Rehabilitation Technology Providers

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Appendix 1-A

Adaptive Computer and Worksite Specialist

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

Qualification Requirements

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

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

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

Appendix 1-B

Building Contractors

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

Qualification Requirements:

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

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

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

Appendix 1-C

Driver Rehabilitation Specialist

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

Qualification Requirements

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

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

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

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

Appendix 1-D

Rehabilitation Technology Supplier

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

Qualification Requirements

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

Appendix 1-E

Vehicle Modifications

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

Qualification Requirements

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

Appendix 1-F

Wheelchair Vendors

Services: Provides prescriptive wheelchairs, wheelchair modifications and repairs.

Qualification Requirements

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