

<b>Company Name</b>	<b>AccessAbility Officer</b>
Db Company Name	AccessAbility Officer
Company Address	7373 E. Doubletree Ranch Road, Suite 135 Scottsdale , Arizona 85258
First Name	Tanner
Last Name	Gers
Company Phone Number	(520) 904-6874
Company Email	tanner.gers@accessabilityofficer.com
Hours of Availability	8AM - 5PM Monday to Friday
In-Person Counties Served	Our company cannot provide in-person services in any of the counties above
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="https://accessabilityofficer.com/vocational-rehabilitation">https://accessabilityofficer.com/vocational-rehabilitation</a>
Services Provided	Job Training (JT)
Accommodations	Sighted assistance, transcripts, screen reader / assistive technology accessibility, CART
Disability Competencies	Experienced working with blind, visually impaired, deaf blind, mobility impairments
Accreditations	Department of Homeland Security, International Association of Accessibility Professionals
Job Training (JT) Curriculum(s)	<b>Number of Approved Curriculums: 1</b>

	<p><b>Name of Approved Curriculums:</b></p> <p><b>Certified AccessAbility Tester (CAT) Program</b> The Certified AccessAbility Tester (CAT) Program is a fully remote 14-week, instructor-led job training and skill-based certification program. Graduates sit for 2 final exams to earn 2 industry certifications. Part-time employment is guaranteed for successful graduates. Get training, earn certifications, and get a job working in digital accessibility.</p>
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<b>Company Name</b>	<b>Arizona Autism Charter Schools</b>
Db Company Name	dba Essential Piece Enterprises
Company Address	1430 E. Indian School Rd, Phoenix AZ 85014
First Name	Megan
Last Name	Vincent
Company Phone Number	(480) 540-6283
Company Email	mvincent@autismcharter.org
Hours of Availability	M-F 8AM-4PM
In-Person Counties Served	Maricopa
Virtual Counties Served	Maricopa
Vendor Website	<a href="https://autismcharter.org/">https://autismcharter.org/</a>
Services Provided	Work Adjustment Training (WAT), Job Training (JT), Career Exploration
Accommodations	In order to support the full spectrum of learner needs we provide additional accommodations based on each learner's profile, including visual, auditory, and kinesthetic supports to help clients access the curriculum and adapting curriculum for learners with AAC devices or other communication needs to provide access. We also utilize Task Analysis to chunk larger tasks into smaller skills to target towards mastery of total task.

Disability Competencies	Autism
Accreditations	Arizona Autism Charter Schools' sister-entity Essential Piece Enterprises employs BCBA's to oversee job and career development programming. Staff and job coaches are highly trained through our rigorous training program led by our BCBA's.
Job Training (JT) Curriculum(s)	<p><b>Number of Approved Curriculums: 1</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Learn4Independence</b> Learn4Independence (L4I) provides clients with the skills to prepare them for entry-level jobs or competitive careers.</p>

<b>Company Name</b>	<b>Beacon Group</b>
Db Company Name	Beacon Group
Company Address	308 West Glenn Street Tucson AZ 85705
First Name	Christopher
Last Name	McNamara
Company Phone Number	(520) 622-4874
Company Email	cmcnamara@beacongroup.org
Hours of Availability	7:30 - 4:00
In-Person Counties Served	Gila, Maricopa, Pima
Virtual Counties Served	Cochise, Coconino, Gila, Graham, Maricopa, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	www.beacongroup.org
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Job Development and Retention (JDR), Career Exploration
Accommodations	Qualified staff to speak Spanish. DA approved accommodations in company buildings
Disability Competencies	Experience working with those who have Behavioral Health Diagnoses, Developmental and intellectual disabilities as well as various physical

	disabilities
Accreditations	CARF Accreditation
Job Training (JT) Curriculum(s)	<p><b>Number of Approved Curriculums: 2</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Basic Computer Skills</b>  The Basic Computer Skills Training program covers the most common usages of a computer, including a majority of the following:  understanding the basic notions of computer manipulation; managing computer files, word processing, using spreadsheets and database; creating presentations; finding information and communicating using computers; and being aware of social and ethical.</p> <p><b>Workplace Computer Skills</b>  The Computer Skills Training program covers the most common usages of a computer, including a majority of the</p>

following: understanding the basic notions of computer manipulation; managing computer files, word processing, using spreadsheets and databases; creating presentations; finding information and communicating using computers; and being aware of social and ethical implications of internet use. The goal is for participants to obtain basic skills necessary for employment in any job requiring the use of computer skills.

<b>Company Name</b>	<b>Coyote TaskForce Inc</b>
Db Company Name	
Company Address	66 E. Pennington St.
First Name	Joanna
Last Name	Keyl
Company Phone Number	(520) 884-5553
Company Email	referrals@ctftucson.org
Hours of Availability	Monday - Friday: 8:30 AM to 4:30 PM
In-Person Counties Served	Pima
Virtual Counties Served	Pima
Vendor Website	www.ctftucson.org
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Job Development and Retention (JDR)
Accommodations	Accommodations individualized and determined upon request
Disability Competencies	Serious Mental Illness and General Mental Health, Substance Use and Addiction, Developmental Disabilities
Accreditations	None
Job Training (JT) Curriculum(s)	<b>Number of Approved Curriculums: 1</b> <b>Name of Approved Curriculums:</b>

**Peer Mentor Training**

An in-depth state credentialing training for clients in mental health and/or substance use recovery who want to find employment in the mental health/peer support field and can commit to eight weeks of comprehensive instruction (currently all online except for orientation, First Aid/CPR training, and final exam/graduation). First four weeks provide in-depth foundation of knowledge of behavioral health, second four weeks provide job skills for employment in behavioral health (including clinical documentation, group facilitation, etc). Includes CPR/First Aid training. Clients must have obtained high school diploma or GED as minimum level of education, have access to computer or tablet with internet and webcam, and private space from which to take the course.

<b>Company Name</b>	<b>Daivergent</b>
Db Company Name	
Company Address	Statewide (Arizona)
First Name	Byran
Last Name	Dai
Company Phone Number	(646) 902-9470
Company Email	referrals@daivergent.com
Hours of Availability	Monday: 8 AM - 10 PM Tuesday: 8 AM - 10 PM Wednesday: 8 AM - 10 PM Thursday: 8 AM - 10 PM Friday: 8 AM - 10 PM Saturday: 8 AM - 8 PM Sunday: 8 AM - 8 PM
In-Person Counties Served	Our company cannot provide in-person services in any of the counties above
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="https://www.daivergent.com">https://www.daivergent.com</a>
Services Provided	Work Adjustment Training (WAT), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration

Accommodations	<ul style="list-style-type: none"> <li>- Fully-virtual services that can be completed from home</li> <li>- We provide laptops and other technology loans to enable clients to access RIS services</li> <li>- Qualified RIS professionals and job coaches with 10+ years of experience supporting VR clients</li> </ul>
Disability Competencies	<p>Specializing in supporting clients in the following communities:</p> <ul style="list-style-type: none"> <li>- Autism</li> <li>- Intellectual and Developmental Disabilities</li> <li>- ADHD and Behavioral Conditions</li> <li>- Physical Disabilities</li> </ul>
Accreditations	ACRE Certification
Job Training (JT) Curriculum(s)	<p><b>Number of Approved Curriculums: 2</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Computer Training / Remote Work and Technology-Enabled Careers</b>  Specialized training for clients interested in work-from-home careers. Emphasis on technology, computer software, and other tools necessary for successful employment in a remote job.</p> <p><b>Customer Service / IT</b></p>

	<p>Specialized training for clients interested in phone and computer-based customer service jobs that can be done online or in-person. Additional training available for Information Technology and Help Desk careers.</p>
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<b>Company Name</b>	<b>DK Advocates, Inc</b>
Db Company Name	ANB Services, LLC
Company Address	10000 N 31st Ave Suite C109
First Name	Mei Lin
Last Name	Ford
Company Phone Number	(602) 277-5787
Company Email	mford@anbservices.org
Hours of Availability	Monday - Friday 8:00 am - 4:30 pm Saturday and Sunday by appointment
In-Person Counties Served	Coconino, Maricopa, Pima, Pinal, Yavapai
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="http://www.anbservices.org">www.anbservices.org</a>
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education
Accommodations	Accommodations for Accessibility and Inclusivity  To ensure equitable access for all individuals, we provide the following accommodations:

Qualified American Sign Language (ASL) Interpreters – Available upon request to support communication for individuals who are Deaf or Hard of Hearing.

Qualified Spanish-Speaking Staff – To assist individuals with limited English proficiency.

Assistive Technology and Devices – Including but not limited to:

Large print materials

Screen readers and magnifiers

Hearing amplification devices

Alternative input devices (e.g., adaptive keyboards, voice recognition software)

Accessible Facilities – Ensuring wheelchair accessibility, ramps, and other mobility-friendly features.

Alternative Communication Formats – Providing materials in Braille, audio, or digital accessible formats as needed.

Other Reasonable Accommodations –

	Available upon request to meet individual needs.
Disability Competencies	<p>Medical and Cognitive Understanding Knowledge of TBI symptoms, severity levels, and recovery processes. Awareness of cognitive impairments, such as memory loss, difficulty concentrating, and executive function challenges.</p> <p>2. Behavioral and Emotional Awareness Experience managing mood swings, impulsivity, and frustration that can accompany TBI. Understanding of mental health conditions that may co-occur, such as depression or anxiety.</p> <p>3. Communication and Social Skills Adapting communication methods to accommodate cognitive or speech difficulties. Encouraging social interaction and helping individuals reintegrate into the</p>

	<p>community.</p> <p>4. Rehabilitation and Daily Living Support</p> <p>Experience assisting with activities of daily living (ADLs), including mobility, hygiene, and nutrition.</p> <p>Familiarity with physical, occupational, and speech therapy approaches.</p> <p>5. Advocacy and Accessibility</p> <p>Navigating disability rights, workplace accommodations, and support services.</p> <p>Promoting independence while respecting individual autonomy.</p> <p>6. Crisis Intervention and Problem-Solving</p> <p>Identifying early warning signs of distress or agitation.</p> <p>Applying de-escalation techniques and behavioral strategies.</p>
Accreditations	Peer Support
Job Training (JT) Curriculum(s)	<b>Number of Approved Curriculums: 3</b>

**Name of Approved Curriculum:**

**Clerical**

This program is designed to empower individuals with disabilities by offering flexibility, hands-on experience, and tailored industry training

Introduction to Clerical Work, Office Equipment & Technology, Keyboarding & Data Entry, Microsoft Office & Google Suite, Filing & Record Management, Customer Service & Communication Skills, Scheduling & Calendar Management, Workplace Soft Skills & Professionalism, Financial Literacy & Office Budgeting, Workplace Safety & ADA Accommodations, Job Readiness & Internship Preparation

Skill Levels & Customization Tracks

Beginner Track – Basic office skills, computer literacy, and workplace etiquette

Intermediate Track – More advanced

	<p>software skills, customer service, and record management</p> <p>Industry-Specific Modules (Select a focus area: healthcare, legal, nonprofit, corporate, education)</p> <p>Assessments &amp; Certification</p> <p>Weekly assessments (quizzes, practical tasks, and real-world scenarios)</p> <p>Final project: Office simulation tasks based on selected industry track</p> <p>Certificate of Completion (recognized by local employers and organizations)</p> <p>Additional Hands-On Learning Options:</p> <ul style="list-style-type: none"><li>Job Shadowing Opportunities – Real-world experience in an office setting</li><li>Internships &amp; Apprenticeships – Partnering with employers for paid/unpaid internships</li><li>Mentorship &amp; Career Coaching – Ongoing support for job placement and career growth</li></ul>
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## **Food Fundamentals**

This curriculum is designed to equip individuals with disabilities with essential food preparation, safety, and vocational skills, empowering them to work in the food service industry or develop independent living skills.

### **Program Goals**

- Provide hands-on experience in food preparation and service.
- Teach kitchen safety, hygiene, and proper food handling techniques.
- Develop workplace readiness skills for food service environments.
- Support individual learning needs through adaptive instruction.

Individuals are required to complete all necessary food handling training, including obtaining their food handlers card. Individuals will be tested weekly through Percipio, along with a

**Logistics**

This curriculum is designed to provide individuals with disabilities the skills and knowledge necessary to succeed in entry-level logistics, supply chain roles and warehousing. It includes hands-on training, soft skills development, and workplace accommodations to ensure an inclusive learning experience.

Objective: Equip students with the necessary skills to work in logistics, including warehousing, inventory management, transportation, and distribution. Delivery Mode: In-person, online, or hybrid. Certifications:

Optional industry-recognized certifications (e.g., OSHA, Forklift, Supply Chain Fundamentals) Duration:

12–24 weeks (adjustable based on learning pace)

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<b>Company Name</b>	<b>Dorothy Kret &amp; Associates Inc</b>
Db Company Name	Dorothy Kret & Associates Inc
Company Address	1502 E Broadway Tucson, AZ 85719
First Name	Dorothy
Last Name	Kret
Company Phone Number	(520) 790-7677 106
Company Email	dkret@dkajobs.com
Hours of Availability	Monday-Friday 8:00am-4:00pm
In-Person Counties Served	Pima
Virtual Counties Served	Pima
Vendor Website	<a href="https://www.dkajobs.com/">https://www.dkajobs.com/</a>
Services Provided	Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration
Accommodations	Spanish speaking staff Wheelchair accessible in building and bathrooms available to meet the member in the community office equipment if needed (computer, phone ect)

Disability Competencies	DKA works with physical and mental disabilities.
Accreditations	follow state requirements.
Job Training (JT) Curriculum(s)	<b>Number of Approved Curriculums: 1</b> <b>Name of Approved Curriculums:</b> <b>Clerical Technologies</b> Basic and intermediate computer skills training.

<b>Company Name</b>	<b>Educate-Empower-Succeed, LLC</b>
Db Company Name	Educate-Empower-Succeed, LLC
Company Address	1921 S. Alma School Road Suite 208 Mesa, AZ 85210
First Name	Dee Dee
Last Name	Lepper
Company Phone Number	(480) 217-3351
Company Email	deedee@eesaz.org
Hours of Availability	Monday - Thursday  8 am - 5 pm  Friday  By Appointment
In-Person Counties Served	Maricopa, Pinal
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="http://www.eesaz.org">www.eesaz.org</a>
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Supported Education
Accommodations	Learning accommodations are provided based on a case-by-case basis. Please contact us to discuss the specific needs of the client so we can ensure we can provide the requested accommodations.

<p>Disability Competencies</p>	<p>EES management has a combined 45+ years of experience working with Vocational Rehabilitation clients including: DDD clients, SMI, TBI, and general population. EES staff experience exceeds the minimum requirements for the contract. Please contact us to discuss the specific needs of the client so we can ensure the appropriate support is available.</p>
<p>Accreditations</p>	<p>N/A</p>
<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 3</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Clerical Technology</b>  The EES Clerical Technology Training program provides entry level skills related to working in an office environment. The client learns basic computer skills related to typing, data entry/10 key operations, email, internet, MS Office: Word, Excel, PowerPoint, and Access. Basic office skills are covered (how to file, basic office equipment, answering a business phone). Client will be able to demonstrate general business practices related to work readiness skills. Mastery is accomplished through interactive training modules, using blended learning of online, hands-on activities, and discussion.</p> <p><b>Customer Service</b>  This program is designed to prepare individuals for an entry-level job in a customer service-</p>

based position. This is a blended learning program, incorporating the use of online material, hands-on activities, and discussion. Mastery of skills are determined by provider observation, client participation, completion of tasks, and end of module assessments. There is a multiple-choice quiz at the end of each module used to evaluate the client's understanding and retention of the information learned. Each module has an activity/role-playing used to evaluate the client's practical use of the information learned.

### **Home-Based Employment**

The EES Home Based Employment Training program provides entry level skills related to various career fields listed as growing in the "Growing and Declining Industries" reported by the Department of Labor Statistics. As Home-based jobs are researched and skill-sets are identified and introduced to the client. At the end of the training program, the client will have a clear understanding of skills needed to be successful in a home-based employment position. Client will be able to demonstrate general business practices related to work readiness skills. Mastery is accomplished through interactive training modules, using blended learning of online, hands-on activities, and discussion.

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<b>Company Name</b>	<b>Elevate Career Services LLC</b>
Db Company Name	
Company Address	417 E Wescott Dr, Phoenix, AZ 85024
First Name	Laura
Last Name	Watson
Company Phone Number	(623) 696-3600
Company Email	<a href="mailto:laura@elevatecareerservicesllc.com">laura@elevatecareerservicesllc.com</a>
Hours of Availability	24/7
In-Person Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="http://www.elevatecareerservicesllc.com">www.elevatecareerservicesllc.com</a>
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education
Accommodations	In person or virtual training, transportation when needed to attend this service, breaks given as needed, open availability to schedule service meetings around client's schedule, etc.

	Custom tailored accommodations provided upon request or as needed.
Disability Competencies	Experience working with individuals diagnosed with TBI, Autism spectrum disorder, Down syndrome, Schizophrenia, Depression, Anxiety, Adjustment Disorder, Avoidant personality disorder, Obsessive compulsive disorder (OCD), Neuromyelitis Optica, Paresthesia, Neurogenic bowel & bladder, Post-traumatic stress disorder (PTSD), Verbal reasoning deficits, Lupus, Dysthymic disorder, Speech/language impairment, Intellectual disability, Cerebral Palsy, Sexual abuse trauma, Attention-Deficit/Hyperactivity Disorder (ADHD), Bipolar and Bipolar II disorders, Bipolar D/O, Sleep apnea, Epilepsy, Migraines, Panic disorder, Rhinitis, Asthma, IBS, Muscle weakness, Triple X syndrome, Sickle cell anemia,

Cannabis use disorder, Spinal Cord Injury, Impaired ambulation, mobility, ADLs, and self-care, Mood Disorder, Unspecified Anxiety Disorder, Serious Mental Illness designation, Unspecified depressive disorder, Generalized anxiety disorder, Borderline personality disorder, Schizoaffective Disorder, Communication impairment, Specific Learning Disability: reading, writing, or math skills below industry standard, Cocaine use disorder mild, Alcohol use disorder mild, Cognitive Impairments (impairments involving learning, thinking, processing information and concentration), Cyclothymic Disorder, Hypermobility Syndrome, Cubital Tunnel Syndrome, Exploitation, memory loss, colostomy, Persistent Depressive Disorder, Borderline Intellectual Functioning, Social anxiety disorder, Language Disorder,

Dissociative Identity, digestive issues, Tourette Syndrome, mobility issues, superiority complex, visual loss, chronic weakness and/or pain, non-verbal, loss of self-confidence, auditory hallucinations, SLD, Ehlers Danlos Syndrome, blindness, POTS (postural orthostatic tachycardia syndrome), Palpitations, Ventricular premature depolarization, Congenital Condition, Personal History of physical/sexual abuse in childhood, neurocognitive disorder, illiteracy, nerve disorder, Hyperlipidemia, Insomnia, High Blood Pressure, agoraphobia, Alopecia Totalis, Autoimmune Polyendocrine Syndrome, Hashimoto's Thyroiditis, Osteomyelitis, emotional disability, Mixed receptive and expressive language disorder, Diabetes, lumbar radiculopathy, seizures, paranoia, delusions, opiate abuse, episodic mood disorder, neurogenic discomfort, Fibromyalgia, Alcohol abuse, Fatigue, Obesity, Hypothyroidism, visual

	<p>impairment, amputation stump pain, phantom limb</p> <p>pain, and musculoskeletal ailments, arthritis, interstitial cystitis, UTIs, Chronic Pain Syndrome, hyperglycemia, coronary artery disease,</p>
<p>Accreditations</p>	<p>N/A</p>
<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 2</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Clerical Technology and Operations</b>  The skills developed will fall into the following fields:</p> <ol style="list-style-type: none"> <li>1. Customer service, including skills necessary for communication with customers via telephone, email or in written format, assessment of customer needs, meeting quality service standards and evaluation of customer satisfaction</li> <li>2. Interaction with computers, including use of basic office software, navigation of the internet, and familiarization with basic computer hardware</li> </ol>

3. Information processing, including recording, obtaining, receiving, analyzing, and utilizing data or information to effectively complete job tasks

4. Professional communication skills for interaction with customers, peers, superiors, and subordinates including active listening and speaking with others to convey information effectively.

**Food Industry**

The skills developed will fall into the following fields:

1. Customer service, including skills necessary for communication with customers, assessment of customer needs, meeting quality service standards and evaluation of customer satisfaction.

2. Job Exploration where we will explore the different jobs within the food

industry. Gain knowledge of what's expected and required of them to fulfill these jobs.

3. Learning skills to become a good cashier.

4. Professional communication skills for interaction with customers, peers, superiors, and subordinates including active listening and speaking with others to convey information effectively.

<b>Company Name</b>	<b>Elite Vocational and Tutoring Services, LLC</b>
Db Company Name	
Company Address	1757 E. Baseline Rd., Suite 107 Gilbert, AZ 85233 - Corporate Office
First Name	Susan
Last Name	Appenzeller
Company Phone Number	(480) 558-1275
Company Email	Susan@evtsaz.com
Hours of Availability	Monday- Friday 8am-5pm  Office hours  Fridays by appt only- for in office appointments
In-Person Counties Served	Apache, Coconino, Gila, La Paz, Maricopa, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	www.evtsaz.com
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Vocational Assessment (VA), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education, Tutoring Services
Accommodations	Qualified ASL staff in Maricopa County and in some of our locations we have bi-lingual staff available (Spanish/English)
Disability Competencies	We work with all populations of disabilities

Accreditations	n/a
Job Training (JT) Curriculum(s)	<p><b>Number of Approved Curriculums: 1</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Clerical Technology</b> This training is for basic clerical and related positions. Computer training in the areas of typing, emailing, attaching documents, Word, Excel, PowerPoint, general clerical duties, proper work behaviors and more.</p>

<b>Company Name</b>	<b>Empowering Services, LLC</b>
Db Company Name	
Company Address	719 E. Northern Avenue Phoenix, AZ 85020
First Name	Jennifer
Last Name	Maxey
Company Phone Number	(623) 271-7502
Company Email	j.maxey@empoweringservicesaz.com
Hours of Availability	Monday to Friday 8AM to 5PM
In-Person Counties Served	La Paz, Maricopa, Mohave, Pima, Pinal
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="http://www.Empoweringservicesaz.com">www.Empoweringservicesaz.com</a>
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education
Accommodations	Spanish, Cuban speaking Staff
Disability Competencies	Experienced in working with various individuals with disabilities for over 22 years
Accreditations	N/A

<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 1</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Clerical Technology</b> Teaching 60 hours of MS office ( Word, EXCEL, PowerPoint) , Keyboarding</p>
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<b>Company Name</b>	<b>Encourage Arizona</b>
Db Company Name	Encourage Arizona
Company Address	1636 n swan rd suite 203 Tucson, AZ 85712
First Name	Jennifer
Last Name	Barclay
Company Phone Number	(520) 622-1085
Company Email	encourageaz@yahoo.com
Hours of Availability	Monday to Friday 8am to 5pm
In-Person Counties Served	Cochise, Pima, Santa Cruz
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="http://www.encouragearizona.info">www.encouragearizona.info</a>
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education
Accommodations	NA
Disability Competencies	30 years of experience working with several disabilities: to include but not limit to persons with TBI, BH, DDD, mutli-disabled, physically disabled, Autism, hearing and vision loss.

Accreditations	NA
Job Training (JT) Curriculum(s)	<p><b>Number of Approved Curriculums: 1</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Home Based Employment</b>  General Training: Demonstration regarding company policies, data protection, password maintenance, software updates, security protocols protecting equipment and data –n home, daily job duties and expectations, time management, record keeping, multi-tasking, self-review, proper communication with employer, keeping work areas free of hazards, following all reasonable directions by supervisor, ensure employer has provided induction, training and instructions so work can be completed accurately will be offered (Training Duration Expectation: Time estimated 50 hours of instruction and work related tasks).</p> <p>Vocational Skills, Knowledge and Qualifications: Through interviews with employers, review and research of jobs descriptions, hands on related work tasks and duties, occupational review, career assessment, physical and emotional evaluation, job outlook and vendor knowledge clients will learn the educational, training, certification and other career related requirements necessary to attain positions</p>

	<p>within the industry of their choice (Training Duration Expectation: Time estimated 25 hours of instruction and work related tasks).</p> <p>Reflection Activities: Vendor will encourage clients to record their training experiences listing challenges, successes and any other related needs to share with vendor to ensure successful understanding of taught coursework and tasks (Training Duration Expectation: Time estimated 5 hours of instruction and work related tasks).</p>
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<b>Company Name</b>	<b>Focus Employment Services, LLC</b>
Db Company Name	
Company Address	2345 E Thomas Rd Ste 412, Phoenix, AZ 85016
First Name	Karen
Last Name	Gardner
Company Phone Number	(602) 312-1045
Company Email	karen@focusemployment.com
Hours of Availability	8am-5pm, Monday-Friday After hours and weekends by appointment.
In-Person Counties Served	Maricopa, Pinal
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="http://www.focusemployment.com">www.focusemployment.com</a>
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Vocational Assessment (VA), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education, Tutoring Services
Accommodations	Focus employes 2 staff highly proficient in ASL. We have 4 staff fluent in Spanish (both written and verbal). Focus employs exceptional, qualified staff to serve clients throughout the entire valley with offices in Central Phoenix, North Phoenix, Tempe, and Chandler. Our programs have always been community-based

	<p>to offer clients convenient and accessible services. Focus continually tailors our services to meet client needs and preferences by offering meetings in-person or via tele-counseling platforms.</p>
<p>Disability Competencies</p>	<p>We serve all people with disabilities including autism spectrum conditions, psychiatric conditions, cognitive disabilities, learning disabilities, mobility impairments, deaf/hard of hearing, developmental disabilities, and visual impairments. Focus also has extensive experience in working with high school transition students, people with legal or criminal issues, injured workers and veterans. Focus offers specialized and customized services to address the unique needs of each VR client in our care.</p>
<p>Accreditations</p>	<p>Focus is a small women-owned business established in 1996 with a focus on VR services. We are a Certified Community Service Agency (CSA) through AHCCCS, allowing Focus to provide comprehensive rehabilitation services to individuals with serious and general mental health conditions. The Director, Karen Gardner, who oversees all of Focus programs and services, and has a Master's Degree in Rehabilitation Counseling and is a Certified Rehabilitation Counselor with over 25 years of experience. Focus has adopted the Code of Professionalism and Ethics as outlined by CRCC for Rehabilitation Counselors of in areas of competency, confidentiality, moral and legal</p>

	<p>obligation, member-counselor relationship, respect and integrity.</p>
<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 2</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Focus CompTIA Tech+</b>  Tech+ is an exciting, hands-on training that prepares individuals for an entry-level career in technology. Training includes working with computer hardware, troubleshooting basic issues, assembling and refurbishing computers, installing and managing basic software, and understanding essential concepts in networking, cybersecurity, and cloud technologies.</p> <p><b>Focus MS Office Suite</b>  Training to prepare individuals for an entry level career as an office clerk. Training materials and hands-on instruction focus on demonstrating skills in MS Word and Excel. Trainees experience using all aspects of MS applications including, but not limited to: creating documents, workbooks, and worksheets; formatting document and cell content; presenting information in tables, charts, and lists; inserting and formatting images; organizing data; and utilizing functions and formulas to sort information. They will also learn office organization and develop non-computer based skills.</p>

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<b>Company Name</b>	<b>Generations Ministry Trust</b>
Db Company Name	Generations Pros
Company Address	2929 N Power Rd Suite 101G
First Name	Jeff
Last Name	Glover
Company Phone Number	(480) 331-1088
Company Email	admin@co-housing.org
Hours of Availability	8-5
In-Person Counties Served	Maricopa, Pinal
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	generationspros.com
Services Provided	Job Training (JT)
Accommodations	<p>Generations Ministry Trust DBA Generations Pros is committed to providing an inclusive and accessible learning environment for all VR clients. We offer the following accommodations to support individuals with physical, sensory, cognitive, and language-based needs:</p> <p>Assistive Technology and Devices including:</p>

	<ul style="list-style-type: none"> <li>- Screen readers</li> <li>- Speech-to-text software</li> <li>- Live print/captioning tools</li> <li>- Large-print materials</li> <li>- Adaptive keyboards and mice</li> </ul> <p>Accessible training locations, including wheelchair access and ADA-compliant restrooms.</p> <p>One-on-one instructional support for individuals with learning differences or those requiring additional assistance.</p> <p>Flexible scheduling for individuals who need accommodations due to medical or transportation limitations.</p> <p>Sensory-friendly classrooms and quiet spaces available to support participants with sensory sensitivities.</p> <p>We are committed to collaborating with VR Counselors and clients to ensure any additional or individualized accommodations are provided as needed.</p>
<p>Disability Competencies</p>	<p>Generations Ministry Trust DBA Generations Pros has extensive experience working with diverse populations, including individuals with</p>

varying physical, cognitive, emotional, and social challenges. Our staff is trained to deliver trauma-informed, culturally responsive, and person-centered services. Our specific competencies include:

- Experience working with previously incarcerated individuals, supporting successful reintegration into the workforce through job readiness training, soft skills development, and ongoing mentorship.

- Mental health awareness and de-escalation training for staff to appropriately support individuals with anxiety, depression, PTSD, and other behavioral health conditions.

- Substance use recovery-sensitive programming, supporting individuals in early recovery stages with employment pathways and life skills.

- Culturally competent service delivery, with bilingual staff and experience working with individuals from diverse racial, ethnic, and socioeconomic backgrounds.

Our team is dedicated to empowering individuals with disabilities and other barriers to employment by building confidence, skill sets, and pathways to sustainable careers.

Accreditations	N/A
Job Training (JT) Curriculum(s)	<p><b>Number of Approved Curriculums: 3</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Home Building</b>  A hands-on, competency-based training program designed to teach foundational skills in residential home building, including framing, basic electrical, plumbing, drywall, safety standards, and blueprint reading. Trainees will gain real-world construction experience through classroom instruction and supervised practical work. The program prepares participants for entry-level positions in the construction industry.</p> <p><b>Sales Associate</b>  This curriculum equips participants with essential skills for success in retail and inside sales roles. Training covers product knowledge, customer relationship management (CRM), communication techniques, point-of-sale systems, and workplace professionalism. Emphasis is placed on building confidence, handling objections, and closing sales in a customer-focused environment.</p> <p><b>Office Administration</b>  A practical, entry-level training program focused on clerical and administrative skills needed in</p>

	<p>modern office settings. Curriculum includes training in office procedures, scheduling, recordkeeping, digital file management, business communication, and Microsoft Office Suite (Word, Excel, Outlook). Prepares clients for administrative assistant and office support roles in various industries.</p>
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<b>Company Name</b>	<b>Hozhoni Foundation Inc</b>
Db Company Name	
Company Address	2133 N Walgreens St Flagstaff, AZ 86004
First Name	Michele
Last Name	Eisenberg
Company Phone Number	(928) 600-6275
Company Email	meisenberg@hozhoni.com
Hours of Availability	M-F 8am-4pm
In-Person Counties Served	Coconino
Virtual Counties Served	Coconino
Vendor Website	<a href="https://www.hozhoni.com/">https://www.hozhoni.com/</a>
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education
Accommodations	Manual Adaptive Equipment Training will be provided to those VR clients that present with that specific need. Hozhoni has access to curriculum to be used to teach and instruct VR clients how to use ASL. Our staff are also trained to provide this service and if need be, Hozhoni also has access to contractors to assist us with translation as needed. Our ASL curriculum has specific instructions on how to

	<p>form signs and apply positions, handshapes, and movements. It also encompasses grammatical elements needed to form sentences appropriately.</p>
<p>Disability Competencies</p>	<p>Experience servicing adults with intellectual and/or developmental disabilities that range from cognitive disabilities to autism, cerebral palsy, down syndrome, etc. that also affects activities of daily living and physical disability. our agency is also contracted with the Division of Developmental Disabilities by which all staff are trained to work with this population.</p>
<p>Accreditations</p>	<p>Supervisors have ACRE certified training as well as experience with and training in the Direct Support Professional (DSP) Role. All personnel meet contractual requirements for service provision.</p>
<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 5</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Janitorial</b>  Training Plan: The purpose of this course is to learn the basics of janitorial work. Janitorial skills are taught in sequential learning from the easiest to more difficult tasks. The methods used in training include classroom demonstrations followed by group and individual instructions. Real work experiences involve practicing the performance of specific janitorial tasks within the scope of the job.</p>

Objectives of the course:

1. Safety Orientation
2. Chemical, Electrical, and Ergonomic Hazards
3. Planning for emergencies
4. General Cleaning
5. Floor Care
6. On-the-job-training
7. Internships

### **Grounds Keeping**

Training Plan: The purpose of this course is to orient students to the job of groundskeeper. This course will enhance the participants' knowledge of general groundskeeping equipment and protocols for successful integration into an entry level position in the industry.

Objectives of the course:

1. Introduction to hazards
2. Introduction to ergonomics
3. Recognizing workplace hazards
4. introduction to OSHA
5. How to negotiate with employers
6. On-the-job training
7. Internship

### **Housekeeping**

Training Plan: The purpose of this course is to learn activities aimed at the literacy-related tasks that an employee in housekeeping services undertakes day-to-day on the job.

Objectives of the course:

1. Time well spent
2. Math at work
3. Down on Paper
4. Pardon? What was that?
5. Reading it yourself
6. On-the-job training
7. Internship

### **Food Service**

Training Plan: The purpose of this course is to orient students to the job of food service. This course will enhance the participants' knowledge of general food service safety, equipment, and skills for successful integration into an entry level position in the industry.

Objectives of the course:

1. Success in the workplace
2. Overview of food service
3. Food Safety

4. Taking Food Orders
5. Filling/service food orders
6. Side Work
7. Customer service
8. Team work
9. Conflict resolution
10. Enthusiasm and attitude
11. Problem solving and critical thinking
12. Disability Disclosure

### **Clerical**

Training Plan: The purpose of this course is to orient students to the job of food service. This course will enhance the participants' knowledge of general food service safety, equipment, and skills for successful integration into an entry level position in the industry.

Objectives of the course:

1. Success in the workplace
2. Customer service
3. General Office work
4. Filing
5. Basic office machines

	<ul style="list-style-type: none"><li>6. Effective communication, including schedules, meeting notes/minutes, calendars, and office mail.</li><li>7. Taking inventory</li><li>8. Data Entry</li><li>9. Conflict Resolution</li><li>10. Problem Solving and critical thinking</li><li>11. Disability disclosure</li></ul>
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<b>Company Name</b>	<b>Just 1 Life Services LLC</b>
Db Company Name	
Company Address	1616 E Main St. Suite 223 Mesa, AZ 85203 USA
First Name	Justin
Last Name	Harvey
Company Phone Number	(480) 477-9199
Company Email	just1@just1.us
Hours of Availability	M-F 9a-5p
In-Person Counties Served	Maricopa
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	just1.us
Services Provided	Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR)
Accommodations	Virtual visits and English/Spanish speaking
Disability Competencies	Experienced with working with individuals with Anxiety, Depression, PTSD, ADHD, and SMI.
Accreditations	n/a
Job Training (JT) Curriculum(s)	<b>Number of Approved Curriculum(s): 1</b> <b>Name of Approved Curriculum(s):</b>

**Peer & Recovery Support Specialist**

This course is designed to prepare you for certification as a Peer Support Specialist. Through a blend of individual learning, group discussions, presentations, and role-playing, you will gain the skills you need to help others move toward wellness, and you will earn the credential required to work as a peer support specialist.

The Just 1 Life Peer Support Training curriculum is comprehensive, in-depth, and developed in part by experienced peer support specialists. The course meets or exceeds the competency standards established by the Substance Abuse and Mental Health Services Administration (SAMHSA) and is approved by AHCCCS OIFA.

Topics of training include but are not limited to: Concepts of Hope and Recovery, Advocacy and Systems Perspective, Psychiatric Rehabilitation Skills and Service Delivery, Professional Responsibilities and Ethics of the Peer Support Specialist, Self-Care, and Clinical Documentation.

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<b>Company Name</b>	<b>Northland Therapy Services</b>
Db Company Name	Northland Therapy Services
Company Address	1294 Fawnbrook Drive Show Low Arizona 85901
First Name	Jody
Last Name	Gaskill
Company Phone Number	(928) 532-1532
Company Email	jody@northlandtherapy.com
Hours of Availability	Monday through Friday 8:00 am to 5:00 pm
In-Person Counties Served	Navajo
Virtual Counties Served	Apache
Vendor Website	www.northlandtherapy.com
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education
Accommodations	Able to adapt curriculum to meet individual client needs.
Disability Competencies	Over 30 years of experience working with adolescents and adults with a wide range of special needs and varying skill levels.
Accreditations	n/a

<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 4</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Customer Service 101</b> Northland utilizes the Customer Service 101 online course offered through Universal Class. This course provides the foundational skills necessary to build customer relationships, put customers first, be aware of the role of appearance and impressions, telephone and email etiquette, create a customer centered/focused organization, acquire and keep customers, develop good communication skills, learn to listen to and empathize with customers, deal with feelings and emotions, accept and incorporate feedback, provide customer excellence and awareness, and independently problem solving. After completing the 15 course lessons and 23 assignments and exams, participants will review any areas where they demonstrated weakness. The remainder of program time will be spent practicing implementation of newly acquired skills on site at the Northland Therapy office or at an appropriate community site.</p> <p><b>General Secretary 101</b> Northland utilizes the General Secretary 101 online course offered through Universal Class. This course provides the foundational skills necessary to successfully navigate today's clerical positions, covering topics of greeting</p>
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others, scheduling, word processing, file management, spreadsheets, correspondence, office equipment, effective communication skills, time management, and handling difficult situations. After completing the 16 course lessons and 23 assignments and exams, participants will review any areas where they demonstrated weakness. The remainder of program time will be spent practicing implementation of newly acquired skills on site at the Northland Therapy office or at an appropriate community site.

### **Computer Basics 101**

Northland utilizes the Computer Basics 101 online course offered through Universal Class. This course provides the foundational skills necessary to successfully navigate today's entry level computer based positions, covering topics of setting up a safe work area, virus protection, getting a computer up and running, surfing the net, sending email, using media, working with attachment, saving documents, organizing the computer desktop, pictures, and word processing. After completing the 13 course lessons, and 19 assignments, and exams, participants will review any areas where they demonstrated weakness. The remainder of program time will be spent practicing implementation of newly acquired skills on site at the Northland Therapy office or at an appropriate community site.

	<p><b>Home Based Employment</b></p> <p>Home Based Employment training provides for training in various career fields listed as growing in the "Growing and Declining Industries" reported by the Department of Labor Statistics. It provides training in time management, prioritization, reliability, scheduling, self-motivation, emotional intelligence, written and verbal communication skills, conflict resolution skills, flexibility, and organization skills.</p>
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<b>Company Name</b>	<b>Novacoast, Inc.</b>
Db Company Name	The Apex Program
Company Address	555 E Technology Ave, Suite 3100, Orem, UT 84097
First Name	David
Last Name	Mayne
Company Phone Number	(800) 949-9933
Company Email	apexprogram@novacoast.com
Hours of Availability	9-5 CST Monday - Friday, 24 hours via email
In-Person Counties Served	Our company cannot provide in-person services in any of the counties above
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	www.theapexprogram.com
Services Provided	Job Training (JT)
Accommodations	<p>Because all students learn differently, Apex Program takes a multi-format approach to instruction. Foundational cybersecurity topics are explored</p> <p>through informative lectures and video tutorials, then students are able to actively test their knowledge with hands-on labs and quizzes. At each step</p>

	<p>of a student’s journey with Apex Program, they have access to expert instructors for additional guidance and support.</p> <p>We've recently completed a full transcription of the program, making it more accessible to all. Now the course can be consumed in 4 distinct methods:</p> <ul style="list-style-type: none"> <li>o Microsoft PowerPoint with auto advance, no screen reader needed</li> <li>o PowerPoint without auto advance, ideal for screen readers</li> <li>o Standalone audio for each lecture</li> <li>o Standalone text for each lecture</li> </ul>
<p>Disability Competencies</p>	<p>The Apex Program has trained or is in the process of training over 60 students, 95% of which are Blind or Visually Impaired. The Apex Program mission is to train individuals to fill entry level positions in the information technology (IT) fields. Our focus is to help the non-traditional students who want to change careers, who may be underemployed or have special needs not be met through a traditional school setting. Apex admits students of any age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective to all the rights, privileges, programs, and activities accorded or made available to students at the school. We do not</p>

discriminate based on age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective in the administration of its educational policies, admission policies, and other school-administered programs.

Novacoast, Inc. and Apex Program aim to provide students both technical knowledge and to make our training to be accessible to any student.

Novacoast Administrator, Dr. Kirk Adams, is the former CEO of the Seattle Lighthouse for the Blind, and most recently the CEO of the American

Foundation for the Blind. In these roles and others, he has led many training and employment initiatives for the BVI

community. Novacoast Administrator David Mayne, himself disabled with the loss of one eye and both legs, created this technical certification and other training programs for the last 4 years with a focus on assisting people with disabilities to become trained and employed. He has also had his courses audited to ensure BVI accessibility and compliance. In addition, he has over 3 years of experience with team compliance and management for security protocols and

	<p>appearance standards. He also coaches and mentors employees and offers constructive feedback for performance improvement.</p>
Accreditations	<p>David Mayne</p> <p>SOC (Security Operations Center) Manager &amp; Training Development Driven to continue to improve and continue learning and help others do the same. Team motivator, teacher, and leader.</p> <p>Work Experience: Novacoast, Inc. – May 2018 to Present</p> <ul style="list-style-type: none"><li>• Developed and deployed a fully functional SOC monitoring external clients in a MI public High School and University</li><li>• Developed a cyber analyst training program for use with Military and State Agencies</li><li>• Trains personnel in SIEMs, log analysis, osint investigative tools, and cybersecurity protocols</li><li>• Managed day to day operations of 2</li></ul>

	<p>SOCs: Ann Arbor, MI and Manchester, England, UK</p> <p>Bachelor's of Science in Computer and Information Systems Siena Heights University</p> <p>Technical Skills:</p> <ul style="list-style-type: none"> <li>• SIEMs; Qradar, LogRhythm. Splunk •</li> </ul> <p>Crowdstrike, Carbon Black, Encase, Fire eye, Sep, Metasploit, Some Linux, pfsense, iptables</p>
<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 1</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>CompTIA Certifications Network+ and Security+</b></p> <p>The Apex Program, a 12-week online and on-demand course prepares students with the knowledge and skills required to confidently take on the CompTIA Network+ and Security+ certification exam series and pursue a career in cybersecurity. The 12-week program is designed for accessibility by IT professionals who've navigated BVI and veterans' realities as a part of the</p>

	<p>cybersecurity workforce. Each week focuses on a core area of IT security and follows a defined course schedule.</p> <p>There are weeks of lecture followed by weeks of practice exams, quizzes, and video tutorials.</p>
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<b>Company Name</b>	<b>Odyssey Services Corp</b>
Db Company Name	Odyssey Services Corp
Company Address	444 S Greenfield Rd, Mesa, AZ 85206
First Name	Sagal
Last Name	Ismail
Company Phone Number	(480) 988-1189
Company Email	info@odyssey-servicescorp.com
Hours of Availability	Monday-Friday 8am-5pm
In-Person Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	www.odyssey-servicescorp.com
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Vocational Assessment (VA), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education, Tutoring Services
Accommodations	Qualified ASL staff, Spanish-speaking staff, assistive technology and devices (e.g., screen readers, speech-to-text tools, large print materials, magnifiers), visual schedules, extended time for instruction, one-on-one

	instructional support, and adapted curriculum materials to support diverse learning needs.
Disability Competencies	Extensive experience serving individuals with a range of disabilities including Autism Spectrum Disorder, Intellectual and Developmental Disabilities, Traumatic Brain Injury, Hearing and Vision Impairments, Physical Disabilities, and Mental Health conditions. Staff are trained in trauma-informed care, behavior management, and supported decision-making approaches.
Accreditations	Approved Arizona Department of Economic Security/VR vendor, AHCCCS-certified provider, CPR/First Aid certified staff, Direct Care Worker (DCW) certified trainers, and ongoing staff development in ADA compliance, cultural competency, and disability awareness.
Job Training (JT) Curriculum(s)	<p><b>Number of Approved Curriculums: 1</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Clerical Training (Office / Computer Skills / Clerical)</b></p> <p>This program prepares individuals for entry-level office and administrative support roles by teaching essential clerical skills such as data entry, filing, customer service, phone etiquette, and use of office software (e.g., Microsoft Office and Google Workspace). Participants gain hands-on experience with common office tasks, improve workplace communication, and develop professionalism needed for employment in administrative settings. The</p>

	<p>training also includes resume building, mock interviews, and job search support tailored to clerical careers.</p>
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<b>Company Name</b>	<b>Terros Inc.</b>
Db Company Name	Terros Health
Company Address	3003 N Central Ave Ste 400 Phoenix AZ 85012
First Name	Jeni
Last Name	Serrano
Company Phone Number	(602) 599-5458
Company Email	jeni.serrano@terroshealth.org
Hours of Availability	8-5
In-Person Counties Served	Maricopa
Virtual Counties Served	Maricopa
Vendor Website	www.terroshealth.com
Services Provided	Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR)
Accommodations	Accommodations can be made for interpreter and classroom management.
Disability Competencies	Experience working with individuals diagnosed with serious mental illness.
Accreditations	CARF accreditations.
Job Training (JT) Curriculum(s)	<b>Number of Approved Curriculums: 1</b> <b>Name of Approved Curriculums:</b>

	<p><b>Peer support Training</b> Certification program to gain employment in peer support direct services positions.</p>
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<b>Company Name</b>	<b>The Precision Institute</b>
Db Company Name	
Company Address	4646 E. Van Buren Street, Suite 185, Phoenix, AZ 85008
First Name	Lindsey
Last Name	Saultz
Company Phone Number	(732) 763-2713
Company Email	lindsey.saultz@theprecision.institute
Hours of Availability	Monday - Friday 8:00 am - 5:00 pm
In-Person Counties Served	Maricopa, Pinal
Virtual Counties Served	Our company cannot provide virtual services in any of the counties above
Vendor Website	www.theprecision.institute
Services Provided	Job Training (JT)
Accommodations	The instructors work individually with each candidate to determine and provide any necessary accommodations including adaptive technology, use of headphones, visual, written or verbal instructions, etc.
Disability Competencies	All certified instructors have experience working with neurodivergent adults whose diagnoses may include Autism, ADHD, Anxiety, Depression, OCD,

	<p>Tourette's Syndrome, Down Syndrome, etc., as well as other physical disabilities including hearing, visual and mobility impairment.</p>
<p>Accreditations</p>	<p>All instructors have a background in working with underserved populations and have at minimum a Bachelor's Degree from an accredited institution.</p>
<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 1</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Workforce Development Assessment &amp; Training Program</b></p> <p>Training Plan: Workforce Development Assessment &amp; Training Program</p> <p>The Precision Institute’s Assessment &amp; Training Program is designed to prepare neurodivergent adults for an entry-level, or career advancing, full-time competitive job in IT, cybersecurity, or business services on an integrated team through simulated workplace training. The Assessment &amp; Training Program utilizes Microsoft Office Suite (Word, Excel and PowerPoint) and MIT Scratch programming, and incorporates “real-world” business operation and IT projects and exercises. The major objective is to help participants develop technical and soft skills needed for success in an entry-level or career advancing IT, cybersecurity, or business operations position. The instructors teach, model, and qualitatively and</p>

quantitatively note the following skills:  
professionalism and workplace communication  
- oral and written,  
ability to work on a team, conflict  
management, problem-solving, critical-thinking,  
ability to follow directions, time management  
and task  
completion, including accuracy and  
productivity. Through a project-based training,  
participants gain and/or strengthen their verbal  
and digital communication skills, basic to  
intermediate computer competencies and  
programming skills, MS Office Suite abilities,  
and more. At the conclusion of the program,  
each candidate receives a Certificate of  
Completion and a multi-page individualized  
Business Profile documenting their observed  
abilities, technical aptitudes, and identifying any  
support needed to assist them in successfully  
transitioning to a professional work  
environment.

<b>Company Name</b>	<b>Turning Point Assistance and Development L.L.C.</b>
DbA Company Name	Turning Point Assistance and Development L.L.C.
Company Address	20431 E Germann Rd. Queen Creek, AZ 85142
First Name	BeLinda
Last Name	Appenzeller
Company Phone Number	(602) 750-1959
Company Email	belinda@turningpointassistance.org
Hours of Availability	Turning Point Assistance and Development L.L.C. will provide any hours that are needed to support the VR Clients.
In-Person Counties Served	Maricopa, Pinal
Virtual Counties Served	Maricopa, Pinal
Vendor Website	turningpointassistance.net
Services Provided	Work Adjustment Training (WAT), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education, Tutoring Services
Accommodations	Turning Point Assistance and Development L.L.C. will do all it can to accommodate the needs of the Clients. Turning Point Assistance and Development L.L.C. primarily uses Subcontractors and will utilize Subcontractors that meet the needs of each Client. We make every effort to obtain the right staff who can

	<p>communicate effectively with our clients or be able to obtain qualified interpreters. A few examples of some of the accommodations that can be provided outside of our staff and interpreters are: Low Vision-large print handouts and contrast-enhanced printed materials. Blindness-Verbal descriptions, computer assisted programs such as Zoom Text and Jaws. Hearing loss-Sign language interpreter, seating near the instructor/speaker with an unobstructed view of the speaker's face, visual aids, and written supplements to spoken instructions, use of email to facilitate communication. Learning disability-Concise oral instructions/reader, clear written instructions, and well-organized visual aids. Mobility-Wheelchair friendly furniture and room arrangement (e.g., adjustable tables, or space for a wheelchair). Chronic health condition-Flexible attendance requirements and use of email to facilitate communication. Also, if needed will acquire any needed materials to accommodate the needs of the client.</p>
<p>Disability Competencies</p>	<p>As an organization, Turning Point Assistance and Development L.L.C. has over 50 combined years of experience in working with the disability community as a whole and serving Clients with various disabilities. Turning Point Assistance and Development L.L.C. representatives use strategies and methods that allow for an individual client to gain the self-assurance and confidence needed to maintain a motivated pursuit of attaining whatever goals they have</p>

	<p>set for themselves. Setting a person up with realistic and attainable goals and expectations is the most effective technique one can use to allow for individual efforts to be rewarded with achievement.</p>
<p>Accreditations</p>	<p>As an organization, Turning Point Assistance and Development L.L.C. has over 50 combined years of experience in working with the disability community as a whole and serving Clients with various disabilities. During which time we have had the opportunity to work with and assist Clients with varying disabilities including developmental disabilities, deaf, hard of hearing, vision impairments, traumatic brain injuries, and significant physical accessibilities issues as well as various other disabilities. Turning Point Assistance and Development L.L.C. has been providing various services for RSA including Career Exploration, Disability Related Employment Services, Work Adjustment Training, Tutoring, Rehabilitation Instructional Services, Supported Employment, Situational Assessments, Supported Education, PreETS and Job Training (One on One Computer Training and One on One Clerical Training)with existing RSA Clients and have staff with extensive combined experience in providing these service</p>
<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 2</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Computer Technology Training Program</b></p>

The Computer Technology Training program will focus on the fact that computers are an integral part of most jobs in today's employment market. Participants in this training program will acquire a proficient skill set in the basic operation of computer technology. Microsoft Office is the program the Participant will learn. They will also finish the training with a comprehensive understanding of the programs and software used in many occupations.

**Clerical Technology Program (Office / Computer Skills / Clerical)**

The Clerical Technology program will focus on acquiring workplace skills that employers are looking for. Participants shall be able to handle information requests, prepare statistical reports and complete projects that support the workplace. Participants will also be able to perform routine clerical functions such as preparing correspondence, planning and scheduling meetings/appointments, receiving visitors, and managing records.

<b>Company Name</b>	<b>WEDCO EMPLOYMENT CENTER INC.</b>
Db Company Name	WEDCO EMPLOYMENT CENTER INC.
Company Address	2929 E Camelback Rd Suite 210 Phoenix, AZ 85016
First Name	Joyce
Last Name	Behrens
Company Phone Number	(602) 274-2605
Company Email	Joyce@wedco.net
Hours of Availability	Monday - Friday 8AM-5PM
In-Person Counties Served	Maricopa, Pinal
Virtual Counties Served	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Vendor Website	<a href="https://wedco.net/">https://wedco.net/</a>
Services Provided	Work Adjustment Training (WAT), Trial Work Experience (TWE), Job Training (JT), Rehabilitation Instructional Services (RIS), Job Development and Retention (JDR), Career Exploration, Supported Education
Accommodations	Qualified staff bi-lingual in spanish and english
Disability Competencies	Core Disability Competencies 1.. Knowledge of Disability Types and Functional Impact

Understand a range of disabilities (physical, cognitive, sensory, psychosocial, developmental, TBI, SMI).

Familiar with how disability affects employment, daily living, and community integration.

Avoid generalizations—every disability is unique in its impact.

## 2. Disability Awareness and Sensitivity

Understand the social vs. medical models of disability.

Respect disability as a form of diversity and culture.

Challenge ableism and stigma in services and society.

## 3. Person-Centered Planning

Empower clients to define their goals.

Honor client autonomy and lived experience.

Tailor plans to individual strengths, needs, and preferences.

## 4. Communication Skills

	<p>Use accessible language (plain language, visual supports, spanish speaking staff).</p> <p>Practice active listening and culturally respectful dialogue.</p>
<p>Accreditations</p>	<p>CSA - Community Service Agency for Regional Behavioral Health Authority - Mercy and Arizona Health Care Cost Containment System (AHCCCS) with Mercy Care, Banner, Molina and AZ Complete</p>
<p>Job Training (JT) Curriculum(s)</p>	<p><b>Number of Approved Curriculums: 3</b></p> <p><b>Name of Approved Curriculums:</b></p> <p><b>Clerical Technology Job Training</b>  Course Description: This is an introductory to intermediate course that provides students with a working knowledge of internet and Microsoft Office software applications that are necessary to perform in today’s technological workforce. It includes basic to intermediate instruction in Microsoft Word, Excel, PowerPoint and Outlook as well as phone system use and copier/fax/scan equipment. There are practical exercises and quizzes. These exercises and assessments include; Microsoft Word creating and editing documents and spreadsheets, performing calculations in Microsoft Excel, creating graphs and slide shows in Microsoft PowerPoint, common toolbar and formatting functions, and emailing and scheduling in Microsoft Outlook. Students will demonstrate</p>

their understanding with a series of assessment and accomplish them at a C level. Each student must successfully pass each chapter and assessment to determine the overall training is completed and judged a success ( C level to be achieved). This class is a computer-based training and will be monitored after each chapter and assessment to determine the student is achieving minimal skill level and understanding. The class is designed to be completed in 106 hours and minimal attendance of 9 hours per week. This class will include real time answering of multi-phone line phone system, fax, scan and copy on office machinery. This course will be provided by staff that meets the requirements as outlined in the service specification

Training Plan and Objectives:

- To meet all objectives lined out in the Client Service Plan in time described.
- Training will occur at Wedco training facilities in Maricopa and Pima County
- Hours required to provide the training effectively are 106 hours for the program and a minimum of 9 hours per week

- Training contents includes: Microsoft Word, Excel, PowerPoint, Outlook, and use of various office equipment
- Chapters are designed to be completed in 2 to 3 weeks per section
- This training is computer based and also hands on with multi-phone line system and various office equipment.
- Each student has an individual login to access the curriculum and headset is provided—the curriculum is interactive and verbal gives instruction at the same time pointing to demonstrate the action to be taken
- This class is a computer-based training and will be monitored after each chapter and assessment to determine the student is achieving minimal skill level and understanding.
- Each student must successfully pass each chapter and assessment to determine the overall training is completed and judged a success ( C level to be achieved).
- Each student will demonstrate understanding create professional correspondent by producing a business letter with no errors

- Each student will demonstrate understanding of creating and formatting tables with no errors- Word
- Each student will demonstrate understanding of creating spreadsheets by entering and editing data, apply formulas and functions and adding charts and graphs with zero errors- Excel
- Each student will demonstrate understanding of PowerPoint by creating customizing presentation, inserting shapes and pictures, and outlining, proofing and printing with zero errors
- Each student will demonstrate understanding of Outlook to creating emails, managing messages, creating a calendar and organizing information with zero errors

### **Computer Technology Job Training**

Course Description: This is an introductory to intermediate course that provides students with a working knowledge of internet and Microsoft Office software applications that are necessary to perform in today's technological workforce. It includes basic to intermediate instruction in Microsoft Word, Excel, PowerPoint and Outlook as well as Windows 11 . There are practical exercises and quizzes. These exercises include; Microsoft Word creating and editing documents

and spreadsheets, performing calculations in Microsoft Excel, creating graphs and slide shows in Microsoft PowerPoint, common toolbar and formatting functions, and emailing and scheduling in Microsoft Outlook. This class is a computer-based training and will be monitored for students understanding after each exercise and assessment. Each student must successfully pass each chapter and assessment to determine the overall training is completed and judged a success ( C level to be achieved). To be successful in this class each student must be at a 6th grade reading level. The class is designed to be completed in 106 hours and minimal attendance of 9 hours per week. This course will be provided by staffs that meet the requirements as outlined in the service specification

Training Plan and Objectives:

- To meet all objectives lined out in the Client Service Plan in time described.
- Training will occur at Wedco training facilities in Maricopa and Pima County

- Hours required to provide the training effectively are 106 hours for the program and a minimum of 9 hours per week
- Training contents includes: Microsoft Word, Excel, PowerPoint, and Outlook
- Chapters are designed to be completed in 2 to 3 weeks per section
- Each student has an individual login to access the curriculum and headset is provided—the curriculum is interactive and verbal gives instruction at the same time pointing to demonstrate the action to be taken
- This class is a computer-based training and will be monitored after each chapter and assessment to determine the student is achieving minimal skill level and understanding.
- Each student must successfully pass each chapter and assessment to determine the overall training is completed and judged a success ( C level to be achieved).
- Each student will demonstrate understanding create professional correspondent by producing a business letter with no errors
- Each student will demonstrate understanding of creating and formatting tables with no errors- Word

- Each student will demonstrate understanding of creating spreadsheets by entering and editing data, apply formulas and functions and adding charts and graphs with zero errors- Excel
- Each student will demonstrate understanding of PowerPoint by creating customizing presentation, inserting shapes and pictures, and outlining, proofing and printing with zero errors
- Each student will demonstrate understanding of Outlook to creating emails, managing messages, creating a calendar and organizing information with zero errors

**Customer Service Representative Job Training**

Course Description: This course examines the skills necessary for successful critical thinking, teamwork, research, and communication. Customer Service is designed to aid adult learners in acquiring and improving the core competencies that are necessary to function at an entry-level customer service position. This course introduces the skills and techniques required to provide exceptional customer service and support. Students will learn call handling best practices; communication and listening techniques; documentation, problem-solving and troubleshooting skills; conflict negotiation; and responses to difficult customer

behaviors. Students are evaluated using critical thinking questions and chapter quizzes. This is a computer based curriculum which allows our staff member to monitor and assure that each client is meeting the minimum goal of a C level throughout each chapter and assessment. Each student must successfully pass each chapter and assessment to determine the overall training is completed and judged a success ( C level to be achieved). . The class is designed to be completed in 106 hours and minimal attendance of 9 hours per week. This course will be provided by staff that meets the requirements as outlined in the service specification

#### Training Plan and Objectives:

- To meet all objectives lined out in the Client Service Plan in time described
- Location to be provided is Wedco Training Facilities in Maricopa and Pima Counties
- Total hours for training program is 106 broken down to a minimum of 9 hours per week

- Training modules are broken down by completion of 2 to 3 week increments depending on content.
- Training content includes: Compassion for customers, listening and problem solving skills, communication and telephone skills, Handling Tense, Stressful and Multi-Tasking Situations, Microsoft Word and Excel
- Customer Service training program is computer based training with interacting modules
- Professor teaches is used for Microsoft word and excel- interactive computer based training
- Evaluation of students individual skill development and retention will be measured after each module and or chapter to make sure the student is on track and meeting the required minimum level of a C
- Each student must successfully pass each chapter and assessment to determine the overall training is completed and judged a success ( C level to be achieved)
- The student will demonstrate understanding of how to deal with customers in a high stress situation via phone and or in person,

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|  | <ul style="list-style-type: none"><li>• The student will be able demonstrate their understanding of multi-tasking by handling multiple calls at a time</li><li>• The student will demonstrate the understanding of creating communication by composing professional letters.</li><li>• The student will demonstrate the understanding of using excel to create spreadsheets with multiple function</li></ul> |
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