



## **UEB TRANSCRIPTION BRAILLE CORRESPONDENCE COURSE FOR TEACHERS OF THE VISUALLY IMPAIRED AND EDUCATIONAL ASSISTANTS IN BRITISH COLUMBIA**

### **Unified English Braille (UEB) Transcription Course**

This course is recommended for all new Educational Assistants who are required to transcribe teacher made print materials for braille-using students. The course contains 22 lessons. Each lesson includes transcription and reading exercises and takes between 10 -15 hours to complete. The course covers contracted Braille, mathematical symbols and spatial arrangements.

### **Instructor Support:**

The Certified Braille Course Instructor is Michele Hayes and she is based in Kelowna, BC. Michele also has over 30 years of experience as a braille transcriber and proofreader. She is available to help by email at anytime and by phone/Skype after setting up an appointment. [michelehayes@shaw.ca](mailto:michelehayes@shaw.ca)

Proofread lessons will be in return mail within 2 days. The first 5 braille lessons must be completed with a manual braille writer. Subsequent lessons can be completed by using the Perky Duck computer braille program (free download). Students are encouraged to submit lessons via email to speed up turn-around time and communication with the instructor.

### **Tips for a Successful Self-Directed Study:**

The UEB course requires extensive drill and practice. New concepts and rules must be continually reinforced, ideally on a daily basis. A high level of accuracy is essential in braille transcription. In order to be successful applicants must be prepared to spend 10 to 12 hours per week on completing the course work. A lesson should be submitted every 2-3 weeks. Some school districts have made provisions to complete a portion of the course work during the school day.

### **Course Fee Funding Available to Approved Applicants:**

The Ministry of Education, through PRCVI, funds the course fees for teachers of the visually impaired and educational assistants who provide direct braille services to BC students with visual impairments in the public or Group 1 and 2 independent school systems. If you are an independent student interested in learning Braille, courses are available through the CNIB <http://www.cnib.ca/en/living/braille/Pages/Braille-Courses.aspx>.

Applicants who have been previously funded by the Ministry of Education for the Braille Correspondence Course will not be eligible for new funding if they have dropped out of the course.

### **Course Parameters:**

Please note that the scope of the UEB Transcription Braille Correspondence Course is limited to instruction in the UEB code. This course contains no content related to the methods and strategies for literacy instruction for students with visual impairments who read braille.

**Successful completion of the course and examination does not qualify students to provide literacy instruction to students with visual impairments who read braille.** For information on becoming a qualified teacher of students with visual impairments, contact the Provincial Resource Centre for the Visually Impaired (PRCVI).

### **CNIB Examination Fees:**

CNIB is the only facility in Canada that offers a braille certification exam. Once you have completed the lessons, the instructor will let you know if you are ready to book the exam [braille.certification@cnib.ca](mailto:braille.certification@cnib.ca). Certificates are presented by CNIB upon successful completion of the exam. **Examination fees are payable to CNIB by the student or their school district.**

Unified English Braille (UEB) Transcriber's Certification

Approx.\$150 plus GST

### **Equipment:**

Students approved for a braille course need to have the use of a Perkins Braillewriter. Approved students can request to loan a Braille from the Provincial Resource Centre for the Visually Impaired (PRCVI).

### **Supplies:**

**Students are responsible for the purchase of text books, supplies and CNIB certification fees. Course materials are available directly from PRCVI at a discounted price. Most schools will reimburse students for these fees. PRCVI issues a receipt for the books and supplies upon registration and then students can submit this to their school or district for reimbursement.**

### **To begin the course, please complete and submit the following forms:**

1. Registration
2. Supplies Order & Cheque\*
3. Braille Loan (if needed)

**\*A cheque made payable to Vancouver School Board / PRCVI must be included when you submit these forms or we can't proceed with registration.**

## How to Download and Begin Using PerkyDuck

PerkyDuck is a free PC based software program from Duxbury Systems that emulates the manual Perkins braillewriter. It behaves similarly to a word processor, allowing you to correct on screen before printing out, therefore eliminating erasures or having to discard and start a new sheet. This program does not allow you to translate materials and it has very few formatting capabilities. Once you have prepared your lesson, it can be printed, embossed or e-mailed. If e-mailing, the turn-around time is reduced drastically.

It also installs a braille font, which will allow you to view electronic braille files. To install Perky Duck on your computer, go to <http://www.duxburysystems.com/> and follow these steps:

1. Click on **PROGRAMS** in the middle of the Duxbury Systems homepage.
2. Find PERKY DUCK and click on **PURCHASE** (*note: there is no cost*).
3. Perky Duck is available for both Macintosh and Windows operating systems. Click on the one that matches your computer.
4. Save the **setup** file to your computer's desktop. This will make it easier to find.
5. Go to your computer's desktop and double-click on **setup**. This starts the installation.
6. Click **Next** in each window; then click **Finish**.

### **How to begin using Perky Duck for Windows:**

1. Go to **Start** in the bottom left-hand corner of the computer screen.
  2. Go to **Programs**, then to **Duxbury**, then to **Perky Duck** and open the program. If you see this message: "Can't find settings file, or file found is an incompatible version..." don't worry. Just click on **OK**. By clicking OK, you are accepting the default templates and global settings. This message should not appear again.
  3. Perky Duck will create a blank window for you.
  4. Go to File and select **New**.
  5. You can now braille using the following keys: f=1, d=2, s=3, j=4, k=5, l=6
- Note 1:** Each time you open Perky Duck you will see the message "Perky Duck has found temporary files created by a prior run. Remove them?" You should click "no" or "discard". This message is normal.

One of the difficulties you may experience when trying to use PerkyDuck is that you need a compatible keyboard. To verify keyboards for compatibility try the following:

1. Open a new document in a word processing program.
2. Press the keys SDF JKL all at the same time.
3. Each time you press all six keys at once, you should see six new letters, one each of "sdfjkl", in any order.

Once you have completed 5 lessons of the Braille course using the Perkins brailier, you have a choice of continuing on the brailier, or using PerkyDuck to prepare your assignment. Please consult first with the instructor before submitting your lessons using PerkyDuck.



## UEB TRANSCRIPTION BRAILLE CORRESPONDENCE COURSE REGISTRATION FORM

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number (      ) \_\_\_\_\_ Fax (      ) \_\_\_\_\_

Name of School \_\_\_\_\_ School District \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number (      ) \_\_\_\_\_

Position \_\_\_\_\_ Fax Number (      ) \_\_\_\_\_

Please indicate where you wish Course Supplies to be mailed - Home  School

Are you presently working with a braille using student? Yes  No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

This employee is  or will soon be  required to utilize braille in the completion of their duties. (Please check applicable box)

School District Administrator's Signature: \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

PRCVI Program Approval \_\_\_\_\_ Date \_\_\_\_\_

*Incomplete forms may result in delay of application approval*

Complete and submit ORIGINAL copy to:

#106-1750 West 75th Ave., Vancouver, BC, V6P 6G2; Tel 604-266-3699 Fax 604-261-0778; [www.prcvi.org](http://www.prcvi.org)

Revised July 2017



## UEB TRANSCRIPTION BRAILLE CORRESPONDENCE COURSE SUPPLIES ORDER FORM

Name \_\_\_\_\_

Shipping Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

**Please indicate which course you wish to order supplies for:**

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**All books below are required to complete the course, effective August 1, 2017:**

**Unified English Braille Transcription Course**

1. UEB Instructional Manual From Print to Braille
2. Rules of Unified English Braille
3. The Braille Enthusiast's Dictionary – UEB Edition
4. Perkins Braille Paper – 50 single sheets/pack

The cost of the above supplies for the UEB Course is \$220. PRCVI is offering these materials at a discount of over 30% for a total cost of \$140.00.

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**Please make cheques payable to Vancouver School Board / PRCVI**

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## UEB TRANSCRIPTION BRAILLE CORRESPONDENCE COURSE

### PERKINS BRAILLE WRITER LOAN AGREEMENT

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Name of School \_\_\_\_\_ School District # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_

Please indicate where you wish the Braillewriter to be mailed – Home  School

#### Loan Agreement:

I, \_\_\_\_\_, agree to the safe return of this braillewriter, dust cover, and box within 18 months. If I have not completed the course within 18 months, I agree to apply to PRCVI, in writing, if I wish to renew it for another three months. If the braillewriter is not returned by the due date or is lost, I agree to accept full responsibility and will pay the replacement cost to PRCVI.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Please save the specialized shipping carton in which you receive the braillewriter. It is a very delicate machine with 800+ moving parts and must be returned in the original box with the fitted foam inserts. There will be a \$25 replacement fee if the box isn't returned.**

Once you no longer require the braillewriter, it should be shipped back to PRCVI from a Canada Post office or depot and marked as "FREE MATTER FOR THE BLIND – POST FREE".  
PRCVI will not accept any Collect charges if you choose to ship the braillewriter by courier.