



# PACER Simon Technology Center Individualized Training Application

Payment for your Individualized Training is due with your application and is required to reserve your training date.

*Your application will not be processed until your payment is received. Checks should be made out to the PACER Simon Technology Center. Individualized Trainings are \$50 per one hour session.*

**Please take the time to complete the following information.  
The more we know about you before your training, the better we can prepare.**

### Information for Training

Who is the primary person receiving the training (check one):  
 adult consumer     child consumer     parent     professional

*Please provide the following information on the primary person receiving the training:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Who should we contact to set up the training?

Contact person: \_\_\_\_\_

Relationship to person above: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred method (e-mail/phone) and time of contact: \_\_\_\_\_

**If the primary person receiving the training is a consumer please fill out information below.**

Disability: \_\_\_\_\_

Birth date: \_\_\_\_\_

Primary language: \_\_\_\_\_

Gender:    Male    Female

### Photo Release Permission (Optional)

I give unconditional permission to PACER Center, Inc. to videotape/photograph me or my child(ren) and to use the photographs for: general education about PACER and children and adults with disabilities and for fundraising purposes.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please list any additional participants attending the training.  
*(maximum 2 people)*

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Office Use Only

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Appointment Time: \_\_\_\_\_

AT Specialist: \_\_\_\_\_

Entered: \_\_\_\_\_

Photo Description: \_\_\_\_\_

## Purpose of Training

Please check the name of the program you wish to receive training on (check one):

Boardmaker	Intellitools Classroom Suite	Solo
BuildAbility	Kidspiration	Speaking Dynamically Pro
Clicker	Kurzweil 3000	WYNN Wizard
Dragon Naturally Speaking	Overlay Maker	Zoomtext
FreedomBox Pass Key	Read and Write Gold	Other: _____
Inspiration	Scan and Read Pro	

What is your current comfort level when working with this program?

What features are you currently using within the program?

What would you like to accomplish during your training session in Simon Technology Center?

What version of the program are you currently working with? \_\_\_\_\_

What operating system would you like to use during your training session?                      Mac                      Windows

## Background Information

Please rate basic computer skills and computer knowledge of the primary person receiving training.

Beginner    Intermediate    Advanced

Please rate basic computer skills and computer knowledge for additional training attendees.

Beginner    Intermediate    Advanced

How does the consumer currently access the computer?

Adapted Mouse              Alternative Keyboard              Touch Window              Speech Recognition  
Switch                      Standard Keyboard and Mouse

Other: \_\_\_\_\_

## Additional Information

Please share any additional information that might be relevant as we plan for your training.

# What Happens at a PACER Simon Technology Center Individualized Training?

The PACER Simon Technology Center (STC) offers individualized training sessions for a variety of software programs used by people with disabilities. An individualized training session is meant for those consumers, families, and professionals who have a software program and need assistance in learning to use it. Training sessions are for the beginning user, not the advanced. We currently provide individualized training for the following programs:

<b>Program</b>	<b>Vendor</b>
<i>Boardmaker</i>	Mayer-Johnson
<i>BuildAbility</i>	Don Johnston, Inc.
<i>Clicker</i>	Crick Software
<i>Dragon Naturally Speaking</i>	Nuance Communications, Inc.
<i>FreedomBox Pass Key</i>	Serotek Corporation
<i>Inspiration</i>	Inspiration Software, Inc.
<i>IntelliTools Classroom Suite</i>	IntelliTools, Inc.
<i>Kidspiration</i>	Inspiration Software, Inc.
<i>Kurzweil 3000</i>	Kurzweil Education Systems, Inc.
<i>Overlay Maker</i>	IntelliTools, Inc.
<i>Read and Write Gold</i>	TextHelp Systems
<i>Scan and Read Pro</i>	Premier Programming Solutions
<i>Solo</i>	Don Johnston, Inc.
<i>Speaking Dynamically Pro</i>	Mayer-Johnson
<i>WYNN Wizard</i>	Freedom Scientific
<i>Zoomtext</i>	AiSquared



If the program that you are interested in receiving assistance with is not listed, please contact the Simon Technology Center regarding additional training opportunities.

## **Application Process and Fees**

An application form must be completed by the person requesting the training, a parent, consumer, or professional. Included on the application are questions about the program being used and goals for the training. A completed application form and payment must be submitted to PACER before a session can be scheduled. An assistive technology specialist will be in contact to arrange the date and time of the training. Since this is a training designed to meet individualized needs, the specialist may ask further questions to best determine the goals for the training. Individualized training sessions are conducted at the PACER Simon Technology Center and are limited to one hour. It is possible to schedule additional trainings if necessary.

Cost per hour.....\$50.00

## **During the Training Session**

Because this is an individualized training, not a consultation, the number of attendees is limited to three people. During the training session you will receive guidance and hands-on training on a software program of your choice. It is not necessary to bring the software program to the training; however, you are welcome to bring a laptop or any adapted technology such as a keyboard, switch, or mouse.

## **Interested in an Individualized Training?**

If you are interested in an individualized training session, please fill out the application form and return it to:

PACER Simon Technology Center  
8161 Normandale Boulevard  
Bloomington, MN 55437-1044

Voice: 952-838-9000 - TTY: 952-838-0790  
Toll-free: (800) 537.2237 Fax: 952-838-0199  
[stc@pacer.org](mailto:stc@pacer.org); [www.pacer.org/stc](http://www.pacer.org/stc)