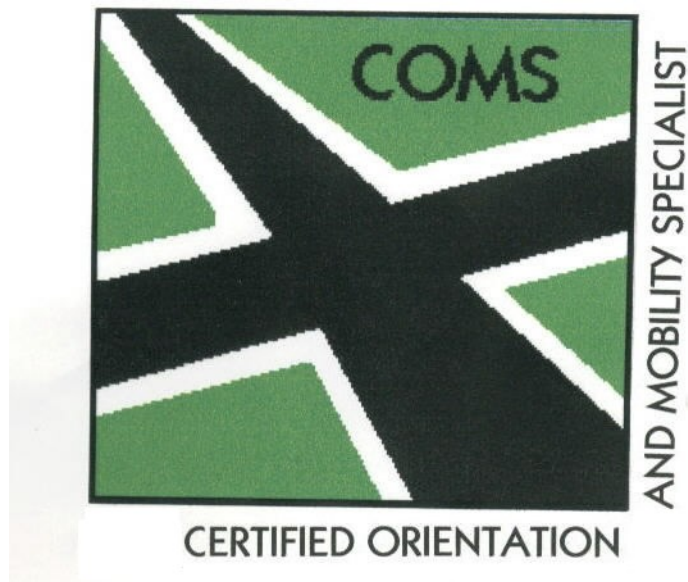


ACVREP

Academy for Certification of Vision
Rehabilitation & Education Professionals



ORIENTATION AND MOBILITY SPECIALIST ELIGIBILITY APPLICATION

Please Do Not Duplicate

Revised February 2009

ELIGIBILITY APPLICATION INFORMATION

1. All applicants for certification should contact the ACVREP office at 520-887-6816 to request a copy of the LVT eligibility application or download the application from the ACVREP website at www.acvrep.org.
2. When the application is completed, it should be mailed back to the ACVREP office with the appropriate fee.
3. The initial application process has four steps:
 - (1) Complete the Orientation and Mobility Specialist Eligibility Application and required forms. ACVREP staff will review your application to assess whether or not you are eligible to sit for the certification examination.
 - (2) If you are found eligible to sit for the examination, the Examination Registration Form will be sent to you. Please note: Applicants are required to proceed to the exam phase within one year after submitting their eligibility application. For example, if an applicant submits an eligibility application on June 1st, s/he will need to submit an Exam Registration Form, with the \$250.00 exam fee, prior to June 1st of the following year. The implementation date for this new procedure is January 1, 2008.
 - (3) Take the examination at one of the accepted testing sites. You may choose to take the examination at one of the sites listed on ACVREP's website or arrange to take the examination at a testing or assessment center in your local community. Please note: A \$25.00 rescheduling fee will be charged if an exam is canceled by an applicant and isn't rescheduled within 15 days. For example, if an exam is scheduled for June 1st and the applicant decides to cancel it (regardless of the reason), the exam would need to be rescheduled by June 16th in order for the applicant to avoid the \$25.00 rescheduling fee. The implementation date for this new procedure is January 1, 2008.
 - (4) Upon successful completion of the certification examination, the Certification Application Request Form for certification approval will be mailed to you. You must then complete and submit this form to the ACVREP office.
4. It is the responsibility of the ACVREP staff to check each application form to see that it is complete. If it is not complete, the applicant will be notified and requested to provide the required information to complete the form.
5. Certification applications will be due to the ACVREP office by the first of March, June, September and December.
6. Applications will be reviewed and a written report of requests for certification will be submitted to the ACVREP Board of Directors for approval by March 10th, June 10th, September 10th, and December 10th.
7. Upon the majority approval by the ACVREP Board of Directors, certificates will be issued with the respective expiration dates of March 31st, June 30th, September 30th, and December 31st.
8. Certification will be issued for five years.

Eligibility Application Form for Orientation and Mobility

Last Name: _____ First Name: _____ Middle Initial: _____

Maiden Name: _____

Address: _____

City: _____ State/Province: _____ Postcode: _____

Country: _____

Work Phone: _____ Home Phone: _____

FAX: _____

E-mail: _____

EDUCATIONAL HISTORY

Bachelor's Degree: Major: _____ Institution: _____

Completion Date: _____

Master's Degree: Major: _____ Institution: _____

Completion Date: _____

Advanced Degree: Major: _____ Institution: _____

Completion Date: _____

Certificate only Program: Major: _____ Institution: _____

Completion Date: _____

Must hold at least a Bachelor's or Master's degree to apply for certification. Please refer to the eligibility criteria below to assess the appropriate category under which you should apply and the documents that you will need to complete and submit with this application. The documents follow the eligibility criteria.

Please check the category under which you will be applying:

Category 1 _____ Category 2 _____ Category 3 _____

Select which of the following best describes your complete program of study, excluding field experiences:

- _____ 1. Face-to-face delivery of instruction on the university campus (in class on campus).
- _____ 2. Technologically mediated delivery of instruction for the entire program (e.g., classes were provided on-line and/or through streaming videos, videotapes, video-conferences, teleconferences, etc.).
- _____ 3. Face-to-face remote site delivery of instruction (received in class training off campus).
- _____ 4. Combination of #1 and #2.

- _____ 5. Combination of #2 and #3.
- _____ 6. Combination of #1 and #3.”

STATEMENT OF ENDORSEMENT

I, the undersigned, having read, understood, and agreed with the obligations, responsibilities, and privileges stated in the **Orientation and Mobility Code of Ethics**, do promise to support and uphold this code to the best of my ability in order to maintain the highest standards for the purpose of protecting the rights of the individual who must avail himself/herself of my service.

Applicant's Signature

Date

STATEMENT OF INTEGRITY

Candidates must sign the following statement: I do hereby acknowledge that all the information submitted in connection with my application to the certification program is true and correct to the best of my knowledge. I understand that falsified information on this application is grounds for denial of acceptance into the program or certification revocation, and may bar me from future certifications.

Applicant's Signature

Date

The eligibility application fee is \$105.00. Enclose a check or money order payable in U.S. dollars to ACVREP. If you would rather pay by debit/credit card (Visa or MasterCard), please complete the following:

Your name, exactly as it appears on the card: _____

Debit/Credit card number: _____

Billing address: _____

Expiration date: _____

Three digit security code on the back of the card: _____

Amount authorized to charge to card: _____

Upon receipt and approval of your completed Orientation and Mobility Specialist Eligibility Application, official transcripts, and fee, you will receive examination registration information including the dates, locations, and fee for the certification examination.

SUBMIT ALL MATERIALS IN ONE PACKAGE TO:

**ACVREP
3333 N. Campbell Ave., Suite 2
Tucson, AZ 85719, USA**

ELIGIBILITY CRITERIA FOR ORIENTATION AND MOBILITY

Category 1:

Eligibility to sit for the certifying examination:

- Proof of a minimum of a Bachelor's degree from an accredited college or university (or foreign equivalent, as verified through an independent credential evaluation company), with a specialization in Orientation and Mobility (O&M), from an AER approved university or college O&M program at the time the degree or program of study was granted or completed.

Supporting documentation required: Official transcripts documenting the degree.

- In conjunction with the university program, successful completion of 350 hours of “discipline specific, supervised practice that includes, but is not limited to, direct service hours, and related phone calls, meetings, observations, report writing, etc.” The practice must be supervised by an onsite COMS.

Supporting documentation required: Submit a “Clinical Competency Evaluation Form” (see Appendix A) completed by the on-site COMS supervisor. Please note: For applicants completing more than one internship, to meet the minimum hour or competency requirements, please submit “Clinical Competency Evaluation Forms” for each internship, as completed by the on-site COMS supervisors.

- Sign a written statement agreeing to uphold high ethical and professional standards (this statement can be found on the second page of the eligibility application).

Eligibility for O&M certification:

- Pass the O&M written exam demonstrating knowledge of O&M principles and applications.
- Approval by the ACVREP Board of Directors.

Category 2:

Eligibility to sit for the certifying examination:

- Proof of a minimum of a Bachelor's degree from an accredited college or university (or foreign equivalent, as verified through an independent credential evaluation company), with a specialization in O&M, from a university or college program of study in O&M that meets the following thirteen (13) core domain areas (also see “Section 3 – O&M Body of Knowledge” in the Orientation and Mobility Certification Handbook):

1. Know Professional Information
2. Understanding Relevant Medical Information
3. Understand and Apply Learning Theories to O&M
4. Plan and Conduct O&M Assessment
5. Plan O&M Programs
6. Teach O&M Related Concepts
7. Teach Orientation Strategies and Skills

8. Teach Mobility Skills
9. Teach Use of Senses
10. Teach Consumers who have Additional Disabilities
11. Teach Diverse Consumers
12. Analyze and Modify Environment
13. Know the Psychosocial Implications of Blindness and Visual Impairment

Supporting documentation required: Official transcripts documenting the degree; completion of the “O&M Core Domain Area Chart” (see Appendix B), demonstrating where each core domain area has been met in the applicant’s coursework (include course numbers and titles); and course catalog descriptions or course syllabi.

Please note: The applicant may meet a maximum of two of the 13 academic domains through alternative learning activities (e.g., continuing education courses).

Supporting documentation required: “O&M Alternative Learning Pre-Approval Form” (see Appendix C). The applicant needs to complete this form and submit it with his/her eligibility application.

- In conjunction with the university program, successful completion of 350 hours of “discipline specific, supervised practice that includes, but is not limited to, direct service hours, and related phone calls, meetings, observations, report writing, etc.” The practice must be supervised by an onsite COMS.

Supporting documentation required: Submit a “Clinical Competency Evaluation Form” (see Appendix A) completed by the on-site COMS supervisor. Please note: For applicants completing more than one internship, to meet the minimum hour or competency requirements, please submit “Clinical Competency Evaluation Forms” for each internship, as completed by the on-site COMS supervisors.

- Sign a written statement agreeing to uphold high ethical and professional standards (this statement can be found on the second page of the eligibility application).

Eligibility for O&M certification:

- Pass the O&M written exam demonstrating knowledge of O&M principles and applications.
- Approval by the ACVREP Board of Directors.

Category 3:

Eligibility to sit for the certifying examination:

- Proof of a Bachelor’s degree from an accredited college or university (or foreign equivalent, as verified through an independent credential evaluation company) in any field of study and proof of completion of an orientation and mobility certification preparation program from a university or college that meets the following thirteen (13) core domain areas (also see “Section 3 – O&M Body of Knowledge” in the Orientation and Mobility Certification Handbook):

1. Know Professional Information
2. Understanding Relevant Medical Information

3. Understand and Apply Learning Theories to O&M
4. Plan and Conduct O&M Assessment
5. Plan O&M Programs
6. Teach O&M Related Concepts
7. Teach Orientation Strategies and Skills
8. Teach Mobility Skills
9. Teach Use of Senses
10. Teach Consumers who have Additional Disabilities
11. Teach Diverse Consumers
12. Analyze and Modify Environment
13. Know the Psychosocial Implications of Blindness and Visual Impairment

Supporting documentation required: Official transcripts documenting the degree and showing completion of the orientation and mobility certification preparation program; completion of the “O&M Core Domain Area Chart” (see Appendix B), demonstrating where each core domain area has been met in their coursework (include course numbers and titles); and course catalog descriptions or course syllabi.

Please note: The applicant may meet a maximum of two of the 13 core domain areas through alternative learning activities (e.g., continuing education courses).

Supporting documentation required: “O&M Alternative Learning Pre-Approval Form” (see Appendix C). The applicant needs to complete this form and submit it with his/her eligibility application.

- In conjunction with the university program, successful completion of 350 hours of “discipline specific, supervised practice that includes, but is not limited to, direct service hours, and related phone calls, meetings, observations, report writing, etc.” The practice must be supervised by an onsite COMS.

Supporting documentation required: Submit a “Clinical Competency Evaluation Form” (see Appendix A) completed by the on-site COMS supervisor. *Please note:* For applicants completing more than one internship, to meet the minimum hour or competency requirements, please submit “Clinical Competency Evaluation Forms” for each internship, as completed by the on-site COMS supervisors.

- Sign a written statement agreeing to uphold high ethical and professional standards (this statement can be found on the second page of the eligibility application).

Eligibility for O&M certification:

- Pass the O&M written exam demonstrating knowledge of O&M principles and applications.
- Approval by the ACVREP Board of Directors.

APPENDIX A

CLINICAL COMPETENCY EVALUATION FORM

Applicant Name: _____

Name of Agency/School: _____

Dates of O&M Clinical Practice: From _____ To _____

Each of the following minimal competencies must be met during a minimum of 350 hours of discipline-specific supervised practice (e.g., internship(s) or student teaching in conjunction with the university program), under the supervision of an on-site COMS, as part of the ACVREP certification requirements. This evaluation form must be submitted with the application for certification. (It is strongly recommended that applicants for certification demonstrate clinical competence with various populations of individuals with blindness and low vision, including children, adults, and individuals with multiple disabilities.)

#	Description of Clinical Competency	Met	Not Met
COMMUNICATION AND PROFESSIONAL RELATIONSHIPS			
1	Candidate is able to establish and maintain effective communication and professional relationships with students, families, colleagues, and supervisors, including individuals from culturally and linguistically diverse backgrounds.		
O&M ASSESSMENT			
2	Candidate is able to plan and conduct individualized comprehensive O&M assessments, synthesize the findings in a professionally written report, and communicate results with students, families, and members of the individualized intervention/education/rehabilitation team, as appropriate.		
INSTRUCTIONAL PLANNING			
3	Candidate is able to plan for individualized O&M instruction through the:		
3a	Review and interpretation of relevant records and reports.		
3b	Selection and preview of potential training areas (e.g., home, school, work or community).		
3c	Design and/or procurement of instructional materials and appropriate devices (with appropriate medical consultation regarding optical devices).		
3d	Provision of accurate information regarding options for mobility systems (e.g., long cane, dog guide, electronic travel devices) to the student and his/her family so that s/he can make informed choices regarding the most appropriate option for a given time.		
3e	Collaboration with the student, his/her family, and colleagues to develop appropriate goals and behavioral objectives, and development and sequencing of individual lessons based on the student's abilities, needs, and goals.		
INSTRUCTION			
4	Candidate is able to effectively teach and reinforce the following elements of O&M instruction across a range of environments (such as indoor, residential, and light business):		
4a	Concepts related to independent movement and orientation (such as body, laterality, directionality, spatial, environmental, and time-distance).		

4b	Mobility techniques, including, but not limited to, basic skills, cane skills, adapted mobility devices, route travel, street crossings, and the use of public and other transportation systems.		
4c	Orientation skills, including, but not limited to, use of cognitive processes; landmarks; cardinal directions; room, store, and community familiarization; address system; independent information gathering; route planning; and maps.		
4d	Use of low vision in maintaining safe and independent movement and orientation (such as the use of non-optical devices, use of optical devices in conjunction with eye care professionals, use of visual skills, and incorporating vision use with cane or other mobility systems).		
4e	Use of remaining senses (other than vision) in maintaining safe and independent movement and orientation (such as the use of auditory skills, reflected sound, tactile recognition, proprioceptive and kinesthetic awareness).		
MONITORING AND SAFETY			
5	Candidate is able to effectively monitor orientation and mobility skills, recognize potentially dangerous situations, and intervene as appropriate to ensure student safety.		
FACILITATING INDEPENDENCE			
6	Candidate is able to facilitate student independence and problem solving ability across a variety of travel situations, in familiar and unfamiliar environments.		
PROFESSIONALISM			
7	Candidate demonstrates professional conduct consistent with the Code of Ethics for Orientation & Mobility Specialists, finds and accesses appropriate resources, keeps on-time scheduling, and follows and maintains appropriate record keeping and reporting procedures.		

Comments:

I, the undersigned, verify that the applicant has met the above competencies as indicated under my supervision.
I also verify that the applicant has completed a _____ hour O&M internship under my supervision.

 Verification Signature of On-Site COMS Supervisor

 Date

 Name of Supervising COMS (please print)

 Title

 Signature of Applicant

 Date

APPENDIX B

O&M CORE DOMAIN AREA CHART

O&M CORE DOMAIN AREA	UNIVERSITY WHERE COMPLETED	COURSE NUMBER	COURSE TITLE	ALTERNATIVE LEARNING (ATTACH ALTERNATIVE LEARNING APPROVAL FORM)	C
1. Know Professional Information					
2. Understanding Relevant Medical Information					
3. Understand and Apply Learning Theories to O&M					
4. Plan and Conduct O&M Assessment					
5. Plan O&M Programs					
6. Teach O&M Related Concepts					
7. Teach Orientation Strategies and Skills					
8. Teach Mobility Skills					
9. Teach Use of Senses					
10. Teach Consumers who have Additional Disabilities					
11. Teach Diverse Consumers					
12. Analyze and Modify Environment					
13. Know the Psychosocial Implications of Blindness and Visual Impairment					

APPENDIX C

O&M ALTERNATIVE LEARNING PRE-APPROVAL FORM

A maximum of two O&M core domain areas may be met through approved alternative learning activities. Indicate which domain area(s) were met through alternative learning activities, where the activities have been or will be completed, describe the activities, and attach evidence of completion for certification committee consideration.

O&M CORE DOMAIN AREA	ALTERNATIVE LEARNING	WHERE ALTERNATIVE LEARNING ACTIVITIES WERE COMPLETED	DESCRIPTION (Attach evidence of completion of activity)
1. Know Professional Information			
2. Understanding Relevant Medical Information			
3. Understand and Apply Learning Theories to O&M			
4. Plan and Conduct O&M Assessment			
5. Plan O&M Programs			
6. Teach O&M Related Concepts			
7. Teach Orientation Strategies and Skills			
8. Teach Mobility Skills			
9. Teach Use of Senses			
10. Teach Consumers who have Additional Disabilities			
11. Teach Diverse Consumers			
12. Analyze and Modify Environment			
13. Know the Psychosocial Implications of Blindness and Visual Impairment			

CODE OF ETHICS FOR O&M SPECIALISTS

PREAMBLE

Orientation and Mobility (O&M) Specialists recognize the significant role that independent movement plays in the overall growth and functioning of the individual and are dedicated to helping each individual attain the level of independence necessary to reach his or her full potential. Orientation and Mobility Specialists gather, develop, and utilize specialized knowledge in accomplishing this with all professions. The possession of specialist knowledge obligates the practitioner to protect the rights of the individuals who must avail themselves of the particular service. To assure the public of our awareness of this obligation, we commit ourselves to this Code of Ethics.

In order to fulfill this obligation, O&M Specialists pledge themselves to standards of acceptable behavior in relation to the following five commitments:

Commitment to the Student; Commitment to the Community; Commitment to the Profession; Commitment to Colleagues and Other Professionals; and Commitment to Professional Employment Practices.

It is the responsibility of each O&M Specialist to adhere to the principles in the Code and encourage colleagues to do the same.

1. Commitment to the Student

- 1.1 The O&M Specialist will value the worth and dignity of each individual.
- 1.2 It is the responsibility of the O&M Specialist to strive at all times to maintain the highest standards of instruction.
- 1.3 The O&M Specialist will take all reasonable precautions to insure the safety of the student from conditions which interfere with learning.
- 1.4 The O&M Specialist will respect the confidentiality of all information pertaining to the student. He or she will not divulge confidential information about any student to any individual not authorized by the student to receive such information unless required by law or unless withholding such information would endanger the safety of the student or the public.
- 1.5 Before beginning instruction with the student, the O&M Specialist will make every attempt to obtain and evaluate information about the student which is relevant to the O&M instruction.
- 1.6 The O&M Specialist will respect the rights of the student and/or parent/guardian to participate in decisions regarding the instructional program.
- 1.7 Decisions regarding continuing or discontinuing instruction will be made with the student and will be based upon evaluation of the student's needs, abilities, and skills. The decisions will be made in the student's best interest, independent of personal or agency convenience.
- 1.8 The O&M Specialist will provide sufficient information regarding the various types of O&M guidance devices and will explore with the student which device will best meet specific needs.

- 1.9 The O&M Specialist will seek the support and involvement of the family and/or guardian in promoting the student's instructional goals and in advancing his or her continued success. This will include sharing information with the family that will facilitate the student's welfare and independence, but not communicating information that violates the principles of confidentiality.
- 1.10 The O&M Specialist will ask the consent of the student and/or guardian before inviting others to observe a lesson or before arranging to have the student photographed or tape-recorded.
- 1.11 The O&M Specialist will make all reports objective and will present only data relevant to the purposes of the evaluation and instruction. When appropriate, the O&M Specialist will share this information with the student.
- 1.12 The O&M Specialist will endeavor to provide individuals involved with the student sufficient knowledge, instruction, and experiences relative to O&M so as to facilitate the goals of the student.
- 1.13 The O&M Specialist will not dispense or supply O&M equipment unless it is in the best interest of the student.
- 1.14 The O&M Specialist will not allow consideration of personal comfort or convenience to interfere with the design and implementation of necessary travel lessons.
- 1.15 The O&M Specialist will be responsible for services to students who are referred and will provide adequate ongoing supervision when any portion of the service is assigned to interns or students teachers who are enrolled in O&M university programs, with the understanding that each individual will function under strict supervision.

2. Commitment to the Community

- 2.1 The student will not be refused service by the O&M Specialist because of age, sex, race, religion, national origin or sexual orientation.
- 2.2 The student shall not be excluded from service because of the severity of his/her disabilities unless it is clearly evident that he cannot benefit from the service. The O&M Specialist will attempt to influence decision making which establishes the rights of individuals to receive service.
- 2.3 The O&M Specialist will contribute to community education by defining the role of O&M in the community, by describing the nature and delivery of service, and by indicating how the community can be involved in the education and rehabilitation process.
- 2.4 The O&M Specialist will not engage in any public education activity that results in the exploitation of his/her students. Exaggeration, sensationalism, superficiality, and other misleading activities are to be avoided.

3. Commitment to the Profession

- 3.1 The O&M Specialist will seek full responsibility for the exercise of professional judgment related to O&M.
- 3.2 To the best of his or her ability, the O&M Specialist will accept responsibility, throughout his/her career, to master and contribute to the growing body of specialized knowledge, concepts, and skills which

characterize O&M as a profession.

- 3.3 The O&M Specialist will interpret and use the writing and research of others with integrity. In writing, making presentations, or conducting research, the O&M Specialist will be familiar with and give recognition to previous work on the topic.
- 3.4 The O&M Specialist will conduct investigations in a manner that takes into consideration the welfare of the subject, and report research in a way as to lessen the possibility that the findings will be misleading.
- 3.5 The O&M Specialist will strive to improve the quality of provided service and promote conditions that attract suitable persons to careers in O&M.
- 3.6 The O&M Specialist will, whenever possible, support and participate in local, state, and national professional organizations.
- 3.7 The O&M Specialist will accept no gratuities or gifts of significance over and above the predetermined salary, fee, and/or expense for professional service.
- 3.8 The O&M Specialist will not engage in commercial activities that result in a conflict of interest between these activities and professional objectives with the student.
- 3.9 The O&M Specialist involved in development or promotion of O&M devices, books or other products, will present such products in a professional and factual way.
- 3.10 The O&M Specialist will report suspected and/or known incompetence, illegal or unethical behavior in the practice of the profession.
- 3.11 The O&M Specialist will strive to provide fair treatment to all members of the profession and support them when unjustly accused or mistreated.
- 3.12 Each member of the profession has a personal and professional responsibility for supporting the O&M code of ethics and maintaining effectiveness.

4. Commitment to Colleagues and Other Professionals

- 4.1 The O&M Specialist will engage in professional relationships on a mature level and will not become involved in personal disparagement.
- 4.2 The O&M Specialist will communicate fully and openly with colleagues in the sharing of specialized knowledge, concepts, and skills.
- 4.3 The O&M Specialist will not offer professional services to a person receiving O&M instruction from another O&M specialist, except by agreement with the other specialist or after the other specialist has ended instruction with the student.
- 4.4 When transferring a student, the O&M Specialist will not commit a receiving specialist to a prescribed course of action.
- 4.5 The O&M Specialist will seek harmonious relations with members of other professions. This will include the discussion and free exchange of ideas regarding the overall welfare of the student and

discussion with other professionals regarding the benefits to be obtained from O&M services.

- 4.6 The O&M Specialist will not assume responsibilities that are better provided by other professionals who are available to the student.
- 4.7 The O&M Specialist will seek to facilitate and enhance a team effort with other professionals. In such situations where team decisions are made, the O&M Specialist will contribute information from his or her own particular perspective and will abide by the team decision unless the team decision requires that he or she act in violation of the code of ethics.

5. Commitment to Professional Employment Practices

- 5.1 The O&M Specialist will apply for, accept or offer a position on the basis of professional qualification and will act with integrity in these situations.
- 5.2 The O&M Specialist will give prompt notification of any change of availability to the agency or school where s/he has applied.
- 5.3 The O&M Specialist will give prompt notification of any change of availability or nature of a position.
- 5.4 The O&M Specialist will respond factually when requested to write a letter of recommendation for a colleague seeking a professional position.
- 5.5 The O&M Specialist will provide applicants seeking information about a position with an honest description of the assignment, conditions of work, and related matters.
- 5.6 The O&M Specialist will abide by the terms of a contract or agreement, whether verbal or written, unless the terms have been falsely represented or substantially changed by the other party.
- 5.7 The O&M Specialist will not accept positions where proven principles of O&M practice are compromised or abandoned, unless the position is accepted with the intention of amending or modifying the questionable practices and providing that they do not participate in the behavior which violates the code of ethics.
- 5.8 The O&M Specialist will adhere to the policies and regulations of the employer except where he or she is required to violate ethical principles indicated in this code. To avoid possible conflicts, the O&M Specialist will acquaint the employer with the contents of this code.
- 5.9 The O&M Specialist may provide additional professional service through private contracts, as long as these services remain of the highest quality and do not interfere with the Specialist's regular job duties.
- 5.10 The O&M Specialist will not accept remuneration for professional instruction from a student who is entitled to such instruction through an agency or school, unless the student, when fully informed of the services available, decided to contract privately with the Specialist.
- 5.11 The O&M Specialist will establish a fee for private contracting in cooperation with the contracting agency or school that is consistent with the reasonable and customary rate of that particular geographic region.
- 5.12 When providing additional service through private contracts, the O&M Specialist will observe the

agency or school's policies and procedures concerning outside employment, including the use of facilities.