

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Tutoring Services

AFFIRMATION OF QUALIFICATIONS

Vendor Company Name: _____

I affirm that _____, an employee OR subcontractor, shall be providing direct services to VR Clients as stated in the Service Specifications and meets the following qualifications:

Will supervise the services and approve admission and progress reports and meets one of the following:

Demonstrates knowledge and competence, by evidence of documented training and/or work experience, in the following areas, as appropriate:

- a) Disabilities Awareness to include the following areas of impairment: deafness, blindness, physical, cognitive (learning disabilities), brain injury, developmental/cognitive, serious mental illness, etc.;
- b) Barriers and issues that prevent individuals with disabilities (particularly severe disabilities) from entering and succeeding in the workplace;
- c) Strategies necessary for achieving successful, long-term employment outcomes for individuals with disabilities and how these strategies will lead to improved employment outcomes;
- d) Work Readiness and Employability Skills.

Has a Master's Degree in a related field (e.g., Rehabilitation Counseling, Psychology, Sociology, Education, etc.) and documentation of one (1) year of full-time employment working with individuals with disabilities; or

Has a Bachelor's degree in a related field (e.g., Rehabilitation Counseling, Psychology, Sociology, Education, etc.) and documentation of two (2) years of full-time employment working with individuals with disabilities; or

Has a high school diploma or G.E.D and five (5) years of full-time employment working with individuals with disabilities.

Will provide Tutoring Services and has a minimum of one (1) year of relevant teaching experience in a related field; and

Math Tutoring

A valid teacher certification and a minimum twelve (12) credit hours in calculus, algebra, trigonometry, introductions to number theory and modern algebra, formal mathematical reasoning and writing, topics in geometry, analysis of ordinary differential equations, introduction to probability theory, history of mathematics, synthesis of mathematical concepts, quantitative analysis; or

A Bachelor's degree and a minimum twelve (12) credit hours in calculus, algebra, trigonometry, introductions to number theory and modern algebra, formal mathematical reasoning and writing, topics in geometry, analysis of ordinary differential equations, introduction to probability theory, history of mathematics, synthesis of mathematical concepts, quantitative analysis.

English/Language Arts Tutoring:

A valid teacher certification and a minimum twelve (12) credit hours in composition, English grammar, linguistics, literature, reading including reading methods; or

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- A Bachelor’s degree and a minimum twelve (12) credit hours in composition, English grammar linguistics, literature, reading including reading methods; and
- English/Language Arts Tutoring to individuals who are deaf:
 - A valid teacher certification and a minimum twelve (12) credit hours in composition, English grammar, linguistics, literature, reading including reading methods and Sign Language skill level that meets the criteria for Sign Language Interpreters as stated in Exhibit C2; or
 - A Bachelor’s degree and a minimum twelve (12) credit hours in composition, English grammar, linguistics, literature, reading including reading methods and Sign Language skill level that meets the criteria for Sign Language Interpreters as stated in Exhibit C2.
- Tutoring in other subject areas:
 - A Bachelor’s degree in the subject academic area (e.g., physics, chemistry, biology, foreign languages); or
 - College Reading and Learning Association (CRLA) Tutor Certification; or
 - An Associate’s degree or sixty (60) semester hours of coursework documented on an official transcript from an accredited institution of higher education. These individuals must be under the direction and supervision of a personnel who meets the criteria in 2.3.1
- Is communicating in American Sign Language while providing services directly to a VR Client and has one or more of the following certifications:
 - A valid Arizona Sign Language Interpreter license.
 - Certification by the Registry of Interpreters for the Deaf (RID):
 - National Interpreter Certification (NIC) NIC, including NIC Advanced or NIC Master; or
 - Certified Deaf Interpreter (CDI). The CDI will be utilized alone or in conjunction with a hearing Interpreter as necessary based on the VR client's language needs; or
 - Certificate of Interpretation (CI); or
 - Certificate of Transliteration (CT); or
 - Comprehensive Skills Certificate (CSC); or
 - Interpreter Certification (IC); or
 - Transliteration Certificate (TC).
 - Certification by the Board for Evaluation of Interpreters: Basic, Advanced, Master, Court Interpreter Certificate.
 - Certification by the National Association of the Deaf (NAD), level IV or V.
 - A documented Sign Communication Proficiency Interview (SCPI) rating of Intermediate or above.
 - A valid and current American Sign Language Teacher’s Certification (ASLTA), Qualified or Professional levels.
- Will be providing direct services to VR Clients under the Service Specifications in a foreign language and has basic competence in the subject language and is able to interpret effectively, accurately, and impartially.

I affirm that this person has the qualifications noted above and the documentation is on file with this business.

Printed Name

Title

Date