



Unified English Braille Correspondence Course for Educational Assistants in British Columbia

Introduction

The Unified English Braille (UEB) Correspondence Course is recommended for all Educational Assistants who are required to transcribe print materials for students who read and write using the braille writing system. The course covers the fundamentals of contracted UEB, along with formatting rules and some math/technical content. Educational Assistants interested in the rules and notation for math and technical UEB transcription may enroll in the [UEB Technical Extension \(UEB TE\) course](#), also offered by PRCVI. Please see the PRCVI site for more information and course prerequisites.

Course Parameters

The goal of the UEB Correspondence Course is to train Educational Assistants to work as Brailleists/Braille Transcribers. The delivery of the course is designed to prepare students to achieve CNIB Unified English Braille (UEB) Transcriber Certification. Please see “Recognition of Course Completion and Certification” for more information.

This course contains no content related to the methods and strategies for teaching braille reading and writing to blind and low vision students. **Successful completion of the UEB Correspondence Course in no way qualifies the candidate to provide instruction in braille reading and writing to students.**

Eligibility

The UEB Correspondence Course is open only to Educational Assistants in the British Columbia K-12 education sector who are currently employed by a public school district or Group I or II independent school or program, AND:

- are currently working with a student that uses braille, OR
- are confirmed to begin work soon with a student that uses braille.

All other interested candidates who are ineligible for the PRCVI UEB Correspondence Course should consider the [correspondence courses offered nationally by the CNIB](#).

Qualified Teachers of Students with Visual Impairments (TSVIs) working in British Columbia are eligible to take the UEB Correspondence Course. Please contact PRCVI for more information.

Course Timeline

The UEB Correspondence Course contains 22 lessons. The content of the lessons is cumulative as students acquire new notation and formatting rules for UEB transcription. Each lesson includes transcription and reading exercises and takes approximately 10-15 hours to complete.

As students will be learning a new writing system, the course requires extensive study and practice. Students will be required to demonstrate a high degree of accuracy in their work. As a result, regular



work and submission of lessons is strongly recommended. The entire course, from the start of Lesson 1 to final submission of Lesson 22, is expected to take within 10-18 months to complete.

Please note: This is the anticipated timeline for course completion. Any timelines determined at school- or district-level will take precedence.

Course Timeline Options

Students who do not complete the course within 18 months from their enrollment date have two options. Students will receive an email reminder informing them that they are within 4-6 months of the 18-month course timeline.

- Request an extension to their course timeline via an email to the PRCVI Program Manager, providing this extension does not contravene a timeline determined at school- or district-level.
- Removal from the course. Students who are removed from the course may not carry forward their progress to any future UEB Correspondence Course enrollment.

Mid-Course Evaluation – Lesson 15

Lessons 1-14 are focused on learning the notation and rules for transcribing contracted UEB. Lesson 15 is a review lesson that requires the student to apply the sum of their knowledge of transcribing contracted UEB with no new content presented.

To ensure that all students are well-positioned to successfully complete the UEB Correspondence Course, Lesson 15 acts as a mid-course evaluation of the student's UEB transcription knowledge and skills. ***All students are expected to achieve a result of at least 80% after a maximum of two submissions of Lesson 15 (i.e., after the first submission, and corrections from the instructor).***

If a student is unable to achieve this result by their second submission of Lesson 15, the course coordinator will contact the administrator listed on the student's registration form. The purpose of this message will be to inform the administrator that the student may benefit from additional support available at the school or within the district (e.g., from other braillists/braille transcribers, teachers of students with visual impairments).

Equipment

PRCVI will loan a manual Perkins braillewriter and braille eraser to each student so that they can complete Lessons One to Five, all of which are done in hard copy. Once the student has completed Lesson Five, students are asked to return the braillewriter and braille eraser to PRCVI. Return shipping information is included with the braillewriter.

For more information, please see "Perkins Braillewriter Loan Agreement." This braillewriter is intended only to complete UEB Correspondence Course lessons – braillewriters for K-12 student use can be obtained by regular loans through the PRCVI library via the school/district TSVI.

Materials

The required materials for the course are:



- UEB Instructional Manual – “From Print to Braille”
- Rules of Unified English Braille
- The Braille Enthusiast’s Dictionary – UEB Edition
- Braille paper – 50 sheet pack
- Braille eraser (on loan – not included in materials fee)

The value of these materials is \$250. **PRCVI makes all course materials available to students at discounted cost of \$140.** PRCVI is currently only able to accept cheques, bank drafts, or money orders – please make these payable in the amount of \$140 to:

Vancouver School Board/PRCVI

PRCVI issues a receipt for all course materials fees received.

Recognition of Course Completion and Certification

All students who complete the UEB Correspondence Course with a final passing grade of 80% or higher will receive a Letter of Completion from PRCVI. This letter acknowledges course completion but does not certify the student as a braille transcriber. This is only achieved through successful completion of the CNIB Transcriber Certification exam.

Students who complete the UEB Correspondence Course with a final grade of 90% or higher are eligible to write the exam for CNIB Unified English Braille (UEB) Transcriber Certification. The course instructor will recommend these students to the CNIB as eligible candidates. Please note that there are examination fees, payable to the CNIB, that are not included in the student’s registration in the PRCVI UEB Correspondence Course. For more information on the certification exam and related fees, please [visit the CNIB UEB course site](#) or email BrailleCertification@cnib.ca.



UEB Correspondence Course Registration Form

Name: _____ Email: _____

Contact Information

Home Address: _____

City _____ Postal Code: _____ Phone: _____

School Name: _____ School District/Education Authority: _____

School Address: _____

Where should course materials (incl. braillewriter) be shipped? Home School

Eligibility

Do you currently work with a student who uses braille? YES NO

If no, are you confirmed to be moving into a position where you will work with a student who uses braille? YES NO

Signature

By signing below, the applicant certifies that they have read the UEB Correspondence Course registration guide and agree to follow the course policies and procedures outlined therein. Failure to follow these policies may result in removal from the course.

Signature: _____ Date: _____

Administration

The following section must be completed by the *District Principal or Director of Instruction in Inclusive Education* for the school district, education authority, or independent school/program. This administrator should supervise service delivery for students with visual impairments in the school district or education authority.

Administrator Name: _____ Email: _____

Position/Title: _____ Phone: _____

Does this employee currently work with a student who uses braille?

YES NO

OR Will this employee soon be working with a student who uses braille?

YES NO

District/Education Authority Administrator Signature: _____



UEB Correspondence Course – Perkins Braillewriter Loan Agreement

The use of a manual Perkins braillewriter is required to complete Lessons 1-5 in the course. Please complete this agreement to receive a braillewriter on loan from PRCVI. When loaned, this device becomes the responsibility of the undersigned and is not to be used for regular classroom use – braillewriters for K-12 students can be obtained from PRCVI through regular loan requests submitted by the TSVI.

Name: _____

School District/Education Authority Name: _____

Email Address: _____

Loan Agreement

I, _____, agree to the safe return of the braillewriter, braille eraser, dust cover, and box following the completion of Lesson 5 or within 18 months from the date of enrollment, whichever is earliest. 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. The approximate replacement cost for a Perkins braillewriter is \$1,100 CAD.

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 – all are specially sized for the device. There will be a \$35 replacement fee if the box is not returned and a separate \$40 replacement fee if the braillewriter dust jacket is not returned.

Information on how to return the braillewriter to PRCVI will be included with the braillewriter. If you have any questions or require further information, please contact shipping@prcvi.org

By signing below, the student accepts full responsibility for the return of the braillewriter to PRCVI.

Signature: _____

Date: _____