

Principles of Print to Braille Transcription, 2016

(Braille Formats)

Formats Certification Exam Order Form

Formal certification as a braille textbook transcriber provides evidence to vendors and contracting agencies that you are among those who have proven to exhibit a clear knowledge of formatting guidelines and an ability to consistently apply them in your work. This recognition also assures Departments of Education that those they hire to work with students with visual impairments will be able to teach students how to interpret and use the formatting in braille materials they receive in the most efficient manner possible.

The National Braille Association (NBA) Formats Certification Exam is intended to be a thorough examination of a transcriber's understanding of the *Principles of Print to Braille, 2016* guidelines and their ability to apply those guidelines when transcribing an educational textbook.

Pre-Requisites to Formats Certification

Anyone looking to take NBA's Formats Exam must first be certified by either the National Library Service or CNIB Foundation in literary braille. No other certifications can be accepted.

There are no required forms of study, though we do highly recommend studying the NBA *2018 Braille Formats Study Guide* available for purchase in our online store in PDF download or hardcopy print.

Cost

Each individual attempt at certification is \$175.00 USD. In the event of a failure, a full payment of \$175.00 is required for each subsequent attempt.

Exam Process

Upon payment and order form processing, exam materials will be shipped from our office, and you will receive an email notification when they are shipped. The exam consists of a short textbook that the test taker will need to transcribe and return to our offices in hardcopy simbraille.

The completed materials will be processed, and you'll receive a confirmation email of your submission. When a grade is determined, can take up to two months, you'll be contacted by our office with your grade and a report of any errors where points were deducted.

Transcribers who are currently incarcerated and wishing to certify in Braille Formats should contact our office for special instruction.

Transcribers will have eight weeks to complete their transcription and return the exam to our offices.

NBA FORMATS CERTIFICATION EXAM ORDER FORM

Name and Address of Transcriber

Name: _____

Address: _____

Email: _____

Phone: _____

FOR PRISON FACILITIES ONLY

Name of Program: _____

Name of Proctor: _____

Proctor's Email: _____

Payment Information

I have included a check

Please charge my credit card

Credit Card Number: _____

Expiry Date: _____ CVC Code: _____

Please email me an invoice (Purchase Order required)

Purchase Order #: _____

Submit To

National Braille Association
21 Goodway Drive #142
Rochester, NY 14623

OR

nbaoffice@nationalbraille.org