



UNIVERSITY OF
ILLINOIS CHICAGO

ASSISTIVE TECHNOLOGY CERTIFICATE PROGRAM



Online
continuing
education
for
working
professionals



APPLIED HEALTH
SCIENCES

Department of Disability and
Human Development



Student Handbook

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).



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General Information

The UIC Certificate Program in Assistive Technology is a flexible package of 13 **graduate-level credit hours** designed to train leaders in assistive technology interventions, assessments, and policies. Providing access for people with disabilities to learn, live, work and play more independently in the community is a growing part of many different fields of practice, such as occupational therapy, physical therapy, speech language pathology, special education, engineering, vocational rehabilitation and many more.

You can take individual courses without applying for the certificate. Check course prerequisites or obtain consent of the instructor. Any course completed with a B or higher will count toward the certificate if you are later accepted into the program.

Courses will fit your schedule and location. All courses (except DHD 441) are taught **online and asynchronously**. There is no specific meeting time but there are weekly deadlines. Courses are typically organized in one-week units. The certificate may be completed entirely online, including the field experience requirement.

Earn graduate credit for each course completed. Check with your professional organization (e.g., ASHA, AOTA, APTA) to determine whether grad courses are accepted as CEUs for your credential or licensure.

The cost for external students is the same rate no matter where you live. As of Fall 2023, the UIC Online tuition rate is **\$520 per credit** hour. Consult individual course descriptions at <https://onlineprograms.uic.edu/assistive-technology-certificate-program/> to verify the current tuition rate. Financial aid is not available because the certificate is not a degree.

Apply if you want the certificate. 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 15th** for Fall semester entry and **October 15th** for Spring semester entry. The GRE is not required. Transcripts are required.

Completion time is flexible. While it is possible to complete the certificate program within one academic year, most working professionals enroll in 1-3 credits of coursework per term and **complete the certificate within four semesters**. Courses are available fall, spring, and summer, and subject to minimum enrollment.

The required field experience (certificate only) has three options. (1) Working professionals can complete a 1-credit direct service field experience within their own work setting; (2) Students can complete a 1-credit case study, investigation, and observation; or (3) Students can take DHD 441 Adaptive Equipment Design and Fabrication, a 3-credit lab-based fabrication course on campus. For more details, see field experience descriptions later in this packet.

A printed certificate is issued to each student at the end. The courses will also be listed on the student's official UIC transcript along with the note: "Certificate in Assistive Technology."

Professional AT certification is not included. Completing the AT certificate is different from earning AT professional certification through the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA). Certificate courses **can help prepare you** for the professional credential if you choose a comprehensive range of electives. Completing a certificate or degree in AT from an accredited academic program can reduce the required work experience for ATP eligibility. See RESNA's website for details.

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

Course Descriptions

Course Topics

Courses cover a range of assistive technology topics. Continuing education students can take any of these courses without applying to the certificate program (some have prerequisites). Certificate students choose their electives from these courses. Assessment courses within topics are marked with an asterisk (*).

Communication

- DHD 554 Augmentative & Alternative Communication (AAC) Assessment*
- DHD 567 AAC for Individuals on the Autism Spectrum
- DHD 568 AAC in Educational Settings

AT in Educational Settings

- DHD 544 AT in Early Childhood Settings
- DHD 548 AT Tools in Education
- DHD 550 Technology to Support Universal Design for Learning (UDL)
- DHD 555 Consideration, Assessment & Documentation of AT in K12*

Access

- DHD 553 AT for Individuals Who are Blind or Visually Impaired
- DHD 562 Mobile Technology and Computers: Built-in Accessibility Features
- DHD 594 Special Topic: Computer Access Assessment*

Design

- DHD 441 Design and Fabrication*
- DHD 549 3D Printing in AT
- DHD 566 Intro to Microcontrollers in AT

Environment

- DHD 559 Ergonomics & Safety for Workers with Disabilities
- DHD 569 Environmental Modifications*
- DHD 594 Special Topic: AT and Transportation

Seating and Mobility

- DHD 556 Seating and Positioning for Wheelchair Mobility*
- DHD 557 Manual and Powered Wheelchair Technologies

Required Courses (AT Certificate)

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.

Field Experience - Choose either DHD 590 (online) or DHD 441 (lab-based at UIC). See descriptions below. DHD 590 requires an assessment course in area of focus.



Assessment Electives

DHD 441 - Adaptive Equipment Design and Fabrication (3 credit hours) – LAB COURSE OFFERED ONLY IN CHICAGO DURING THE SUMMER (currently on hold)

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.

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. *Designed primarily for SLPs.*

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 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 594 Special Topics Course – Computer Access Assessment (2 credit hours)

This course introduces concepts in computer access assessment and implementation for children in early intervention, school-aged children, transition-aged young adults, and older adults. Apply concepts through case studies.

Other 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 549 - 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 550 - 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 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 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. RUNS AFTER DHD 556 IN THE SPRING SEMESTER.

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 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.

DHD 594 Special Topics Course – Computer Access Assessment (2 credit hours)

Beginning Fall 2023, this course explores assessment strategies for computer access. Best taken in series with DHD 562 Mobile Technology and Computers: Built-In Accessibility Features.

Required Field Experience (AT Certificate)

**DHD 590 – Field Experience in Disability & Human Development (1 credit hour) –
CAN BE COMPLETED FROM ANY LOCATION**

Students demonstrate their knowledge and skill set regarding the provision of quality assistive technology services. Students can perform direct services at their place of employment. Or students can create a self-selected case study, report on local service delivery options, and observe the delivery of AT direct services.

DHD 590 Prerequisites: Students must be admitted to the AT certificate program and must have earned at least 6 credits, including an assessment course in the chosen area of focus.

Course Planning Chart

Semester dates are available at <https://catalog.uic.edu/qcat/academic-calendar/>

Fall	Spring	Summer
Online Courses	Online Courses	Online Courses
DHD 440 Introduction to Assistive Technology Required Course (fall or spring) Instructors: All AT faculty (3 credits)	DHD 440 Introduction to Assistive Technology Required Course (fall or spring) Instructors: All AT 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: Bay & Mok (2 credits)	DHD 555 Consideration, Assessment, and Documentation of AT in PreK-12 Education 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 549: 3D Printing in Assistive Technology Instructor: Hooyenga & Thomas (1 credit)
DHD 568 Supporting Augmentative Communication in Educational Settings Instructor: Bay & adjunct faculty (3 credits)	DHD 554 Augmentative Communication Assessment Instructors: Bay (3 credits)	DHD 550: Technology to Support Universal Design for Learning Instructor: Skalitzky (1 credit)
DHD 562 Mobile Technology and Computers: Built-in Accessibility Features Instructor: Hooyenga (1 credit)	DHD 566 Intro to Microcontrollers in Assistive Technology Instructors: Hooyenga & Browning (2 credits)	DHD 594 Special Topic: Assistive Technology and Transportation Instructor: Salkas (2 credit)
DHD 594 Special Topic: Computer Access Assessment (new course) Instructor: Bay, Cochrane, & Hooyenga (2 credits)	DHD 590 Field Experience Instructor: Miller (1 credit)	DHD 441 Adaptive Equipment Design and Fabrication – NOT ONLINE in-person lab course (<i>meets field experience requirement</i>) Instructors: Hooyenga, Hedman (3 credits)
DHD 590 Field Experience Instructor: Miller (1 credit)		

Course schedule is subject to change. All courses are online and asynchronous except DHD 441. The field experience may be completed remotely.



Required Field Experience (AT Certificate)

Our CAAHEP accreditation guidelines require certificate students to complete a field experience. It is intended to provide students 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

Choose an Area of Focus for Your Field Experience

AT certificate courses cover a range of topics and students may choose any electives. But students must choose an area of focus for their field experience and take an assessment course in that area.

Areas of Focus and Corresponding Assessment Courses

1. Communication.....DHD 554 AAC Assessment
2. AT in Educational SettingsDHD 555 Consideration, Assessment & Documentation
3. Design~~DHD 441 Design and Fabrication~~ (currently on hold)
4. EnvironmentDHD 569 Environmental Modifications
5. Seating and MobilityDHD 566 Seating and Positioning

Choose a Field Experience Option

1. DHD 590 Field Experience: **Direct Service** (1 credit, fall or spring)
2. DHD 590 Field Experience: **Case Study Plus** (1 credit, fall or spring)
3. ~~DHD 441 Adaptive Equipment Design and Fabrication (3 credits, lab-based, summers only)~~
(currently on hold)

Option 1: DHD 590 Direct Service

Prerequisites

1. Students must complete a minimum of 6 credit hours before enrolling, including DHD 440 Introduction to Assistive Technology and an assessment course in their area of focus.
2. Students must be able to provide AT services within their work environment as an extension of their current work responsibilities. **The certificate program does not facilitate or negotiate contracts for Field Experience placements.** It is the student'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.
3. The direct service provided must be within the student's professional scope of practice and chosen area of AT focus.
4. Students must obtain any permissions necessary for the Field Experience Supervisor to perform observations remotely via HIPAA-compliant Zoom meeting or in-person.

Requirements

Students must provide two of the three types of AT service in their area of focus. One must be an Evaluation, and the second can be either an Implementation or a Follow-up.

1. In addition to the DHD 590 Field Experience Instructor, the student will also have a Field Experience Supervisor. The Field Experience Supervisor must be a qualified practitioner with experience and expertise in the student's area of focus. UIC ATCP faculty may serve as the Field



Experience Supervisor, or the student may suggest a local Field Experience Supervisor for the Field Experience Instructor to review and approve.

2. The student creates a plan for both areas of service, which must be approved by the DHD 590 Field Experience Instructor and the Field Experience Supervisor.
3. The Field Experience Supervisor observes the student performing the two services and then the student compiles a written report form for each, that includes a summary of all components of the service.
4. The Field Experience Supervisor evaluates the student's delivery of the two services using a rubric and provides feedback to the student. If the performance does not meet expectations, the student may be required to repeat it, in whole or in part.
5. The Field Experience Instructor evaluates the student's written report forms using a rubric and provides feedback to the student. If the performance does not meet expectations, the student may be required to repeat it, in whole or in part.

OPTION 2: DHD 590 Case Study Plus

Prerequisites

1. Students must complete a minimum of 6 credit hours before enrolling, including DHD 440 Intro to Assistive Technology and an assessment course in their area of focus.
2. The case study must be within the student's professional scope of practice and chosen area of focus.
3. Students must obtain any permissions required by the site for observation of AT services.

Requirements

1. In addition to the DHD 590 Field Experience Instructor, the student will also have a Field Experience Supervisor. The Field Experience Supervisor must be a qualified practitioner with experience and expertise in the student's area of focus. UIC ATP faculty may serve as the Field Experience Supervisor, or the student may suggest a local Field Experience Supervisor for the Field Experience Instructor to review and approve.
2. Students will complete a self-selected case study on a consumer who requires assistive technology services. This case study is intended to simulate a direct service. The student will select a client to whom they have provided AT services in the past or to whom they are planning to provide AT services in the future.
 - a. The case study must be approved by the DHD 590 Field Experience Instructor and Field Experience Supervisor.



- b. The student will complete the following forms for the case study:
 - i. Evaluation Phase: Prep & Plan
 - ii. Evaluation Phase: Summary of Results
 - iii. Implementation Phase
 - iv. Follow Up Phase
 - c. The Field Experience Instructor evaluates the student's case study forms using a rubric and provides feedback to the student. If the performance does not meet expectations, the student may be required to repeat it, in whole or in part.
3. Students will investigate and report on service delivery options in their geographical area that correspond to their area of focus.
 - a. The Field Experience Instructor evaluates the student's investigation form using a rubric and provides feedback to the student. If the performance does not meet expectations, the student may be required to repeat it, in whole or in part.
 4. Students will observe the delivery of an AT Evaluation in their area of focus.
 - a. The site and a clinician being observed must be approved by the DHD 590 Field Experience Instructor. UIC ATU clinicians can provide observation opportunities, or the student may arrange their own local observation. The clinician being observed must be a qualified practitioner with experience and expertise in the student's area of focus.
 - b. The student will compile a written report form of their observation that includes a summary of all components of the service.
 - c. The Field Experience Instructor evaluates the student's case study forms using a rubric and provides feedback to the student. If the performance does not meet expectations, the student may be required to repeat it, in whole or in part.

OPTION 3: DHD 441 Design and Fabrication

Prerequisites

1. Students must complete a minimum of 6 credit hours before enrolling, including DHD 440 Intro to Assistive Technology.
2. Students must 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. Students 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.* **Currently on hold.**

Tuition and Course Registration

Working professionals admitted to AT certificate program or taking individual AT courses for continuing education must register through UIC Online. Do not register through XE Registration in the my.uic.edu portal unless you are in a UIC degree program. UIC Online provides a flat tuition rate with no additional fees except the purchase of books and materials as determined by individual course instructors.

How to Register through UIC Online

1. Go to <https://onlineprograms.uic.edu/assistive-technology-certificate-program/> 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 Online 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"¹ 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, selecting College of Applied Health Sciences and the specific course you want. NOTE: Registration for DHD 590 Field Experience requires a prior step. Students must get approval BEFORE registration to ensure prerequisite qualifications.
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 Online policies and procedures. <https://onlineprograms.uic.edu/policies-and-faqs/>

If you have any questions or difficulties with the registration process, contact UIC Online at (312) 355-0423 or at onlineinfo@uic.edu.

¹ This is not an application for the Certificate Program. It is simply an application to use UIC Online.

Course Policies

- Individual AT courses may be taken for continuing education without applying to the certificate program if 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 if the student is 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. Additional credits can be petitioned.
- All external students should register for courses through UIC Online to secure the flat rate tuition. Students previously admitted to a degree program at UIC (e.g., OTD, DPT, MEd) should register through the student portal at my.uic.edu.
- **Students should register for courses at least 2 weeks before the first day of the semester.** At least 5 registrants are needed to run a course. Cancellation notifications will be issued prior to the start of the semester if the minimum is not reached so that students can choose another course option.
- AT certificate 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 AT certificate courses are graduate level for continuing education students, so a bachelor's degree is required before starting a course.²

Certificate Program Policies

- Deadlines for admission to the Certificate Program in Assistive Technology are May 1st for Fall semester entry and October 1st for Spring semester entry.
- Applicants must have a bachelor's degree for admission to the AT certificate program. Courses are geared toward working professionals, so prior experience in a rehabilitation science field or special education is strongly recommended.
- Thirteen (13) credits total are required for students entering the program on or after Spring 2022.³
- Required courses include:
 - DHD 440 Intro to Assistive Technology
 - Assessment course in area of focus
 - Field experience
- The AT certificate program **does not accept transfer** of course credits into the program.
- Newly admitted AT certificate program students must submit a Plan of Study during their first term. A faculty advisor will be assigned to help with this process. Students will list the sequence of courses to be taken.
- AT certificate students must earn at least a B average overall and achieve at least a C in each course to complete the program.

² Upper level undergraduate students at UIC may take DHD 440 as an elective.

³ Students who entered before Spring 2022 are required to complete 12 credits.

University Policies Applicable to AT Certificate Program Students

- Check your UIC email regularly. Communication from the university will be sent to your UIC email, not your personal email.
- AT certificate program students are considered non-degree seeking by the university. However, upon completion, the AT certificate will be marked on a student's transcript.
- **All non-degree seeking AT certificate program students should register for courses through UIC Online** (see step-by-step directions above).
- The AT certificate program can be earned concurrently with a UIC degree (e.g., OTD, M.Ed.). Students admitted to a degree program at UIC should apply through a separate process and will need to complete paperwork to add the certificate program to their course of study. Contact atcp@uic.edu for assistance with this process.
- **Newly admitted AT certificate program students must register for at least one course during their term of entry to enroll in the program.** Failure to enroll requires reapplication to the program should the student wish to pursue the AT certificate in the future. Readmission is not guaranteed.
- Nondegree certificate students are not eligible for a leave of absence for any reason, although they may take off a semester and adjoining summer session and still hold continuing student status. Nondegree certificate students who take off more than one semester and an adjoining summer session must reapply for admission if future registration is desired. Readmission is not guaranteed.
- During the last term of their program, AT certificate program students **must file an "Intent to Complete a Campus Certificate" form** with the university to receive their certificate, assuming all requirements have been met⁴. 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:
 - The student has been making satisfactory progress in the course;
 - 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
 - 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:
 - The course is designated in the Schedule of Classes with the phrase "May be repeated for credit."
 - 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.
 - The course is one in which a student has received a permanent Incomplete (I).

⁴ The form will be available at https://apps.registrar.uic.edu/student_records/certificates/



Contact Information

General Questions

UIC Certificate Program in Assistive Technology	atcp@uic.edu
DHD Office of Student Affairs	dhdosa@uic.edu

AT Certificate Program Faculty

Stephanie Bay, PhD, CCC-SLP/L Clinical Assistant Professor	sbay2@uic.edu
Brenda Sposato Bonfiglio, MEBME, ATP Clinical Assistant Professor	bsposato@uic.edu
Daniel Cochrane, MA, MS, ATP Clinical Instructor	dcochr2@uic.edu
Glenn Hedman, PhD, PE, ATP, RET Clinical Professor	ghedman@uic.edu
Kathy Hooyenga, MA, OTR/L, ATP, RET Clinical Assistant Professor	hooyenga@uic.edu
McKenzie Mok, MA, CCC-SLP Visiting Clinical Instructor	mok4@uic.edu
Rebecca Nedwick Miller, MS Visiting Clinical Instructor	rnedwick@uic.edu

Physical Address

Certificate Program in Assistive Technology
Department of Disability and Human Development
University of Illinois Chicago
1640 W. Roosevelt Rd., 415 DHSP
Chicago, IL 60608

The UIC Certificate Program in Assistive Technology 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).