

2021

Vendor Registration Qualification Manual

June 2021



Florida Department of Education
Division of Vocational Rehabilitation
325 W. Gaines St., Suite 1144
Tallahassee, FL 32399-0400
www.RehabWorks.org

Table of Contents

Vendor Policy Statement	4
Vendor Qualification Manual.....	4
Federal Aviation Administration (FAA) Regulations, Part 141 and 61, 65 Appendix A.....	5
Federal Aviation Administration (FAA) Regulations, Title 14, Part 61 and/or Parts 141, 142	6
Ambulatory Surgical Centers	7
Audiologist	8
Automobile Repair Shop	9
Behavioral Analyst (Certified)	10
Bi-Lingual Interpreter.....	11
Certified Business Technical Assistance and Consultation (CBTAC) Providers.....	12
Certified Nursing Assistant.....	14
Child Care	15
Clinical Laboratories.....	16
Commercial Boat Operators Training Courses Sub Part C of Part 10, Title 46 CFR	17
Commercial Diving School	18
Commercial Driving School	19
Dental Laboratory	20
Dentists	21
Diagnostic Imaging Centers	22
Dietician Nutritionist – Licensed	23
Discovery/Customized Employment.....	24
Employment Network Provider	25
Employment Services, Supported Employment Services and On-The-Job Training Services.....	26
Group Medical Provider	28
Health Care Clinic.....	29
Health Studios.....	30
Hearing Aid Specialists	31
Home Health Agency	32
Home/Durable Medical Equipment.....	33
Hospitals.....	34
Interpreters for the Deaf and Hard of Hearing State /National Certification.....	35
Interpreters Groups for the Deaf and Deaf	36
Massage Therapist	37
Vendor Registration Qualification Manual	2

<u>Mental Health Counselor</u>	<u>38</u>
<u>Nurse (Registered Nurse (RN) or Licensed Practical Nurse (LPN))</u>	<u>39</u>
<u>Occupational Therapist and Occupational Therapist Assistants</u>	<u>40</u>
<u>On The Job Training (OJT) Employer</u>	<u>41</u>
<u>Opticians</u>	<u>42</u>
<u>Optometrist</u>	<u>43</u>
<u>Orthotist, Prosthetist and Pedorthetist</u>	<u>44</u>
<u>Other Goods and Services Vendors</u>	<u>45</u>
<u>Personal Care Assistant</u>	<u>46</u>
<u>Pharmacy</u>	<u>47</u>
<u>Physical Therapist and Physical Therapist Assistants</u>	<u>48</u>
<u>Physicians</u>	<u>49</u>
<u>Post-Secondary Public Schools or Adult and Community Education Public Schools (in state)</u>	<u>50</u>
<u>Post-Secondary Independent (Private) Schools (In-state)</u>	<u>51</u>
<u>Post-Secondary Schools – Out Of State</u>	<u>52</u>
<u>Psychologist</u>	<u>53</u>
<u>Real Estate School, Proprietary</u>	<u>54</u>
<u>Respiratory Therapist</u>	<u>55</u>
<u>Security Officer School/Training Facility</u>	<u>56</u>
<u>Social Workers/Marriage and Family Therapists</u>	<u>57</u>
<u>Speech-Language Pathologist</u>	<u>58</u>
<u>Transportation Services</u>	<u>59</u>
<u>Tutors</u>	<u>60</u>
<u>Vocational Evaluator</u>	<u>61</u>
<u>Vocational Evaluator Assistant</u>	<u>62</u>
<u>Work Incentive Planning and Assistance (WIPA) Service Providers</u>	<u>63</u>
<u>Appendix 1-A</u>	<u>65</u>
<u>Appendix 1-B</u>	<u>66</u>
<u>Appendix 1-C</u>	<u>67</u>
<u>Appendix 1-D</u>	<u>68</u>
<u>Appendix 1-E</u>	<u>69</u>
<u>Appendix 1-F</u>	<u>70</u>

Vendor Policy Statement

The Division of Vocational Rehabilitation (VR) adopts the standards for vendor qualifications as those established by Florida Statutes, national certification boards and industries that are applicable. When a vendor is employed in an occupation for which national, state or industry standards have not been established, the VR may adopt standards, as it deems appropriate to ensure the provision of quality services to individuals with disabilities. An appeals process is in place that includes the VR as the final authority.

Vendor Registration Qualification Manual

All vendors must be registered in **MyFloridaMarketplace** (MFMP) and have an Electronic W-9 on file with the Department of Financial Services [prior](#) to submitting an application to the Vendor Registration office.

Contract providers must be registered with the Florida Department of State, Division of Corporations (SUNBIZ).

Federal Aviation Administration (FAA) Regulations, Part 141 and 61, 65 Appendix A

Services: Training to assist graduates in learning all aspects of how to plan aircraft flights, maintain communication with flights, and notify the captain of any changes that could affect the safety of flights.

Qualification Requirements

- A completed VR Aircraft Pilot or Aircraft Dispatcher Training School application
- Signed and notarized Attestation of General Liability Insurance
- A copy of current Training Center Certification by FAA under parts 61 and 141

Federal Aviation Administration (FAA) Regulations, Title 14, Part 61 and/or Parts 141, 142

Services: Flight instruction leading to students being licensed by the Federal Aviation Administration (FAA) as aircraft pilots.

Qualification Requirements

- A completed VR Aircraft Pilot or Aircraft Dispatcher Training School application
- Signed and notarized Attestation of General Liability Insurance
- A copy of current Training Center Certification by FAA under parts 61 and 141

Ambulatory Surgical Centers

Services: Provides elective surgical care, in which the patient is admitted to and discharged from such facility within the same working day and is not permitted to stay overnight, and which is not part of a hospital.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current licensure by the Agency for Health Care Administration

Audiologist

Services: Provide diagnosis and treatment for disorders of the auditory and vestibular system portions of the ear.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Automobile Repair Shop

Services: Maintenance of and modifications and repairs to motor vehicles, and diagnostic work incident thereto, including, but not limited to, the rebuilding or restoring of rebuilt vehicles, body work, painting.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current Motor Vehicle Repair Registration Certificate by the Florida Department of Agriculture and Consumer Services

Behavioral Analyst (Certified)

Services: Behavioral analysis and management, especially designing, implementing and monitoring behavior analysis programs.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current certification from the Florida Department of Children and Families
OR
- A copy of current certification from the National Behavior Analyst Certification Board

Bi-Lingual Interpreter

Services: Provision of interpretation or translation of oral or written communications between English and a designated second language or languages.

Qualification Requirements

- A completed VR Standard Vendor Application AND
- One of the options below:
 - A. Proof of high school diploma or its equivalent and Court Interpreter Certification issued by the Administrative Office of the United States Courts;
OR
 - B. Proof of high school diploma or its equivalent and three years' experience in translation and interpretation of English and a required second language
OR
 - C. A bachelor's or master's degree from an accredited college or university in a designated second language.

Certified Business Technical Assistance and Consultation (CBTAC) Providers

Qualification Requirements

1. Completed VR CBTAC application
2. CBTAC Training (upon preliminary approval of qualifications) –*See Course List Below*
3. Proof of qualifications (Must include the Vitae/Resume of each individual applying to be a CBTAC)
AND
4. Proof of one of the options listed (in A, B or C) below
 - A. Bachelor's or Master's degree in Psychology, Sociology, Business Administration, Marketing or related field,
AND
 - One year experience in job placement, job coaching or public vocational rehabilitation program
OR
 - One-year experience in a business or financial planning/ marketing field *Note: In this case, an approved training course addressing the topics of employment and disability is required.*
 - B. Associates Degree in Psychology, Sociology, Business Administration, Marketing or related field, AND
 - Two years of experience in job placement, job coaching or public vocational rehabilitation program
OR
 - Two years of experience in a business or financial planning or marketing field. *Note: In this case, an approved training course addressing the topics of employment and disability is required*
 - C. No Degree
 - Four years' experience in job placement, job coaching or public vocational rehabilitation program;
OR
 - Four years' experience in a business or financial planning or marketing field. *Note: In this case, an approved training course addressing the topics of employment and disability is required.*
 - D. Level-2 Background Screening

Note: Instructions to register in AHCA's Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Affidavit of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.

The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per F.S. 435.04 and F.S. 413.208. Instructions on how to obtain

the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

Approved Disability Training Courses

- Employment of People with Disabilities: An Orientation: <https://trn-store.com/>
- Florida Agency for Persons with Disabilities Pre-services Part One – Best Practices in Supported Employment: <https://trn-store.com/>
- Supported Employment course through the Agency for Persons with Disabilities

Certified Nursing Assistant

Services: Provides care and assist persons with tasks relating to the activities of daily living

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of license from the Florida Department of Health

Child Care

Services: Childcare center or child care arrangement, which provides childcare for more than five children unrelated to the operator and which receives a payment, fee, or grant for any of the children receiving care, wherever operated, and whether or not operated for profit.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current licensure by the Florida Department of Children and Families (DCF)
OR
- A local licensing entity approved by DCF (if applicable)

Note: Religious Exempt providers are required to submit a copy of their religious exempt confirmation letter obtained from the Department of Children and Families (DCF) on DCF letterhead with an expiration date and DCF ID#. The letter, submitted annually, serves as official recognition of exemption from licensure and that the facility complies with the requirement in section 402.316, Florida Statutes.

Clinical Laboratories

Services: The examination of fluids or other materials taken from the human body, which may include the examination of cells from individual tissue or fluid taken from the human body

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current license from Florida Agency for Health Care Administration (AHCA)

Note: Because these facilities are licensed individually by their location, when registering multiple locations the license for each location must be included.

Commercial Boat Operators Training Courses

Sub Part C of Part 10, Title 46 CFR

Services: Training of Commercial Boat Operators to include First Aid and CPR.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of certification of coursework by the United States Coast Guard (under Subpart C of Part 10 or 11, Title 46, CFR)

Commercial Diving School

Services: Instruction in safe underwater diving procedures and the safe and proper operation of equipment.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of certification from one of the following:
 - A. The Professional Association of Diving Instructors (PADI)
OR
 - B. Scuba Schools International (SSI)
OR
 - C. International Diving Schools Association (IDSA)
OR
 - D. Association of Commercial Diver Educators (ACDE)
OR
 - E. National Association of Commercial Divers (NACD)

Commercial Driving School

Services: Training as commercial drivers (cars, vans, trucks, over the road).

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of licensure from the Department of Highway Safety and Motor Vehicles
OR
- The Florida Commission for Independent Education

Dental Laboratory

Services: Supplies or manufactures artificial substitutes for the natural teeth, or who furnishes, supplies, constructs, or reproduces or repairs any prosthetic denture, bridge, or appliance to be worn in the human mouth.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Dentists

Services: Provides examination, diagnosis, treatment planning and care of conditions within the human oral cavity and its adjacent tissues and structures. It includes the performance or attempted performance of any dental operation, or oral or oral-maxillofacial surgery and any procedures adjunct thereto, including physical evaluation directly related to such operation or surgery.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Diagnostic Imaging Centers

Services: Basic X-ray Machine Operator/Podiatric Medicine, Certified Radiologic Technologist-Radiographer, Certified Radiologic Technologist- Computed Tomography, Certified Radiologic Technologist-Therapy, or Certified Radiologic Technologist - Nuclear Medicine.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Agency for Health Care Administration

Dietician Nutritionist – Licensed

Services: Advising and assisting individuals or groups on appropriate nutrition intake by integrating information from the nutrition assessment.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Department of Health (DOH)

Discovery/Customized Employment

Services: Discovery/Customized Employment (CE) provider. Discovery is the foundation of CE. Discovery or Discovering Personal Genius may replace comparative/competitive assessments and other norm-referenced vocational evaluations.

Discovery identifies crucial information for vocational profile that includes evidence concerning the individual's Vocational Themes and ideal conditions of employment. The information is developed into a report a Discovery Profile or a Discovery Staging Record and includes a preliminary framework for job development.

Customized Employment (CE) services use this information to inform the job development strategies. The information is based on a determination of the strengths, needs and interests of the job seeker and is designated to meet the specific needs of the employer.

Qualification Requirements

** At this time, registration to take the Discovery/Customized Employment training and registration is limited to existing VR Employment Services Providers.

- Four years' related experience, evidenced by a resume' that reflects either: experience or employment in a public vocational rehabilitation program; or experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities.
OR
- A Bachelor's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and one year's experience as described above.
OR
- A Master's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and six months' experience as described above.
OR
- An Associate's Degree from an accredited college or university, or a Bachelor's or Master's Degree in an unrelated field, and two years' experience as described above.

Staff must have taken an approved Discovery/Customized Class. Current certifications are available from the University of South Florida and The Center for Social Capital. Staff may also use Association of Community Rehabilitation Education (ACRE) certification as a recognized qualification. The National Certified Employment Support Professional (CESP™) exam also may be used to meet the qualification.

Employment Network Provider

Qualification Requirements

- Signed and dated application
- Proof of Employment Network status with SSA
Note: Providers must be an Employment Network (EN) certified by the Social Security Administration. For the purposes of registering with the Division of Vocational Rehabilitation
- Registered with the Florida Department of State, Division of Corporations (SUNBIZ)
- Level II Background Screening

Note: Instructions to register in AHCA's Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Attestation of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.

The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per 435.04 F.S. and 413.208.

Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

Employment Services, Supported Employment Services and On-The-Job Training Services

Services: Vendors meeting all required qualifications may be eligible to enter into a noncompetitive "Rate Contract" to provide (1) Employment Services, (2) Supported Employment Services and (3) On-The-Job Training Services. In addition to the requirements listed below, applicants must be registered with Florida's Department of State, Division of Corporations (SUNBIZ)

Qualification Requirements

- Employment Service Providers VR Application
- Including a completed and notarized Attestation of Transportation Provider (If applicable)
- A copy of your agency's Internal Revenue Services (IRS) 501(c)(3), Not-for-Profit designation.
- Certificate of Liability Insurance reflecting a (minimum\$1,000,000), with the Department of Education/Division of Vocation Rehabilitation named as "Additional Insured" and "Certificate Holder"
- A completed and notarized Attestation of Transportation Provider
- A completed Employee Contact form and Administrators Contact Form for all employees who will have responsibilities for providing direct services to VR customers
- Documentation of required qualifications (see below) for each employee providing direct services to VR clients:

Education/Experience

- Four years' experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities.
OR
- A Bachelor's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and one years' experience as describe above.
OR
- A Master's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and six months' experience as describe above.
OR
- An Associate's Degree from an accredited college or university, or a Bachelor's or Master's Degree in an unrelated field, and two years' experience as described above.

Note: All employees who will provide Supported Employment Services must also have a training certificate in Supported Employment from a state or nationally recognized Supported Employment Program. This applies to all Providers, including those accredited by CARF or JCAHO.

Group Medical Provider

Services: A group of two or more health care providers licensed by the Department of Health legally organized as a partnership, professional corporation, or similar association

Qualification Requirements

- A completed VR Medical Group Application
- A signed and notarized Attestation of Group Medical Vendor Status form

Note: When providing multiple services, please include an attached list of services provided as well as additional locations (if applicable).

Health Care Clinic

Services: Diagnostic and treatment facilities licensed by the Agency for Healthcare Administration

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license by the Agency for Healthcare Administration

Note: Because these facilities are licensed individually by their location, when registering multiple locations the license for each location must be included.

Health Studios

Services: Health Studio means any person who is engaged in the sale of services for instruction, training, or assistance in a program of physical exercise or in the sale of services for the right or privilege to use equipment or facilities in furtherance of a program of physical exercise.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current registration from the Florida Department of Agriculture and Consumer Services

Hearing Aid Specialists

Services: Conducting and interpreting hearing tests for purposes of selecting suitable hearing aids, making ear molds, and providing appropriate counseling and all acts pertaining to the selling, renting, leasing, pricing, warranting and delivery of hearing aids.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Home Health Agency

Services: Home Health Services include nursing care, physical, occupational, respiratory, or speech therapy, home health aide services, dietetics and nutrition practices and nutrition counseling, and medical supplies, restricted to drugs and biologicals prescribed by a physician.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current licensure by the Florida Agency for Health Care Administration

Note: Because these facilities are licensed individually by their location, when registering multiple locations the license for each location must be included.

Home/Durable Medical Equipment

Services: “Home Medical Equipment” includes any product as defined by the Federal Drug Administration’s Drugs, Services and Cosmetics Act, any products reimbursed under the Medicare Part B Durable Medical Equipment benefits or any products reimbursed under the Florida Medicaid Durable Medical Equipment Program.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current licensure by the Florida Agency for Health Care Administration

Hospitals

Services: Offers services more intensive than those required for room, board, personal services, and general nursing care, and offers facilities and beds for use beyond 24 hours by individuals requiring diagnosis, treatment, or care for illness, injury, deformity, infirmity, abnormality, disease, or pregnancy.

Qualification Requirements

- A completed VR Standard Vendor Application.
- A signed Hospital Services Reimbursement Form accepting the Medicaid per diem rate or All Patients Refined Diagnosis Related Group (APR DRG) for inpatient and per diem rate by line item for outpatient services.
- A copy of current licensure by the Agency for Health Care Administration.

Note: The Hospital Reimbursement Form can be obtained on www.RehabWorks.org.

Select the VENDORS tab at the top and then select Vendor Resources on the menu bar to your left.

Interpreters for the Deaf and Hard of Hearing State/National Certification

Services: Sign language interpreting for the persons who are deaf or hard of hearing.

Qualification Requirements

- A completed VR Sign Language Interpreter Services Application.
- Individual interpreters must provide proof of current credentials and relevant membership at time of application, and on a yearly basis thereafter.
- All interpreters providing services to VR Customers must hold current and appropriate credentials and relevant memberships. Interpreter(s) working under this Application must possess one of the following credentials:
 - Registry of Interpreters for the Deaf (RID): CSC; IC or TC; CI or CT; NIC; NIC Advanced; NIC Master; NAD III, IV or V; RSC; or CDI.
 - Interpreters holding Boys Town National Research Center's EIPA level 4.0-5.0.
 - Holders of this credential will submit to VR the EIPA results once showing that testing stimulus used was the Secondary Education material and will maintain annual RID Associate membership for the duration of providing services under this application.
 - Interpreters holding the Board for Evaluation of Interpreters (BEI) credentials.
 - Holders of any of the BEI credentials will additionally maintain annual RID Associate membership for the duration of providing services to VR under this application.

Pursuant to Section 413.208, Florida Statute, any person employed by, or otherwise engaged on behalf of, the approved Sign Language Interpreting Vendor (including sign language interpreter(s)) AND the Vendor's Administrator, Financial Officer, Board members, and any person with direct, face-to-face contact with Vocational Rehabilitation customers) are required to undergo a Level-2 Background.

Interpreter Groups for the Deaf and Hard of Hearing

Services: A group of two or more persons providing interpreting services for persons who are deaf or hard of hearing.

Qualification Requirements

- A completed VR Sign Language Interpreter Services Application.
- All interpreters employed by interpreting agencies, and who are providing services to VR Customers, must maintain current credentials and other relevant memberships. The Agency agrees to only schedule interpreters with one of the above Accepted Qualifications/Credentials. Agencies wishing to use interpreters who possess appropriate results on the EIPA instrument shall have appropriate approvals completed before the interpreting assignment. Any deviation from this requirement shall be pre-approved by VR Vendor Registration Unit prior to the interpreting assignment.
- All interpreters providing services to VR Customers must hold current and appropriate credentials and relevant memberships. Interpreter(s) working under this Application must possess one of the following credentials:
 - Registry of Interpreters for the Deaf (RID): CSC; IC or TC; CI or CT; NIC; NIC Advanced; NIC Master; NAD III, IV or V; RSC; or CDI.
 - Interpreters holding Boys Town National Research Center's EIPA level 4.0-5.0. o Holders of this credential will submit to VR the EIPA results once showing that testing stimulus used was the Secondary Education material and will maintain annual RID Associate membership for the duration of providing services under this application.
 - Interpreters holding the Board for Evaluation of Interpreters (BEI) credentials. o Holders of any of the BEI credentials will additionally maintain annual RID Associate membership for the duration of providing services to VR under this application.

Pursuant to Section 413.208, Florida Statute, any person employed by, or otherwise engaged on behalf of, the approved Sign Language Interpreting Vendor (including sign language interpreter(s)) AND the Vendor's Administrator, Financial Officer, Board members, and any person with direct, face-to-face contact with Vocational Rehabilitation customers) are required to undergo a Level-2 Background Screening via the AHCA Care Provider Background Screening Clearinghouse (the Clearinghouse).

Massage Therapist

Services: Massage: Manipulation of the soft tissues of the human body with the hand, foot, arm or elbow.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Mental Health Counselor

Services: Utilizes methods of a psychological nature used to evaluate, assess, diagnose, and treat emotional and mental dysfunctions or disorders (whether cognitive, affective, or behavioral), behavioral disorders, interpersonal relationships, sexual dysfunction, alcoholism and substance abuse.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current license from the Florida Department of Health

Nurse [Registered Nurse (RN) or Licensed Practical Nurse (LPN)]

Services: Administration of treatments and medications and the promotion of wellness, maintenance of health, and prevention of illness.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Occupational Therapist and Occupational Therapist Assistants

Services: Provide assessment, treatment and education of or consultation with the individual, family, or other persons. Interventions directed toward developing daily living skills, work readiness or work performance, play skills or leisure capacities, or enhancing educational performance skills.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

On-The-Job Training Employer (OJT)

Qualification Requirements

- A completed VR On-the-Job Training (OJT) Vendor Application
- Attestation of OJT Vendor Status
- Copy of Curriculum or Performance Standards, including job title(s).

Opticians

Services: Preparation and dispensing of lenses, spectacles, eyeglasses, contact lenses and other optical services upon the written prescription of a licensed allopathic or osteopathic physician or optometrist.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Optometrist

Services: Administer and prescribes topical ocular pharmaceutical agents.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Orthotist, Prosthetist and Pedorthetist

Services: Provides evaluations, treatment formulating, measuring, designing, fabricating, assembling, fitting, adjusting, servicing, or providing the initial training necessary to accomplish the fitting of an orthosis or pedorthic device.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Other Goods and Services Vendors

Services: Wholesale/Retail Sales and miscellaneous services.

Qualification Requirement

- A completed VR Standard Vendor Application

Personal Care Assistant

Services: The services provided by a personal care assistant are considered non-medical services. The services provided include but are not limited to feeding, meal preparation, help with bathing, dressing, shaving, scheduling appointments, assistance at work or school for lavatory needs and meals.

Qualification Requirements

- A completed VR Personal Care Assistant Application
- Verifiable work experience as a Personal Care Assistant OR o Copy of APD certification in Personal Care Assistance
OR
- Copy of AHCA’s Medicaid approval letter **AND** Provider Enrollment Information form showing “114-Personal Care” as the provider specialty.
OR
- Copy of DOH license for nursing profession (background check not required for this option)
Level-2 Background Screening
 - *Note: Instructions to register in AHCA’s Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Affidavit of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.*
 - *Note: The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per F.S.435.04 and F.S.413.208. Instructions on how to obtain the screening through AHCA’s Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.*

Pharmacy

Services: Monitors a patient's drug therapy and assist the patient in the management of his or her drug therapy, and includes review of the patient's drug therapy and communication with the patient's prescribing health care provider.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Physical Therapist and Physical Therapist Assistants

Services: Patient-related services, including the use of physical agents.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Physicians

Services: professional who practices medicine, which is concerned with promoting, maintaining or restoring human health through the study, diagnosis, and treatment of disease, injury, and other physical and mental impairments. Physicians may focus their practice on certain disease categories, types of patients, or methods of treatment—known as specialist medical practitioners—or assume responsibility for the provision of continuing and comprehensive medical care to individuals, families and communities.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Note: This vendor category shall include Osteopathic Physicians.

Post-Secondary Public Schools or Adult and Community Education Public Schools (In-State)

Qualification Requirements

- A Completed VR Standard Vendor Application

Post-Secondary Independent (Private) Schools (In-State)

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of current license from the Florida Commission for Independent Education

Post-Secondary Schools: Out-of-State

Qualification Requirements

- A completed VR Standard Vendor Application
- Verification of accreditation by a nationally recognized accrediting agency

Psychologist

Services: Provides assessment, counseling and consultation, which includes short-term situation-oriented professional interaction with children, parents or other adults for amelioration or prevention of learning and adjustment problems.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Real Estate School, Proprietary

Services: Conducts courses of study in real estate practice; may teach courses prescribed by the Florida Real Estate Commission as a condition to licensure as a broker or salesperson.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of permit from the Department of Business and Professional Regulation

Respiratory Therapist

Services: Activities performed upon the order of a licensed physician including therapeutic and diagnostic use of medical gases, administration of drugs and medications, ventilator support, bronchopulmonary drainage, respiratory rehabilitation, assistance with cardiopulmonary resuscitation, and maintenance of natural airways.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Security Officer School/Training Facility

Services: Firearms and range instruction for law enforcement officers and/or private citizens.

Qualification Requirements

- A completed VR Standard Vendor Application
- A copy of licensure issued by the Florida Department of Agriculture

Social Workers/Marriage and Family Therapists

Services: Treatment of psychological disorders, counseling.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Speech-Language Pathologist

Services: Provide diagnosis and treatment for disorders of the auditory and vestibular system portions of the ear.

Qualification Requirements

- A completed VR Standard Vendor Application
- Copy of current license from the Florida Department of Health

Transportation Services – Private

Services: For-hire passenger transportation.

Qualification Requirements

- A completed VR Transportation Provider Application
- Notarized Attestation of Liability Insurance

Tutors

Qualification Requirements

- A completed VR Tutor Provider Application
- Level-2 Background Screening

Note: Instructions to register in AHCA's Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Affidavit of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.

The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per F.S.435.04 and F.S.413.208.

Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

- Demonstrated knowledge in subject area by minimum of a 3.0 GPA in subject
OR
- Florida Professional Educator's Certificate
OR
- Documentation of teaching experience in subject area

Vocational Evaluator

Services: The services provided by the Vocational Evaluation Specialist include Comprehensive Evaluation or Worksite Evaluation.

Qualification Requirements

- A completed VR Vocational Evaluator Vendor Application
- Attestation of General Liability Insurance (minimum of \$1,000,000)
- Level-2 Background Screening

Note: Instructions to register in AHCA's Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Affidavit of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.

The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per F.S.435.04 and F.S.413.208 Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

And

- Meet one of the following:
 1. Current certification with the Registry of Professional Vocational Evaluators (PVE) OR Current certification as a Certified Vocational Evaluation Specialist (CVE) OR American Board of Vocational Experts Diplomat (ABVE/D), Fellow (ABVE/F), International Psychometric Evaluation Certification (IPEC) OR Vocational Evaluator Certificate from a national accredited college or university.
OR
 2. Master's degree in vocational evaluation
OR
 3. Master's degree in rehabilitation counseling/rehabilitation services, social work (clinical), mental health counseling, clinical psychology and one year of full-time experience using vocational rehabilitation counseling techniques and one year full time of conducting vocational evaluations

Vocational Evaluator Assistant

Services: The Vocational Evaluator Assistant will work under direct supervision of a VR approved Vocational Evaluator and will assist with administering tests and other client assessments. The VR approved Vocational Evaluator will review, approve and sign off on all reports conducted by a Vocational Evaluator Assistant and any recommendations should be provided by the VR approved Vocational Evaluator.

Qualification Requirements

- A completed VR Vocational Evaluator Assistant Application
- Attestation of General Liability Insurance (minimum of \$1,000,000)
- Level-2 Background Screening

Note: Instructions to register in AHCA's Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Affidavit of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.

The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per F.S.435.04 and F.S.413.208 Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

And

- Meet one of the following:
 1. Masters in Rehabilitation Counseling/Rehabilitation Services, Social Work (Clinical), Human Services, Counseling (clinical), Mental Health Counseling, or Clinical Psychology and one year of full-time experience using vocational rehabilitation counseling techniques.
 2. Bachelor's degree in Rehabilitation Counseling/Rehabilitation Services, Social Work (Clinical), Human Services, Counseling (clinical), Mental Health Counseling, or Clinical Psychology one and year of full-time experience using vocational rehabilitation counseling techniques.

Work Incentive Planning and Assistance (WIPA) Service Providers

Services: Provides work incentive planning and assistance to SSA beneficiaries.

Qualification Requirements

- Completed and signed application (all documents requiring signature).
- At least 1current CWIC certificate from Virginia Commonwealth University or Cornell University
- WIPA Vendor is required to undergo a Level-2 background screening per F.S.435.04 and F.S.413.208.

Note: Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

APPENDIX

Rehabilitation Technology Providers

Appendix 1-A	Adaptive Computer and Worksite Specialist
Appendix 1-B	Building Contractors
Appendix 1-C	Driver Rehabilitation Specialist
Appendix 1-D	Rehabilitation Technology Supplier
Appendix 1-E	Vehicle Modifications
Appendix 1-F	Wheelchair Vendors

Appendix 1-A

Adaptive Computer and Worksite Specialist

Services: Supply, install and/or service computer hardware or software that includes products for individuals with physical, hearing or vision disabilities. The vendor may also provide chairs, keyboard platforms and other ergonomic products at the consumer's workplace or home office.

Qualification Requirements

- A completed VR-RTP Vendor Application
- Proof of registration in My Florida Market Place
- A minimum of 2 years' experience working with individuals with disabilities
- or a college degree in a related field or discipline (*computer science, ergonomics*).
- A copy of general liability insurance (*\$100,000 per person/\$300,000 per occurrence minimum*).
- Level-2 Background Screening

Note: Instructions to register in AHCA's Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Affidavit of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.

The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per F.S.435.04 and F.S.413.208. Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

Appendix 1-B

Building Contractors

Services: Performs modifications to residential homes and worksites to provide accessibility for VR consumers.

Qualification Requirements:

- A completed VR-RTP Vendor Application
- Registration in My Florida Market Place
- A copy of current General/Residential Contractor's license
- A copy of general liability insurance (*\$500,000 minimum*)
- A copy of certificate of Worker's Compensation Coverage or exemption
- VR Building Contractor Acknowledgement Form
- Level-2 Background Screening

Note: Instructions to register in AHCA's Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Affidavit of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.

The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per F.S.435.04 and F.S.413.208. Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

Appendix 1-C

Driver Rehabilitation Specialist

Services: Provides driver training for persons with disabilities to learn to drive modified vehicles or other specialized driving skills.

Qualification Requirements

- A completed VR-RTP Vendor Application
- Level-2 Background Screening

Note: Instructions to register in AHCA's Care Provider Background Screening Clearinghouse will be provided upon preliminary approval of qualifications. An Affidavit of Compliance with Background Screening and a copy of a previous screening may be accepted if criteria are met.

The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level-2 background screening per F.S.435.04 and F.S.413.208. Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved.

- ADED CDRS (or) Florida Licensed Health Professional as Occupational Therapist or Physical Therapist
- Resume detailing years' experience (*2 years minimum*) in providing driver's training/ education for people with disabilities
- A copy of vehicle operator's license issued by the Florida Department of Highway Safety and Motor Vehicles or equivalent
- A copy of certification issued by the State of Florida as a commercial driving instructor or by the Board of Education to teach driver education in the school system
- Certification of Worker's Compensation coverage for instructor(s)
- A copy of professional liability insurance (*\$300,000 per person/\$500,000 per Occurrence minimum*)
- A copy of business license
- Sample Driver Evaluation Report
- Two Professional References

Appendix 1-D

Rehabilitation Technology Supplier

Services: The vendor sells a commercial product or device. The vendor does not have direct contact with the consumer and are suppliers only. The vendor may be located in Florida or out-of-state.

Qualification Requirements

- A completed VR-RTP Vendor Application.
- Proof of registration in My Florida Market Place.
- Proof of a legally established business with applicable state and local licenses.
- All documents will be reviewed by the University of South Florida, Rehabilitation Engineering and Technology Program as part of the VR vendor certification process. USF will contact you directly if additional information is required.

Appendix 1-E

Vehicle Modifications

Services: Vendor supplies, installs, and/or modifies motor vehicles for individuals with disabilities to drive and/or be transported.

Qualification Requirements

- A completed VR-RTP Vendor Application
- Copy of Liability and Completed Operations Insurance (Garage Keepers \$300,000; liability \$1,000,000 minimum)
- A copy of certification of Worker's Compensation coverage
- A copy of manufacturer certifications

Appendix 1-F

Wheelchair Vendors

Services: Provides prescriptive wheelchairs, wheelchair modifications and repairs.

Qualification Requirements

- A completed VR-RTP Vendor Application
- A copy of Manufacturer Certifications
- A copy of surety bond and general liability insurance (\$500,000)
- A copy of HME licensure with Florida Agency for Health Care Administration

The Florida Department of Education, Division of Vocational Rehabilitation (VR) is an equal opportunity employer. It is against the law for VR as a recipient of Federal financial assistance to discriminate against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. The application process used by VR to determine eligibility for services, any subsequent services and the entire VR process are subject to these non-discrimination requirements. Auxiliary aids and services are available upon request to individuals with disabilities. VR program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For the 2021 Federal fiscal year, the total amount of grant funds awarded were \$176,836,896. The remaining 21.3 percent of the costs (\$47,860,557) were funded by Florida State Appropriations. Revised October 2021.

