



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org



# Vendor Registration Qualification Manual

LATEST VERSION – March/2017

---



## **VENDOR POLICY STATEMENT**

The Division of Vocational Rehabilitation (DVR) 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 DVR may adopt standards, as it deems appropriate to ensure the provision of quality services to individuals with disabilities. An appeals process is in place which includes the DVR as the final authority.

## **VENDOR 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).

**Aircraft Dispatcher Training School**  
**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 DVR 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**

**Aircraft Pilot Training School**  
**(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 DVR 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**

**[395.003 F.S.](#)**

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 DVR Standard Vendor Application**
- **A copy of current licensure by the Agency for Health Care Administration (AHCA)**

## **Audiologist**

**[468.1185](#)**

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

### **Qualification Requirements**

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

## **Automobile Repair Shop**

**[559.904 F.S.](#)**

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

## **Behavioral Analyst (Certified)**

**393.17**

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

### **Qualification Requirements**

- **A completed DVR Standard Vendor Application**
- **A copy of current certification from the Florida Department of Children and Families (DCF)**

**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 DVR 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**

### **[VR POLICY 11.08062](#)**

#### **Qualification Requirements**

1. Completed DVR 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.**

### 5. 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**

**[464.203 F.S.](#)**

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

### **Qualification Requirements**

- **A completed DVR Standard Vendor Application**
- **A copy of license from the Department of Health**

**Child Care**  
**[402.308 F.S.](#)**

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 DVR 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**

**[483.035 F.S.](#)**

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 DVR 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 DVR 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**

**1005.31 F.S.**

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

### **Qualification Requirements**

- **A completed DVR 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**

### **[488.01 F.S.](#)**

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

### **Qualification Requirements**

- **A completed DVR 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**  
**[466.031 F.S.](#)**

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 DVR Standard Vendor Application**
  
- ❑ **Copy of current license from the Florida Department of Health (DOH)**

**Dentists**  
**[466.032 F.S.](#)**

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 DVR Standard Vendor Application**
- **Copy of current license from the Florida Department of Health (DOH)**

## **Diagnostic Imaging Centers**

**[456.053 F.S.](#)**

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 DVR Standard Vendor Application**
- **Copy of current license from the Florida Agency for Health Care Administration**

**Dietician Nutritionist – Licensed**  
**[468.512 F.S.](#)**

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

**Qualification Requirements**

- **A completed DVR 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 Rate Contract Providers**

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 DVR 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.*

**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 besent by the Vendor Registration office once preliminary qualifications are approved.**

**Group Medical Provider**  
**[456.053 F.S.](#)**

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 DVR 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**  
**[400.991 F.S.](#)**

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

**Qualification Requirements**

- **A completed DVR 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**  
**501.015 F.S.**

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

**Hearing Aid Specialists**  
**[484.054 F.S.](#)**

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 DVR Standard Vendor Application**
- **Copy of current license from the Florida Department of Health**

**Home Health Agency**  
**[400.464 F.S.](#)**

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 DVR 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**  
**[400.93 F.S.](#)**

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

**Hospitals**  
**395.003 F.S.**

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 DVR 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](http://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**  
**90.6063 F.S.**

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

**Qualification Requirements**

- **A completed DVR 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:**
  - Florida Registry of the Deaf (FRID): QA Levels 1, 2 or 3.
  - 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.

## **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 DVR 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:**
  - Florida Registry of the Deaf (FRID): QA Levels 1, 2 or 3.
  - 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.

**Massage Therapist**  
**[480.041 F.S.](#)**

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

**Qualification Requirements**

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

**Mental Health Counselor**  
**[491.0045 F.S.](#)**

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 DVR Standard Vendor Application**
- **A copy of current license from the Florida Department of Health**

**Nurse (Registered Nurse (RN) or Licensed Practical Nurse (LPN) )**  
**[464.008 F.S.](#)**

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

**Qualification Requirements**

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

**Occupational Therapist & Occupational Therapist Assistants**  
**[468.207 F.S.](#)**

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 DVR Standard Vendor Application**
- **Copy of current license from the Florida Department of Health**

**On The Job Training (OJT)**  
**VR Policy 13.11**

**Qualification Requirements**

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

**Opticians**  
**[484.007 F.S.](#)**

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 DVR Standard Vendor Application**
- **Copy of current license from the Florida Department of Health**



**Optometrist**  
**[463.006 F.S.](#)**

SERVICES: Administer and prescribes topical ocular pharmaceutical agents

**Qualification Requirements**

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

**Orthotist, Prosthetist, & Pedorthetist**  
**[468.803 F.S.](#)**

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 DVR Standard Vendor Application**
  
- **Copy of current license from the Florida Department of Health**

## **Other Goods and Services Vendors**

### **VR Policy 11.11**

Services: Wholesale/Retail Sales and miscellaneous services

### **Qualification Requirements**

- **A completed DVR Standard Vendor Application**

## Personal Care Assistant

### VR Policy 11.05

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 DVR Personal Care Assistant Application**
  
- **Verifiable work experience as a Personal Care Assistant**
  - OR**
  - 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**  
**465.022 F.S.**

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 DVR Standard Vendor Application**
- **Copy of current license from the Florida Department of Health**

**Physical Therapist & Physical Therapist Assistants**  
**[486.028 F.S.](#)**

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

**Qualification Requirements**

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

**Physicians**  
**[458.311 F.S.](#)**

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 DVR 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 & Community Education Public Schools**  
**(in state)**

**Qualification Requirements**

- **A Completed DVR Standard Vendor Application**



**Post-Secondary Independent (Private) Schools (in-state)**  
**[1005.31 F.S.](#)**

**Qualification Requirements**

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

**Post-Secondary Schools – Out Of State**

**VR Policy 13.07**

**Qualification Requirements**

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

**Psychologist**  
**[490.005 F.S.](#)**

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 DVR Standard Vendor Application**
- **Copy of current license from the Florida Department of Health**

**Real Estate School, Proprietary**  
**[475.451 F.S.](#)**

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 DVR Standard Vendor Application**
- **A copy of permit from the Department of Business and Professional Regulation**

**Respiratory Therapist**  
**[468.358 F.S.](#)**

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

**Qualification Requirements**

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

**School-Aged Child Care Programs: Public & Private**  
**402.3025 F.S.**

SERVICES: Educational and recreational programs provided before and after the regular school day and during school holidays.

**Qualification Requirements**

- **A completed DVR Standard Vendor Application**

*Note: Does not require licensure by the Department of Children and Families provided the programs meet age- appropriate standards as adopted by the State Board of Education (F.S. 402.3025). These standards are further elucidated in F.S. 402.301-402.319.*

**Security Officer School / Training Facility**  
**[493.6304 F.S.](#)**

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

**Qualification Requirements**

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

**Social Workers / Marriage and Family Therapists**  
**[491.005 F.S.](#)**

SERVICES: Treatment of psychological disorders, counseling.

**Qualification Requirements**

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



**Speech-Language Pathologist**  
**[468.1185 F.S.](#)**

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

**Qualification Requirements**

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

**Transportation Services – Private**  
**[324.031 F.S.](#)**

SERVICES: For-hire passenger transportation.

**Qualification Requirements**

- **A completed DVR Transportation Provider Application**
  
- **Notarized Attestation of Liability Insurance**

**Tutors**  
**1002.43 F.S.**

**Qualification Requirements**

- **A completed DVR 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.

- **A completed DVR 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
  - 2. Current certification as a Certified Vocational Evaluation Specialist (CVE)**

OR
  - 3. Master's degree in vocational evaluation**

OR
  - 4. Master's degree in rehabilitation counseling, psychology, sociology or related field and one year of full-time experience using vocational rehabilitation counseling techniques and one year full time of conducting vocational evaluations**

OR

**5. Bachelor's degree in rehabilitation counseling, psychology, sociology or related field with courses that include a primary focus (at least one-third) in four of the five following content area:**

- a. Principles of Vocational Evaluation (including philosophy, delivery models, behavioral observations, and ethical issues and standards of practice)
- a. Standardized Assessment (administration and interpretation of standardized tests and instruments including principles of measurement such as norms, validity, and reliability) Occupational Information (assessment of work environments, job demands, and labor market research and analysis as well as techniques to facilitate job accommodations and placement)
- b. Implications of Disability (medical, psychiatric, and psychosocial aspects of disabilities)
- c. Professional Communication (professional interactions, counseling and interviewing skills, and report development and preparation).

AND

Two years of full-time experience using vocational rehabilitation counseling techniques and two years of conducting vocational evaluations of persons with disabilities

***NOTE: A transcript must be provided when selecting option 5. Additional qualifications will be reviewed on a case by case basis.***

## **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 1 current 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 Engineer Technologist**

**413.20 F.S.**

<b>Appendix 1-A</b>	<b>Adaptive Computer and Worksite Specialist</b>
<b>Appendix 1-B</b>	<b>Building Contractors</b>
<b>Appendix 1-C</b>	<b>Driver Evaluator</b>
<b>Appendix 1-D</b>	<b>Driver Training Specialist</b>
<b>Appendix 1-E</b>	<b>Rehabilitation Technology Supplier</b>
<b>Appendix 1-F</b>	<b>Vehicle Modifications</b>
<b>Appendix 1-G</b>	<b>Wheelchair Vendors</b>

## Appendix 1-A

### Adaptive Computer and Worksite Specialists

#### VR POLICY 14.04

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 DVR-RETP 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.*

**Send all documents to:**  
**Rehabilitation Engineering & Technology Program College of Engineering**  
**University of South Florida**  
**ENB118 4202 East Fowler Avenue**  
**Tampa, Florida 33620-5350**  
**Tel: (813) 974-5346 OR 1-866-RE-AT-USF or FAX: (813)974-3369**  
**Contact: Stephen Sundarra [sundarra@eng.usf.edu](mailto:sundarra@eng.usf.edu) OR Tel: (813) 974-3977**



## Appendix 1-B

### **Building Contractor** **489.111 F.S.**

SERVICES: Performs modifications to residential homes and worksites to provide accessibility for DVR consumers.

- **A completed DVR-RETP 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**
- **DVR 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.*

**Send all documents to:**  
**Rehabilitation Engineering & Technology Program College of Engineering**  
**University of South Florida**  
**ENB118 4202 East Fowler Avenue**  
**Tampa, Florida 33620-5350**  
**Tel: (813) 974-5346 OR 1-866-RE-AT-USF or FAX: (813)974-3369**  
**Contact: Stephen Sundarra [sundarra@eng.usf.edu](mailto:sundarra@eng.usf.edu) OR Tel: (813) 974-3977**

## Appendix 1-C

### Driver Evaluators VR POLICY 14.0105

- **A completed DVR-RETP 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.*

- **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 Florida Department of Highway Safety and Motor Vehicles or equivalent**
- **A copy of general liability insurance (\$1,000,000 minimum)**

**Send all documents to:**  
**Rehabilitation Engineering & Technology Program College of Engineering**  
**University of South Florida**  
**ENB118 4202 East Fowler Avenue**  
**Tampa, Florida 33620-5350**  
**Tel: (813) 974-5346 OR 1-866-RE-AT-USF or FAX: (813)974-3369**  
**Contact: Stephen Sundarra [sundarra@eng.usf.edu](mailto:sundarra@eng.usf.edu) OR Tel:**  
**(813) 974-3977**

**Driver Training Specialists**  
**VR POLICY 14.0106**

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

- **A completed DVR-RETP 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.*

- **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**

**Send all documents to:**  
**Rehabilitation Engineering & Technology Program College of Engineering**  
**University of South Florida**  
**ENB118 4202 East Fowler Avenue**  
**Tampa, Florida 33620-5350**

**Tel: (813) 974-5346 OR 1-866-RE-AT-USF or FAX: (813)974-3369**

**Contact: Stephen Sundarra [sundarra@eng.usf.edu](mailto:sundarra@eng.usf.edu) OR Tel: (813) 974-3977**

**Appendix 1-E**

**Rehabilitation Technology Supplier**  
**VR POLICY 14.00**

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.

- **A completed DVR-RETP 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 DVR vendor certification process. USF will contact you directly if additional information is required.**

**Send all documents to:**  
**Rehabilitation Engineering & Technology Program College of Engineering**  
**University of South Florida**  
**ENB118 4202 East Fowler Avenue**  
**Tampa, Florida 33620-5350**  
**Tel: (813) 974-5346 OR 1-866-RE-AT-USF or FAX: (813)974-3369**  
**Contact: Stephen Sundarra [sundarra@eng.usf.edu](mailto:sundarra@eng.usf.edu) OR Tel: (813) 974-3977**

**Appendix 1-F**

**Vehicle Modifications**  
**VR POLICY 14.07**

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

- **A completed DVR-RETP 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**

**Send all documents to:**  
**Rehabilitation Engineering & Technology Program College of Engineering**  
**University of South Florida**  
**ENB118 4202 East Fowler Avenue**  
**Tampa, Florida 33620-5350**  
**Tel: (813) 974-5346 OR 1-866-RE-AT-USF or FAX: (813)974-3369**  
**Contact: Stephen Sundarra [sundarra@eng.usf.edu](mailto:sundarra@eng.usf.edu) OR Tel: (813) 974-3977**

**Appendix 1-G**

**Wheelchair Vendors**  
**VR POLICY 14.05**

SERVICES: Provides prescriptive wheelchairs, wheelchair modifications, and repairs.

- **A completed DVR-RETP 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**

**Send all documents to:**  
**Rehabilitation Engineering & Technology Program College of Engineering**  
**University of South Florida**  
**ENB118 4202 East Fowler Avenue**  
**Tampa, Florida 33620-5350**  
**Tel: (813) 974-5346 OR 1-866-RE-AT-USF or FAX: (813)974-3369**  
**Contact: Stephen Sundarra [sundarra@eng.usf.edu](mailto:sundarra@eng.usf.edu) OR Tel: (813) 974-3977**