ASSISTIVE TECHNOLOGY CERTIFICATE PROGRAM

Student Handbook

Online continuing education for working professionals

APPLIED HEALTH SCIENCES

Department of Disability and Human Development

The UIC Assistive Technology Certificate Program (ATCP) is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation for Rehabilitation Engineering and Assistive Technology Education (CoA-RATE).

Frequently Asked Questions

What is the Assistive Technology Certificate Program? The Assistive Technology Certificate Program (ATCP) is a flexible packaging of **13 credit hours**[1] of assistive technology courses designed to build on the practical skills of professionals working with people with disabilities.

Is the UIC ATCP an accredited program? Yes. The UIC Assistive Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep) upon the recommendation of the Committee on Accreditation for Rehabilitation Engineering and Assistive Technology Education (CoA-RATE).

How long does it take to complete the program? Students are required to take DHD440 Introduction to Assistive Technology (3 credits) and a field experience (1 or 3 credits). Students can choose the AT electives which they believe would best help them meet their professional goals and area of AT concentration. While it is possible to complete the program in as little as three semesters, most students take three credits of coursework per term and complete the program within four semesters. Courses are available fall, spring and summer.

What is an ATCP Field Experience? There are four options for field experience. (1) Working professionals can complete a 1-credit direct service field experience within their own work setting under the supervision of a RESNA Certified ATP, (2) Students can complete a 1-credit investigation and observation field experience, (3) Students can complete a 1-credit case study, or (4) Students can take DHD 441 Adaptive Equipment Design and Fabrication, a 3-credit lab-based fabrication course at UIC. For more details, see Field Experience descriptions later in this packet.

Can the ATCP be completed entirely online? Yes. Only one lab-based elective course requires in-person attendance.

Do you have to apply? Yes. Admittance into the certificate program is based on academic background, work experience, and how the student will put the knowledge into practice. The application deadlines are May 1st for Fall semester entry and November 1st for Spring semester entry.

Can I take courses for continuing education without applying for the certificate? Yes, if you meet course prerequisites or obtain consent of the instructor. Courses will count toward the certificate if you are later accepted into the program.

What is the cost of the certificate program? Courses are offered at the same rate as all continuing education classes at UIC. The current cost is $495 per semester credit hour. Tuition and fees are subject to change each semester. Unfortunately, no financial aid is available for these courses.

What do I receive at the end of the program? A printed certificate stating completion of the Assistive Technology Certificate Program is issued to each student. The courses will also be listed on the student's official UIC transcript along with the note "Certificate in Assistive Technology."

Am I earning graduate credit as I take the courses? Yes. Students earn graduate semester credits for each course completed. Check with your professional organization to determine whether CEUs will be granted for your credential or licensure.

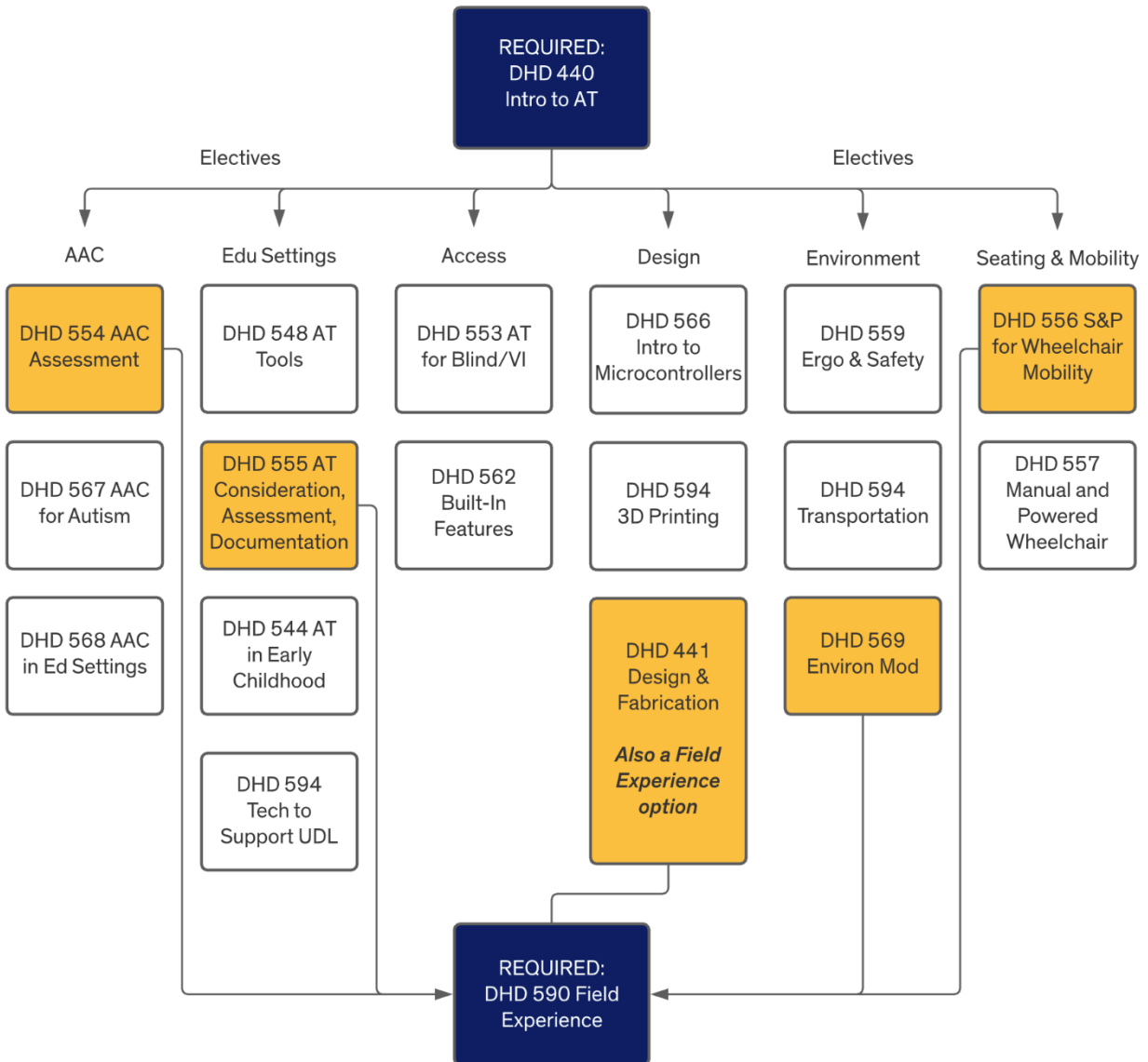[1] Starting Spring 2022. Requirement for current students is 12 credits.

Career Strands

What's your focus?	You may be interested in...
K12 Special Education	DHD 548 - AT Tools in Education DHD 555 - AT Consideration and Assessment in K12 DHD 544 - AT for Early Childhood DHD 568 - Supporting AAC in Educational Settings DHD 554 - Augmentative Communication Assessment DHD 567 - AAC for Individuals with ASD DHD 594 - Technology to Support UDL DHD 562 - Mobile Tech & Computers: Built-in Accessibility
Transition and Employment	DHD 554 - Augmentative Communication Assessment DHD 569 - Ergonomics and Safety for Workers with Disabilities DHD 553 - AT for Individuals who are Blind or Visually Impaired DHD 562 - Mobile Tech & Computers: Built-in Accessibility
Community Living and Aging in Place	DHD 556 & 557 - Seating and Wheeled Mobility series DHD 553 - AT for Individuals who are Blind or Visually Impaired DHD 568 - Environmental Modification DHD 441 - Adaptive Equipment Design and Fabrication* DHD 594 - Assistive Technology and Transportation DHD 562 - Mobile Tech & Computers: Built-in Accessibility
Higher Education	DHD 594 - Technology to Support UDL DHD 548 - AT Tools in Education DHD 553 - AT for Individuals who are Blind or Visually Impaired DHD 562 - Mobile Tech & Computers: Built-in Accessibility
Early Intervention	DHD 544 - AT in Early Childhood Settings DHD 554 - Augmentative Communication Assessment DHD 567 - AAC for Individuals with Autism Spectrum Disorder DHD 562 - Mobile Tech & Computers: Built-in Accessibility
Rehabilitation	DHD 554 - Augmentative Communication Assessment DHD 556 & 557 - Seating and Wheeled Mobility series DHD 553 - AT for Individuals who are Blind or Visually Impaired DHD 594 - Assistive Technology and Transportation DHD 562 - Mobile Tech & Computers: Built-in Accessibility
DIY/Maker in AT	DHD 566 - Intro to Microcontrollers in Assistive Technology DHD 441 - Adaptive Equipment Design and Fabrication* DHD 594 - 3D Printing in Assistive Technology

* Lab-based course at UIC

Areas of Assistive Technology Practice

ATCP courses cover a range of assistive technology practice areas. Students can focus on a particular area of practice or take courses across areas. DHD 440, Intro to AT, is a survey course that leads to electives in the following areas: augmentative and alternative communication (AAC), AT in educational settings, access, design, environmental modification, and seating and wheeled mobility. Assessment courses in each area (marked in orange) lead to the required field experience. More detail about the field experience starts on page 9.

REQUIRED: DHD 440 Intro to AT

Electives

Electives

AAC
- DHD 554 AAC Assessment
- DHD 567 AAC for Autism
- DHD 568 AAC in Ed Settings

Edu Settings
- DHD 548 AT Tools
- DHD 555 AT Consideration, Assessment, Documentation
- DHD 544 AT in Early Childhood
- DHD 594 Tech to Support UDL

Access
- DHD 553 AT for Blind/VI
- DHD 562 Built-In Features

Design
- DHD 566 Intro to Microcontrollers
- DHD 594 3D Printing
- DHD 441 Design & Fabrication — *Also a Field Experience option*

Environment
- DHD 559 Ergo & Safety
- DHD 594 Transportation
- DHD 569 Environ Mod

Seating & Mobility
- DHD 556 S&P for Wheelchair Mobility
- DHD 557 Manual and Powered Wheelchair

REQUIRED: DHD 590 Field Experience

Course Descriptions

Required Courses

DHD 440 - Introduction to Assistive Technology: Principles and Practice (3 credit hours, online)

An examination of best clinical practices and state-of-the-art assistive technology devices, including augmentative communication, cognitive technologies, computer access, environmental modification, job accommodation, seating and wheeled mobility. Funding and outcomes measurement are also covered.

ATCP Field Experience - Choose either DHD 590 (online) or DHD 441 (lab-based at UIC). See descriptions below.

Online Electives

DHD 544 - Assistive Technology in Early Childhood Settings (2 credit hours)

An introduction to the legal foundations of AT in early childhood settings, family-centered approaches to assessment, and an exploration of tools to support participation in home- and play-based activities for children 0-5 years of age. Students also develop a toolkit to support play-based AT assessment. Prerequisite: DHD 440 or consent of instructor

DHD 548 – Assistive Technology Tools for Education (3 credit hours)

Using categories from two school-based AT consideration guides (GPAT and WATI), explore a range of assistive technology features and products that support active participation and learning in educational settings for students with both high and low incidence disabilities from the early grades through transition. AT training strategies are also covered.

DHD 553 - Assistive Technology for Individuals Who Are Blind or Visually Impaired (1 credit hour)

An introductory overview of assistive technology for people who are blind or visually impaired. Topics include screen magnification software, screen reading software, OCR software, braille technologies, low vision devices, smart phone and tablet accessibility features, and other specialized technologies designed for people with visual impairments.

DHD 554 - Augmentative Communication Assessment (3 credit hours)

A course covering a range of augmentative communication assessment strategies and evaluation materials utilizing case examples for discussion of specific approaches for different ages, disabilities, and settings. Students work directly with a wide range of speech-generating devices to conduct feature analyses of systems and to gain hands-on experience using a variety of access methods, rate enhancement techniques and vocabulary expansion tools.

DHD 555 - AT Consideration, Assessment and Documentation in PreK-12 Educational Settings (3 cr. hours)

An in-depth introduction to the delivery of AT devices and services in the preK-12 educational setting. Students use a case study project to apply the steps of consideration, assessment and documentation. Topics include data design, assessment protocols, and the legal mandates of IDEA. A basic understanding of AT devices is a prerequisite as the emphasis in this course is the service delivery process. Prerequisite: DHD 440 or strong familiarity with AT tools used in educational settings. DHD 548 recommended.

DHD 556 - Seating and Positioning for Wheelchair Mobility (1 credit hour, first 5 weeks of semester)

A focus on seating and positioning assessment for functional use of a manual or powered wheelchair for children and adults with physical disabilities. Emphasis is placed on identifying the appropriate technology to match consumer needs. Course content includes an in-depth look at assessment procedures and seating and positioning technology selection and applicable research. Prerequisite: DHD 440 or consent of instructor

DHD 557 - Manual and Powered Wheelchair Technologies (2 credit hours, last 10 weeks of semester)

An in-depth look at the styles and components of manual and powered wheelchairs designed for children and adults with physical disabilities. Emphasis is placed on identifying the appropriate technology to match consumer needs. Content includes information on frame materials and features to guide the wheelchair selection process, performance adjustments, transportation standards, access methods, powered seat functions, electronics, programming, and applicable research. Prerequisite: DHD 556

DHD 559 - Ergonomics & Safety for Workers with Disabilities (1 credit hour)

Individuals with disabilities can often achieve employment through the application of sound ergonomic principles, and where necessary, low-to-high-tech job accommodation devices. This course covers the application of these strategies in office and manufacturing environments, as well as the unique issues that individuals with disabilities face regarding emergency evacuation from worksites.

DHD 562 - Mobile Technology and Computers: Built-in Accessibility Features (1 credit hour)

This course explores the built-in accessibility features that are available in Windows PC, Macintosh, Chromebook, iOS and Android operating systems.

DHD 566 - Intro to Microcontrollers in Assistive Technology (2 credit hours)

In the spirit of DIY projects, this class introduces students to the use of entry-level electronics utilizing microcontrollers such as the Arduino board. Students are guided in constructing projects with an assistive technology focus. Project options include making an adaptive switch to operate a computer game, creating an alternate input control for accessing the computer and/or building a basic EADL/ECU control. No previous experience with microcontrollers is required, only a proficiency with computer use.

DHD 567 - AAC for Individuals with Autism Spectrum Disorder (2 credit hours)

Content addresses how AAC can meet the unique communication needs of individuals with autism spectrum disorders with emphasis on evidence-based modalities and intervention strategies. Topics include supports for social interaction and participation, assessment, and a range of intervention approaches including PECS, visual supports, aided language stimulation, and LAMP.

DHD 568 - Supporting AAC in Educational Settings (3 credit hours)

This course focuses on instruction and intervention for students who use augmentative and alternative communication systems (AAC) in the K-12 setting. Content emphasizes strategies that are classroom-based and can be used in inclusive settings to aid students' language and educational growth. Topics include assessment, literacy, social relationships, collaboration, and academic adaptations.

DHD 569 – Environmental Modification (1 credit hour)

A comprehensive overview of accessibility issues common in private residences and public spaces. National, state, and local codes are used as a framework for addressing the barriers. Accessible design and assistive technology solutions are also investigated.

DHD 590 – Field Experience in Disability & Human Development (1 credit hour)

Students demonstrate their knowledge and skill set regarding the provision of quality assistive technology services. Students either perform direct services at their place of employment or report on observations of direct services by service providers in their geographic area. *(Meets ATCP field experience requirement.)*

DHD 594 Special Topics Course - Technology to Support Universal Design for Learning (1 credit hour)

An introduction to the framework of Universal Design for Learning (UDL). Technology will be explored through the lens of the three components of UDL: multiple means of representation, multiple means of expression and multiple means of engagement. Participants will explore technologies to support all learners for grades K-12.

DHD 594 Special Topics Course - 3D Printing in Assistive Technology (1 credit hour)

3D printing is an emerging tool within Assistive Technology (AT). This course will cover the basics of customizing and fabricating low-cost adaptive devices without needing to own a 3D printer.

DHD 594 Special Topics Course - Assistive Technology and Transportation (2 credit hours)

This course explores assistive technology in the transportation setting, including private vehicles, public transit, planes, cruise ships, and ride share.

Lab-Based Course Taught at UIC

DHD 441 - Adaptive Equipment Design and Fabrication (3 credit hours)

A course covering design theories, idea generation, fabrication machines, hand tool techniques, and appropriate materials that relate to custom design and custom fabrication of low-tech adaptive equipment. Students work in the ATU shop during practice sessions and complete an individual assessment and implementation project based on actual consumer request. *(Meets ATCP field experience requirement.)*

Course Planning Chart

Fall 2021	**Spring 2022**	**Summer 2022**
August 23-December 10	January 10-May 6	June 13-August 5
Online Courses	Online Courses	Online Courses

Fall 2021	**Spring 2022**	**Summer 2022**
DHD 440 Introduction to Assistive Technology Required Course (fall or spring) Instructors: All ATCP faculty (3 credits)	**DHD 440 Introduction to Assistive Technology** Required Course (fall or spring) Instructors: All ATCP faculty (3 credits)	**DHD 559 Ergonomics and Safety for Workers with Disabilities** Instructor: Hedman (1 credit)
DHD 544 Assistive Technology in Early Childhood Settings Instructor: Woodson (2 credits)	**DHD 555 Consideration, Assessment, and Documentation of AT in PreK-12 Educational Settings** Instructor: Cochrane (3 credits)	**DHD 567 AAC for Individuals with Autism Spectrum Disorder** Instructor: Bay (2 credits)
DHD 548 Assistive Technology Tools for Education Instructors: Cochrane, Lenzo & Bass (3 credits)	**DHD 556 Seating and Positioning for Wheelchair Mobility** Instructor: Sposato (1 credit – first 5 weeks)	**DHD 569 Environmental Modification** Instructor: Hedman (1 credit)
DHD 553 Assistive Technology for individuals who are Visually Impaired or Blind Instructor: Sessler-Trinkowsky (1 credit)	**DHD 557 Manual and Powered Wheelchair Technologies** Instructor: Sposato (2 credit – last 10 weeks)	**DHD 594 Special Topic: 3D Printing in Assistive Technology** Instructor: Hooyenga & Thomas (1 credit)
DHD 554 Augmentative Communication Assessment Instructors: Bay & Politano (3 credits)	**DHD 568 Supporting Augmentative Communication in Educational Settings** Instructors: Malnar & Politano (3 credits)	**DHD 594 Special Topic: Technology to Support Universal Design for Learning** Instructor: Skalitzky (1 credit)
DHD 555 Consideration, Assessment, and Documentation of AT in PreK-12 Educational Settings Instructor: Cochrane (3 credits)	**DHD 562 Mobile Technology and Computers: Built-in Accessibility Features** Instructor: Hooyenga (1 credit)	**DHD 594 Special Topic: Assistive Technology and Transportation** Instructor: Salkas (2 credit)
DHD 566 Intro to Microcontrollers in Assistive Technology Instructors: Hooyenga & Browning (2 credits)	**DHD 590 Field Experience** Instructors: Lee & Miller (1 credit)	**DHD 441 Adaptive Equipment Design and Fabrication – NOT ONLINE** – in-person lab course *(meets field experience requirement)* Instructors: Hooyenga, Hedman, Graham (3 credits)
DHD 590 Field Experience Instructors: Lee & Miller (1 credit)		

Tuition and Course Registration

The ATCP is not considered a degree program at UIC, therefore working professionals admitted to the ATCP or taking individual courses for continuing education and should register through UIC's Extended Campus Program to avoid additional fees. UIC's Extended Campus Program sets the tuition fee (currently $495 per credit hour) and no additional fees are required, except the purchase of books and materials as determined by individual course instructors. Degree-seeking UIC students (e.g., OTD, MEd) should register through the student self-service portal (my.uic.edu), which may include program and campus fees and a different tuition structure.

How to Register through UIC's Extended Campus

1. Go to the Assistive Technology Certificate Program page[2] and select the course you are interested in to open the individual course page.

2. Choose "Register today!" at the bottom of the individual course page.

3. All students will need to create a new username on the UIC Extended Campus website. A temporary PIN will be sent to your email address. You will need this to activate your account. You can also call us at (312) 355-0423 if you need assistance with your login.

4. Once your account has been activated, click on "Start New Application" [3] which will appear in the middle of the Application Management Page.

5. Select "For Credit Courses" from the drop-down menu. Click on the "Create Application" button.

6. Fill out your application information, including what College and course you are enrolling in. ATCP courses are in the College of Applied Health Sciences.

7. Select your payment type.

8. In place of your signature, type your full legal name. Select "Confirm".

9. Review your application to ensure that all the information is correct. When you have completed the review, click "Submit Application". Full payment is due at time of submission.

10. Follow steps 4-9 for other courses you want to enroll in.

Before you register, be sure to read all enrollment, payment, cancellation, and refund information to better understand UIC Extended Campus policies and procedures. https://ec.uic.edu/uic-ec-enrolling-paying-policies.

If you have any questions or difficulties with the registration process, contact UIC's Extended Campus Student Services Team at (312) 355-0423 or at extendedcampus@uic.edu.

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[2] https://ec.uic.edu/assistive-technology-certificate-program/

[3] This is not an application for the AT Certificate Program. It is simply an application to use UIC's Extended Campus.

ATCP Field Experience Overview

Our CAAHEP accreditation guidelines require certificate students to complete a field experience. It is intended to provide ATCP candidates with opportunities to demonstrate working knowledge of the following aspects of quality service delivery:

Evaluation services

- Analysis of referral information related to current functional abilities, prognosis, goals of independence
- Identification of 3rd party payer for Evaluation service
- Area(s) of Assistive Technology to be investigated
- Identification of professionals to be involved
- Identification of Assistive Technology manufacturers, manufacturer reps, and/or suppliers to be involved
- Identification of method of consumer participation and identification of method of information gathering from parties important to the consumer (e.g., family members, teachers, vocational rehabilitation counselors, supervisors)
- Identification of Assistive Technology devices needed for the Evaluation
- Identification of data collection method(s)
- Trial of assistive technology
- Data collection and analysis
- Communication with consumer regarding next steps of process
- Identification of 3rd party payer options for Implementation phase of service
- Identification of 3rd party payer required documentation

Implementation services

- Summary of where the Request for Prior Approval was submitted, what the response was, and if any re-submittal was needed
- Description of equipment acquisition process
- Description of any required setup of equipment prior to issuance
- Identification of 3rd party payer for the Implementation service
- Identification of professionals to be involved
- Identification of Assistive Technology manufacturers, manufacturer reps, and/or suppliers to be involved
- Create Implementation Plan
- Performing of any required adjustments and/or training during issuance
- Instructions (for example written, verbal, or video) provided to the consumer regarding troubleshooting, preventative maintenance, follow up, and repair
- Description of outcomes measurement methods used to describe device performance

Follow-up services

- Reason for Follow-up services
- Identification of 3rd party payer for Follow-up service
- Identification of professionals to be involved
- Identification of Assistive Technology manufacturers, manufacturer reps, and/or suppliers to be involved
- Identify method of consumer participation
- Verify consumer's ability to use the equipment consistent with their goals
- Outcome of the Follow-up service

ATCP Field Experience Options

Four options are available to fulfill the field experience requirement:

1. DHD 590 Field Experience: Direct Service (1 credit, fall or spring)

2. DHD 590 Field Experience: Investigation and Observation (1 credit, fall or spring)

3. DHD 590 Field Experience: Case Study (1 credit, fall or spring)

4. DHD 441 Adaptive Equipment Design and Fabrication (3 credits, lab-based, summers only)

OPTION 1

DHD 590: Direct Service

Prerequisites

1. Candidates must be able to provide AT services within their work environment as an extension of their current work responsibilities. The ATCP does not facilitate or negotiate contracts for fieldwork placement. It is therefore the candidate's responsibility as an employee to meet any expectations of their work environment, including but not limited to HIPAA/FERPA compliance, criminal background checks, drug screenings, vaccinations, and standards of professional behavior.
2. The direct service provided must be within the candidate's professional scope of practice and area of AT concentration as declared on their ATCP Plan of Study form.
3. Candidates must complete a minimum of 6 ATCP course credit hours before enrolling, including DHD 440 Intro to Assistive Technology, and are strongly advised to complete an assessment-related course in the candidate's area of AT concentration (see list on page 3).
4. Candidates must obtain any permissions required by their employer for a clinical supervisor to observe them providing the direct service to their client/student. The clinical supervisor must be a RESNA-certified ATP with expertise in the candidate's area of AT concentration, either an ATCP faculty member or a local ATP.

Requirements

Candidates must provide two of the three types of AT service in their area of AT concentration. One must be an Evaluation and the second can be either an Implementation or a Follow-up. The candidate is encouraged to provide the two services to two different clients/students.

1. The site and a clinical supervisor must be approved by the DHD 590 fieldwork coordinator.
2. The candidate creates a plan for both areas of service, which must be approved by the DHD 590 coordinator and the clinical supervisor.
3. The candidate is observed performing the two services by the clinical supervisor and then compiles a written report form for each that includes a summary of all components of the service.
4. The clinical supervisor evaluates the candidate's delivery of the two services using a rubric and provides feedback to the candidate. If the performance does not meet expectations, the candidate may be required to repeat it, in whole or in part.
5. The candidate completes an evaluation of the fieldwork experience.

OPTION 2

DHD 590: Investigation and Observation

Prerequisites

1. Candidates must be able to find their own site for observation. The ATCP does not facilitate or negotiate contracts for fieldwork placement.
2. Candidates must complete a minimum of 6 ATCP course credit hours before enrolling, including DHD 440 Intro to Assistive Technology, and are strongly advised to complete an assessment-related course in the candidate's area of AT concentration (see list on page 3).
3. Candidates must obtain any permissions required by the site for observation of services provided to a client/student.

Requirements

1. Candidates investigate and report on service delivery options that exist in their geographical area in two areas of AT:
   a. Services in the candidate's area of AT concentration
   b. Services in a second area of AT outside the candidate's concentration, for example:
      - AT for Sensory Impairments
      - Augmentative and Alternative Communication (AAC)
      - Computer Access
      - AT for Learning (e.g. reading, writing, organizing)
      - Orthotics
      - Prosthetics
      - Seating and Wheeled Mobility
      - Environmental Modification
      - Worksite Modification
      - Environmental Control
2. Candidates must observe the delivery of two of the three types of assistive technology service in their area of AT concentration. One must be an Evaluation and the second can be either an Implementation or a Follow-up. The candidate is encouraged to observe two different clients/students.
   a. The site and a clinical supervisor must be approved by the DHD 590 fieldwork coordinator. The clinical supervisor must be a RESNA-certified ATP with expertise in the candidate's area of AT concentration, either an ATCP faculty member or a local ATP.
   b. The candidate observes the two services and then compiles a written report form for each that includes a summary of all components of the service.
   c. The clinical supervisor evaluates the candidate's report on the two services using a rubric and provides feedback to the candidate. If the performance does not meet expectations, the candidate may be required to redo it, in whole or in part.
   d. The candidate completes an evaluation of the fieldwork experience.

OPTION 3

DHD 590: Case Study

Prerequisites

1. The case study must be within the candidate's professional scope of practice and area of AT concentration as declared on their ATCP Plan of Study form.
2. Candidates must complete a minimum of 6 ATCP course credit hours before enrolling, including DHD 440 Intro to Assistive Technology, and are strongly advised to complete an assessment-related course in the candidate's area of AT concentration (see list on page 4).

Requirements

Candidates will complete a case study on a consumer who requires assistive technology services. This case study is intended to simulate a direct service and will be self-selected, meaning the candidate will select a client they have either provided AT services to in the past, or are planning to provide AT services to in the future.

1. The case study must be approved by the DHD 590 fieldwork coordinator.
2. The candidate will complete the following forms for the case study:
    a. AT Intake
    b. AT Evaluation Service
    c. AT Implementation Service
    d. AT Follow Up Service
3. The fieldwork coordinator evaluates the candidate's case study forms using a rubric and provides feedback to the candidate. If the performance does not meet expectations, the candidate may be required to repeat it, in whole or in part.
4. The candidate completes an evaluation of the fieldwork experience.

OPTION 4

DHD 441 Adaptive Equipment Design and Fabrication (3 credits, lab-based, summers only)

Prerequisites

1. Candidates must complete a minimum of 6 ATCP course credit hours before enrolling, including DHD 440 Intro to Assistive Technology
2. Candidates must be able to be on-campus in Chicago for each course session

Requirements

DHD 441 covers design theories, idea generation, fabrication machines, hand tool techniques, and appropriate materials that relate to custom design and custom fabrication of low-tech adaptive equipment. Candidates work in the ATU shop during practice sessions and complete an individual assessment and implementation project based on actual consumer request. *This course is offered every other summer term and includes assessment-related content.*

Assessment-Related Courses by Area of AT Concentration

The ATCP Program offers a wide variety of courses at different levels. Not all courses include the assessment-related content you need to be successful in a DHD 590 field experience. Select from the following courses by area of AT concentration. If you are interested in an area of concentration not listed here, contact the ATCP Fieldwork Coordinator to discuss options.

AREA OF AT CONCENTRATION	ASSESSMENT-RELATED COURSES
AT for Learning	DHD 555 Consideration, Assessment, and Documentation of AT in the PreK-12 Educational Setting
Augmentative & Alternative Communication	DHD 554 Augmentative Communication Assessment
Seating and Wheeled Mobility	DHD 556 Seating and Positioning for Wheelchair Mobility
Environmental Modification	DHD 569 Environmental Modification
Worksite Modification	DHD 559 Ergonomics and Safety for Workers with Disabilities
Design & Fabrication	DHD 441 Adaptive Equipment Design and Fabrication (lab-based course offered every other summer)

Certificate Program and University Policies

Course Policies

◆ Individual ATCP courses may be taken for continuing education without applying to the certificate program if individual course prerequisites are met or consent of instructor is obtained. Courses completed with a grade of B or higher may be applied to the certificate program should the student be admitted later. There is no limit to the number of individual courses taken, however a maximum of 12 credits can be transferred into the MS or PhD programs in the Department of Disability and Human Development.

◆ External students taking individual courses for continuing education should register for courses through UIC's Extended Campus program. Students admitted to the ATCP should also register through UIC's Extended Campus program unless they are concurrently enrolled in a UIC degree program (e.g., OTD, DPT, MEd).

◆ At least 5 registrants are needed to run a course. Cancellation notifications will be issued by the first day of the semester if the minimum is not reached.

◆ ATCP courses will typically be offered in the semester rotation shown in the Course Planning Chart in this handbook, however course offerings are subject to change.

◆ All ATCP courses are graduate level for continuing education students so will require a bachelor's degree before starting a course.[4]

Certificate Program Policies

◆ Deadlines for admission to the ATCP are May 1st for Fall semester entry and November 1st for Spring semester entry.

◆ Applicants must have a bachelor's degree for admission to the ATCP. Courses are geared toward working professionals, so prior experience in a rehabilitation science field or special education is recommended.

◆ Thirteen (13) credits total are required for students entering the program Spring 2022, including required courses and electives.[5]

◆ Required courses are:
   o DHD 440 Intro to Assistive Technology (3 credits)

   o A Field Experience (either DHD 590 for 1 credit or DHD 441 for 3 credits)

◆ The ATCP does not accept transfer of course credits into the program.

◆ Newly admitted ATCP students must submit a Plan of Study before the start of their first term. A faculty advisor will be assigned to help with this process. Students will list the sequence of courses to be taken and the field experience option desired.

◆ ATCP students must complete the program with at least a B average overall and achieve at least a C in each course.

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[4] DHD 440 is an elective for undergraduate students at UIC.
[5] Students who entered before Spring 2022 are required to complete 12 credits.

University Policies Applicable to ATCP Students

◆ Check your UIC email regularly. Communication from the university will be sent to your UIC email, not your personal email.

◆ ATCP students are considered non-degree seeking by the university, however upon completion, the AT certificate will be marked on a student's transcript.

◆ ATCP students should register for courses through UIC's Extended Campus program instead of UIC's student self-service portal (my.uic.edu) to avoid additional fees. See step-by-step directions in next section.

◆ The ATCP can be earned concurrently with a UIC degree (e.g., OTD, M.Ed.). Current degree-seeking students who are admitted to the ACTP will need to complete paperwork to add the certificate program. They will register for ATCP courses through the student self-service portal (my.uic.edu).

◆ Newly admitted ATCP students must register for at least one course during their term of entry (e.g., May 1st applicants must register for a Fall course).

◆ ATCP students are allowed to skip only one <u>consecutive</u> term (not including summer) during the program. Failure to register for two or more consecutive terms will result in dismissal from the program. Dismissed students will need to reapply to the ATCP should they wish to complete the certificate. Readmission is not guaranteed.

◆ During the last term of their program, ATCP students must file an "Intent to Complete a Campus Certificate" form with the university to receive their certificate, assuming all requirements have been met[6]. Failure to file the "Intent to Complete" form will result in not receiving the certificate. Notices are sent out by email from the university during the middle of each term with a subject line that may refer to filing an "Intent to Graduate" form.

◆ If a student fails to submit all required assignments or is absent from the final examination, coursework is considered incomplete. Incomplete course work will typically result in a failing grade if it is not completed within the designated time limit. The "I" may be assigned instead of a grade only when **all** the following conditions are met:
   a) The student has been making satisfactory progress in the course;
   b) The student is unable to complete all course work due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and
   c) The student presents these reasons before the final grade roster is due. An "I" must be removed no later than one calendar year after the incurrence.

◆ Students can repeat a course for credit if:
   o The course is designated in the Schedule of Classes with the phrase "May be repeated for credit."
   o The course is one in which a grade of D, E, F, or U was received. In such cases the course can be repeated only once and counted only once toward the certificate requirements; the original grade continues to be included in the computation of the Graduate Degree GPA. The approval of both the instructor who will give the course and the director of graduate studies is required.
   o The course is one in which a student has received a permanent Incomplete (I).

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[6] The form will be available at https://apps.registrar.uic.edu/student_records/certificates/

Contact Information

UNIVERSITY OF ILLINOIS CHICAGO

ASSISTIVE TECHNOLOGY CERTIFICATE PROGRAM

UIC APPLIED HEALTH SCIENCES
Department of Disability and Human Development

The Assistive Technology Certificate Program (ATCP) is an academic program of the Department of Disability and Human Development (DHD) in the College of Applied Health Sciences (AHS) at the University of Illinois Chicago (UIC).

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