deliver services to DORS consumers.
[Note: This is postponed until 2028. Please check with the [Governor's Office of Deaf, Deafblind, and Heard of Hearing](#) for updates.]

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors except those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Interpreters - Deaf-Blind

Services Provided:

- Specialized communication access, including tactile signing, Pro-Tactile signing, tracking, and haptic signals to ensure equal access to employment services.
- Facilitate services that could include vocational evaluations, job interviews, training, and workplace meetings by bridging communication gaps through touch, modified signing space, and environmental, or visual description.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of certification from the [Registry of Interpreters for the Deaf \(RID\)](#), except for Ed: K-12 of all service providers applying for approval to deliver services to DORS consumers.
- Once available, submit a copy of a valid Maryland State License of all service providers applying to deliver services to DORS consumers.
[Note: This is postponed until 2028. Please check with the [Governor's Office of Deaf, Deafblind, and Heard of Hearing](#) for updates.]

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Braille Transcription

Services Provided:

- Transcribe documents into customized braille and tactile materials to enable individuals who are blind or visually impaired to gain or maintain employment.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a current resume of all service providers applying to deliver services to DORS consumers.
- Submit three letters of reference from either government or non-profit organizations for which you have provided transcription services of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Blindness & Vision Services

Orientation and Mobility (O&M) Trainer with COMS or NOMC certification

Services Provided:

- Specialized instruction for individuals who are blind or visually impaired, focusing on safe, independent navigation.
- Services include mobility skill training (cane techniques, route planning), assessments of home and/or workplace, public transportation usage, and GPS instruction to enable secure, independent travel to employment and training locations.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a current resume of all service providers applying to deliver services to DORS consumers.
- Submit a copy of a valid Certified Orientation and Mobility Specialist (COMS) or National Orientation and Mobility Certification (NOMC) certification of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Orientation and Mobility (O&M) Trainer or Rehabilitation Teacher by a CRVT with full communication for the DeafBlind

Services Provided:

- Specialized training to navigate environments safely, use adaptive technology, and develop communication strategies essential for employment.
- Services include route training to home/work, cane skills, and sensory awareness, ensuring independence and vocational readiness for the deaf/blind.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a current resume of all service providers applying to deliver services to DORS consumers.
- Submit copy of a valid Certified Orientation and Mobility Specialist (COMS) or National Orientation and Mobility Certification (NOMC) certification and a copy of a valid Certified Rehabilitation Vision Therapist (CRVT) certification of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Rehabilitation Teaching without certification

Services Provided:

- Specialized services for individuals who are blind or visually impaired to achieve employment and independent living goals, teach adaptive techniques for daily living and employment (e.g., braille, technology, low vision devices), and facilitate psychosocial adjustment to vision loss.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a current resume of all service providers applying to deliver services to DORS consumers.
- Submit a copy of transcripts of all service providers applying to deliver services to DORS consumers (if available).

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Rehabilitation Teaching with CVRT, CLVT, NCRTB or Certified TVI

Services Provided:

- Specialized services for individuals who are blind or visually impaired to achieve employment and independent living goals offering functional vision assessments, teach adaptive techniques for daily living and employment (e.g., braille, technology, low vision devices), and facilitate psychosocial adjustment to vision loss.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a current resume of all service providers applying to deliver services to DORS consumers.
- Submit a copy of a valid Certified Vision Rehabilitation Therapist (CVRT), Certified Low Vision Therapist (CLVT), National Certification in Rehabilitation Teaching for the Blind (NCRTB), or Certified Teacher of the Visually Impaired (TVI) certification of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

VR Support Services for the Deaf-Blind

Services Provided:

- Specialized, individualized services to secure and retain competitive employment.
- Core services include specialized counseling, assistive technology (e.g., braille, magnifiers), communication aids (interpreters, captioning), job coaching, and training in independent living or career skills.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of certification from the [Registry of Interpreters for the Deaf \(RID\)](#), except for Ed: K-12 of all service providers applying for approval to deliver services to DORS consumers.
- Once available, submit a copy of a valid Maryland State License of all service providers applying to deliver services to DORS consumers.
[Note: This is postponed until 2028. Please check with the [Governor's Office of Deaf, Deafblind, and Heard of Hearing](#) for updates.]

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Reader Services

Services Provided:

- Oral reading of print materials to blind or visually impaired consumers when other communication methods are unavailable. These services are also provided to DORS consumers who are non-readers due to intellectual or learning disabilities participating in training programs at the Workforce & Technology Center (WTC). These services, often used during training or initial employment, include reading, editing, and technical assistance.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid personal High School or college diploma/transcripts to demonstrate education of High School Diploma or above for all service providers applying to deliver services to DORS consumers.
- Submit a copy of the current resume of all service providers applying to deliver services to DORS consumers.
- Submit a copy of a valid criminal background check, no more than 3 years old of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Benefits Planning Services

Services Provided:

- Please see the [Benefits Planning Desk Reference for DORS Counselors & Fee-for-Service Providers \(LARGE print\)](#) on the [Becoming a Benefits Counselor](#) page of the DORS website.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format. Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid Community Work Incentives Counselor (CWIC) certification from [Virginia Commonwealth University \(VCU\) National Training and Data Center \(NTDC\)](#) of all service providers applying to deliver services to DORS consumers, or
- Submit a copy of a valid Work Incentive Practitioner Credential (WIP-C) from [Cornell University's Work Incentive Support Center \(WISC\)](#) of all service providers applying to deliver services to DORS consumers, or
- If not yet certified, please contact the [DORS Staff Specialist for Benefits Planning](#) to assist in the certification process.
- Review and complete: [DORS Benefits Counselor Application – Addendum](#).

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

5. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

6. Vendor Details (noted on separate page)

- Counties served in-person
- Counties served remotely
- Primary referral contact (name, email, and phone number)
- Specialized populations served

Transportation Services

Services Provided:

- Timely, dependable, safe, and accommodating transportation to and from necessary services to reach employment goals.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a current copy of a valid license from the [Maryland Public Service Commission, Transportation Division](#) of all service providers applying to deliver services to DORS consumers.
- Submit a current copy of a valid Liability Insurance Policy with expiration date.
- Submit a current copy of a valid Auto Insurance Policy with expiration date.
- Submit a list of all current vehicles providing transportation services to DORS consumers (e.g., Sedan, Van, wheelchair Accessible Vehicle, ADA accessible vehicle, etc.).
- Submit a list of all current names of all drivers providing transportation to DORS consumers.
- Submit copies of all valid drivers' current and nonexpired Maryland Driver's License of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

a. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

5. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Rehabilitation Technology Services

Assistive Technology Provider

Services Provided:

- Assistive Technology (AT) Evaluation
- Assistive Technology (AT) Training
- Assistive Technology (AT) Equipment
- Assistive Technology (AT) Setup, etc.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

Submit a copy of **recognized accreditation or certification.**

- **For umbrella organizations:**

- Acceptable accreditation for umbrella organizations includes CARF (for AT), Alliance for Technology Access, and RESNA.

- **For Individuals:**

- 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.

- Submit a cover letter on business stationery, including minimum professional qualifications and experience of all service providers applying to deliver services to DORS consumers.
- Submit a resume of all service providers applying to deliver services to DORS consumers.
- Submit completed assessment reports for all Vocational Rehabilitation services seeking DORS approval.
- Submit a statement of 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.
- Submit a statement of 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.
- Submit a statement of assurance that all assessments include hands-on use by the consumer of equipment prescribed.
- Submit a written outline of steps in the service delivery process
- Submit a written outline of the assessment protocol
- Submit three letters of support.
- If seeking approval to provide AT Assessments submit evidence/inventory of ownership of all equipment used for evaluations.

2. **IRS Form W-9**

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. **Maryland Business Registration (In Good Standing)**

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. **Product/Service Information**

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. **Vendor Ethical Standards**

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Driver Assessment & Driver Training Services

Services Provided:

- Clinical and Behind-the-Wheel (BTW) Assessments
- 6-hours BTW for Driver's Education in the Vendor's Adapted Vehicle
- MVA-DWS Coordination
- Adapted Driving Equipment Training in Vendor's Adapted Vehicle
- License Brush-Up Training and Accompany to MVA for Licensing in Vendor's Adapted Vehicle
- VEAP-Vehicle Consultation (Determine vehicle make, model and year and van conversion type if appropriate.
- VEAPA (Adapted Driving Equipment Prescription)
- Vehicle Purchase Consultation (Check compatibility of consumer's chosen vehicle with the adapted driving equipment and van conversion if appropriate, prior to purchase.
- Pre-Bid Meeting, if needed
- Fittings
- Post-Modification Training

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit any relevant documentation required by your industry's governing body of all service providers applying to deliver services to DORS consumers.
- Submit **Driver Rehabilitation Vendor Application Addendum**
- Describe your driving rehabilitation process, from referral to active driver with adapted equipment.
- What type of evaluation and training services do you provide?
 - Non-Adapted
 - Low tech adapted
 - Mid tech adapted
 - High tech adapted
 - Low Vision
- What current evaluation and training vehicles do you have: make, model and year?
- Do you travel to your clients, or do they need to come to your office?
- Do you take your clients to take the MVA Skills Test?

- Submit a minimum of three references, which should include at least one from the following groups:
 - Client reference(s)
 - Referral Source-Current program or agency where you receive client referrals
- Submit sample reports for the following services, if applicable:
 - Clinical Pre-Driving Assessment
 - BTW Assessment
 - BTW Training
 - Prescription
 - Inspection
 - Fitting
 - Post-Modification Training
- Are you an independent contractor or do you work with other driving schools/programs? If you work with other programs, please provide the name of the school.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Vehicle Modifications/Mobility Equipment Dealer

Services Provided:

- Modification of DORS consumers vehicles per Driver Rehabilitation Specialists' prescription to install adapted driving equipment to allow safe and independent driving/travel.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of license from the NHTSA, NMEDA QAP/MQAP, and all adapted driving equipment Manufacturer Certifications for each technician allowing them to install adapted driving equipment.
- Submit a copy of Certificate of Insurance for all applicable industry coverages.
- Submit a brief company history.
- Submit three letters of reference from current customers.
- Submit a minimum of three letters of reference, which should include at least one from the following groups: Client reference(s) and Referral Source-Current program or agency where you receive client referrals.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Career Assessment Services

Career Assessment Services (CAS) Provider

Services Provided:

- Itemized Assessment
- Focused Assessment
- Exploratory Assessment
- Community Based Assessment
- Investigative Assessment
- Comprehensive Assessment

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of [ICVE Certification](#) or CARF Accreditation for Comprehensive Vocational Assessment of all service providers applying to deliver services to DORS consumers.
- Submit a copy of a redacted report for each career assessment option applying to deliver services to DORS consumers.
- Submit a list/inventory of all Assessment Tools.

Please note, Maryland CAS Practitioners must uphold the highest standards for ethical practice in the field.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. **DORS Ethical Standards Agreement for Career Assessment Private Practitioners**
Submit a signed and dated [DORS Ethical Standards Agreement for Career Assessment Private Practitioners](#).
6. **DORS Provider/Vendor Application**
Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Employment Services

Community Rehabilitation Program (CRP)

Services Provided:

- Employment Services
- Supported Employment Services.
- Job Coaching & Job Development (**core services**).

Please note: Core services must be provided initially. Additional Services may be added after provisional year, which could include:

- Employee Development Services (EDS)
- Employee Skills Training
- Pre-Employment Transition Services (Pre-ETS) – See [Pre-ETS section for more information](#).

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Employment Works Program (EWP) Contracts – CRPs will be evaluated to ensure that partners are providing adequate services to remain in good standing with DORS for the purpose of obtaining and maintaining EWP contracts. Please note, partners may not apply as a CRP for the sole purposes of obtaining and maintaining EWP contracts.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of current license/accreditation from:
 - The Maryland Department of Health, **Behavioral Health Administration (BHA)** for supported employment,
 - The Maryland Department of Health, **Developmental Disabilities Administration (DDA)** for employment services or supported employment, and/or
 - The **Commission on Accreditation of Rehabilitation Facilities (CARF)**; or the **Commission on Accreditation (COA)**, with accreditation for each of the services seeking approval.
- Submit a copy of current documentation of 501(c)3 non-profit status.

Please note, **for-profit organizations with CARF or COA accreditation**, as specified in 34.361.5(7), may be considered in circumstances in which there are limited options in the State to obtain the necessary services for unserved or underserved disability populations (including blind/low-vision, deaf/blind, or deaf) or underserved geographic regions. These organizations require approval of the DORS Assistant State Superintendent or designee.

- Submit a copy of the agency, including primary clientele, geographic location, mission and values.
- Submit a copy of description of the services to be provided, qualifications of staff who will be providing each service, length of each service and expected outcome of each service.
- Submit a copy of the agency annual report.
- Please note, CRP service location must be ADA accessible and will be assessed.

2. **IRS Form W-9**

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. **Maryland Business Registration (In Good Standing)**

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. **Product/Service Information**

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Pre-Employment Transition Services (Pre-ETS)

Services Provided:

- Job exploration counseling
- Work-Based Learning Experiences (WBLE), which may include in-school or after school opportunities, experiences outside of the traditional school setting, and/or internships
- Counseling on opportunities for enrollment in comprehensive transition or post-secondary educational programs
- Workplace readiness training to develop social skills and independent living
- Instruction in self-advocacy

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Initial Criteria for Applying as a Pre-ETS Provider

Pre-ETS providers are qualified to apply based on being one of the following. Once one or more of those criteria are met, please proceed to the next step.

- A DORS approved Community Rehabilitation Program (CRP) or Career Assessment Services (CAS) provider
- A local Maryland County/Baltimore City School system
- A Community College
- A Workforce Innovation and Opportunity Act (WIOA) Partner
- A Maryland Center for Independent Living (CIL)

2. License, Certifications, Accreditations, Insurance, and other Documentation

- Submit a request for proposal
- Submit copies of background checks which allow services provided to individuals as young as 14 years old of all service providers applying to deliver services to DORS consumers.

3. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

4. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

5. **Product/Service Information**

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

6. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Rehabilitation Communication Specialist (RCS) for the Deaf and Hard of Hearing

Services Provided:

- Tailored vocational services to individuals who are deaf or hard of hearing
- Focusing on intake & planning, job development preparation, job development, and on-site follow-up
- Ensuring communication access through sign language interpreting, assisting with job readiness, and providing follow-up services to help consumers secure and maintain employment.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of a valid Association of Community Rehabilitation Educators (ACRE) "Basic Employment Services Certificate of Achievement" of all service providers applying to deliver services to DORS consumers.
- Submit a resume that demonstrates experience communicating with employers and advocating for consumers of all service providers applying to deliver services to DORS consumers.
- Demonstrate fluency in American Sign Language (ASL) through screening by the DORS Statewide Coordinator for Deaf Services and/or DORS staff (who are also fluent in ASL)

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. **Vendor Ethical Standards Agreement**

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

Independent Employment Specialist (IES) for the Blind or Visually Impaired

Services Provided:

- Tailored vocational services to individuals who are blind or visually impaired
- Focusing on intake & planning, job development preparation, job development, and on-site follow-up, assisting with job readiness, and providing follow-up services to help consumers secure and maintain employment.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. Licenses, Certifications, Accreditations, Insurance, and other Documentation

- Submit a copy of personal resume demonstrating education and experience relevant to communicating with employers, advocating persons with disabilities, job development, employment, and knowledge of job accommodations of all service providers applying to deliver services to DORS consumers.
- If you obtain this certification, submit a copy of a valid Association of Community Rehabilitation Educators (ACRE) "Basic Employment Services Certificate of Achievement" of all service providers applying to deliver services to DORS consumers.

2. IRS Form W-9

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

3. Maryland Business Registration (In Good Standing)

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

4. Product/Service Information

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

5. Vendor Ethical Standards Agreement

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

6. DORS Provider/Vendor Application

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).

On-the-Job Training (OJT)

Services Provided:

- Paid, hands-on work experience that allows individuals with disabilities to develop job-specific skills, gain industry-recognized competencies, and transition into permanent employment.
- Key services include customized training, salary reimbursement to employers, job coaching, mentoring, and support to secure, retain, or advance in competitive, integrated employment.

Qualification Requirements:

For approval as a DORS Provider/Vendor, all documents must be typed and submitted in PDF format.

Please note, the vendor EIN/SSN, name, and remittance address must match exactly on the W-9 and DORS Provider/Vendor Application. If they do not, include a blank invoice, contract, government ID, website screen print with URL, household mail, signed letter, or grant/loan application with exact matching vendor EIN/SSN, name, and remittance address.

Applications missing any required documentation at the time of submission will be rejected. Applicants must submit a new application once all required materials are complete.

1. **IRS Form W-9**

Submit a complete, signed, and dated copy of the most current [IRS form W-9](#).

2. **Maryland Business Registration (In Good Standing)**

Submit a current copy of your business registration from the Maryland Department of Assessments & Taxation showing good standing.

- This requirement applies to all vendors **except** those classified as an individual/sole proprietor (as indicated in Box 3a of IRS Form W-9).
- [Register Your Business in Maryland](#) or [Search your Business in Maryland](#)

3. **Product/Service Information**

Submit brochures, flyers, or other materials that describe your products or services to assist in the review process.

4. **Vendor Ethical Standards Agreement**

Submit a signed and dated [DORS Vendor Ethical Standards Agreement](#).

5. **DORS Provider/Vendor Application**

Submit a complete, signed and dated [DORS Provider/Vendor Application](#).