

Photo 1: BSBP Training Center Kalamazoo, MI



Bureau of Services for Blind Persons Training Center

Participant Handbook

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**MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY**

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Welcome!

Dear Participants:

Welcome to one of the premier residential training centers in the country! We are delighted you have chosen the BSBP Training Center to begin your customized training experience. Guided by our motto, “Try My Best, Yes, I Can!”, we are committed to fostering a community of excellence, personal growth, and lifelong success.

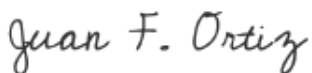
During your time here, you will gain the skills, confidence, and independence needed to achieve your personal goals. Whether your next step is employment, higher education, or greater independence in daily life, we are committed to helping you succeed. Through individualized instruction and real-world experiences, you’ll develop the skills to live more independently, pursue meaningful employment or education, and actively participate in your community.

Participants from across the state come here to strengthen their skills, build confidence, and realize their full potential. Your success will be shaped by your commitment to learning, willingness to embrace new experiences, respect for others, and dedication to personal growth.

Every member of our team is committed to helping you succeed. We encourage you to ask questions, seek support, and make the most of every opportunity. We are excited to be part of your journey and look forward to celebrating your accomplishments.

On behalf of our entire team, thank you for trusting us to be part of your journey. We look forward to seeing all that you accomplish during your time here.

Sincerely,

A handwritten signature in cursive script that reads "Juan F. Ortiz".

Juan F. Ortiz, Division Director

BSBP Training Center Participant Handbook

This handbook contains program and policy information to help answer questions one may have prior to or during a stay at the Bureau of Services for Blind Persons Training Center (BSBPTC or Training Center). It also lays out expectations and gives insight into available resources to enhance one's stay.

Overview: Established in 1969, BSBPTC is a 24/7 residential facility open year-round. The Training Center provides comprehensive individual instruction and assessments to adults and youth experiencing blindness or low vision. Workforce readiness training and independent living skills are emphasized, empowering participants to achieve a greater level of self-sufficiency at home and full participation in their communities.

The Training Center accommodates up to 29 participants in a combination of 27 private rooms and 2 training apartments. Accessible accommodations are available, including rooms designed for participants who use wheelchairs and rooms equipped with features for participants who are Deaf or hard of hearing. The facility has a 24/7 video monitoring system in common areas, secured exterior doors, and is closed to the public. The length of stay varies from a few days to several months, depending upon the participant's customized program and goals.

Scheduled breaks throughout the calendar year allow participants to return home and be present for holidays, personal, and family commitments. This includes a one-week break around the Thanksgiving holiday and a two-week break at the end of December. If participants opt to leave campus when the Training Center is open, they must cover the transportation costs. If BSBPTC sends participants home for scheduled breaks or other programming, BSBPTC can cover the cost.

Each participant's skill levels are assessed during week one. Customized instruction is provided in adaptive low vision and non-visual techniques from professionally trained staff credentialed in various skill areas.

The Training Center provides both individual and group instruction. Classes are held Monday through Friday from 8:00am - 2:30pm. ([See Course Listings and](#)

Descriptions). Participants may engage in additional structured services and team building events held between 2:45pm and 4:00pm on weekdays. Participants are encouraged to attend recreational and other activities that are frequently offered during evenings and weekends.

Participants who complete the program successfully are provided with a certificate of completion. An exit survey is also provided to participants for an opportunity to share with BSBP leadership their programmatic experience. The exit survey is anonymous with the option to share name if requesting a follow up from management.

Being Referred to BSBPTC: The assigned BSBP field professional is responsible for facilitating the referral process to the Training Center.

- Training Center receives complete referral packet from field professional.
- Participants and their assigned field professional are contacted with a program start date.
- Participant receives: Welcome Packet, copy of BSBPTC Participant Handbook in medium of personal choice, written correspondence confirming date of arrival and additional pertinent details.
- Referrals must include recent medical documentation (medical clearance & eye report) and Comprehensive Assessment of Rehabilitation Needs (CARN).

Interested in a tour of the Training Center campus before making a decision to attend? BSBPTC can be contacted by phone 269.337.3848 or by e-mail LEO-BSBPTrainingCenter@michigan.gov to set up a **tour**. Family members and support teams are welcome and encouraged to come along!

Dress Code: The appropriate dress code for participants during class hours reflects professionalism, safety, and respect for the learning environment. Below are general guidelines of dress code expectations by category:

1. General Expectations

- Clothing shall be clean, neat, and in good condition.
- Attire should be appropriate for training activities—including work readiness, vocational exploration, and independent living skills.

- Undergarments should NOT be visible, and clothing should fit properly.

2. Daily Attire

- Casual but professional attire is encouraged (for example, jeans, khakis, polo shirts, blouses, sweaters).
- Athletic wear (sweatpants, leggings, gym shorts) should be reserved for exercise or recreational activities.
- Closed-toe shoes may be required for certain activities for safety reasons.
- Participants shall practice good hygiene.
- Bathing or showering regularly is expected, along with ensuring hair is clean and tidy.

3. Work Readiness & Vocational Training Attire

- Participants should dress professionally when participating in job training, work experiences, or job shadowing.
 - i. Professional attire may include collared shirts, dress pants, dresses and skirts of appropriate lengths and other attire aligning with industry standards of the professional field.

4. Inappropriate Attire

- Clothing with offensive language, images, or symbols is prohibited while on campus.
- Pajamas, slippers, or overly revealing clothing should not be worn in common or instructional areas.
- Please avoid strong fragrances out of consideration for others.

5. Weather-Appropriate Clothing

- Participants' dress should correlate appropriately with the season; outdoor training and activities may be required.
- Layering is recommended for comfort in various indoor and outdoor environments.

Participants who report to class dressed inappropriately are asked to return to their room to change clothes, losing valuable class time.

Training Center Amenities: It is BSBPTC's intent to make the participant's stay as comfortable as possible. Available amenities include:

- Fitness Center
 - Signed participant or parent/guardian release must be on file.

- BSBPTC staff provides an orientation to the equipment prior to authorizing participant use.
- Participant's primary healthcare provider must not restrict use.
- **Lounge Areas**
 - Televisions, DVD players, accessible computers, printers, embossers, and video magnifiers are available to participants.
- **Refrigerator and Microwaves**
 - Available for use in the cafeteria.
 - Participants must clean after themselves and cooperate with the assigned cleaning schedule for these shared spaces.
- **Vending Machine**
 - Soft drinks, snacks, and miscellaneous items available for purchase.
 - Located in the participant lounge by the cafeteria.
- **Change Machine**
 - Accepts \$1 and \$5 bills.
 - Located in the cafeteria next to vending machine.
- **Laundry**
 - Coin-operated washers and dryers.
 - \$1/wash cycle and \$1/dry cycle.
 - Participants supply their own laundry detergent/dryer sheets.
- **Cleaning Supplies**
 - Available at no cost.
- **Designated Tobacco Smoking Area.**
 - Smoking is *not* allowed in the building, in state-owned vehicles, or on the grounds outside of the designated area.
- **Mail Services**
 - Incoming and outgoing mail services are available at the front desk.
 - No mail delivery on weekends.
- **Wi-Fi:**
 - Internet access provided free of charge.
 - Participants receive unique log-in credentials for Wi-Fi access.
 - Alexa and Google home devices cannot be connected to the Wi-Fi.
 - Personal smart televisions are required to be connected to your personal hotspot/phone data plan.

All devices that connect to the internet shall follow the BSBPTC Appropriate Internet Use policy.

- **Items Available to Borrow**
 - Alarm clock, 60 second audio recorders, BTBL book player, iron and ironing board, headphones for use at computer stations.

- Items are located in the Support Services Office.
- BSBP Training Center Lending Library
 - Contains assistive technology tools that can be checked out to participants by an approved BSBP professional.

What to Expect Upon Arrival:

- Support Services greet incoming participants, help with check-in.
- Personal items are placed in a [heat tent](#).
- Individual dorm room key issued, participant shown to their room.
- If appropriate, room orientation is provided, including an overview of thermostat, cleaning caddy, shower controls, etc.
- Once settled, participant reports to Support Services office to complete any additional registration documents.
- BSBPTC professional verifies participant information on file, notetaking preference, and any updated health information—including medication, physical limitations, emergency contacts, etc.
- Participants and/or legal guardian review and sign required TC policies and procedures, Support Services team members help answer any questions.
 - All participants are encouraged to review this handbook prior to arrival at the BSBPTC.
- Class schedule is provided in participant's preferred format (large print, audio recording, Braille, or email).
- Dinner served from 4:50pm – 5:20pm.
- Orientation and detailed tour of campus takes place the day after arrival.
- Training classes and programming are not scheduled on arrival day unless a morning arrival time is identified when scheduling.

Dorm Rooms: Dorm rooms are single occupancy and include:

Private bath	Small wardrobe	Desk with chair
Twin bed/pillow	Nightstand	High-intensity lamp
A few clothes hangers	Stocked cleaning caddy	2 sets of linens & towels

Participants may bring their own bedding sheets, pillows and/or towels.

Dorm room inspections take place once per week starting the week of arrival. Any recurring problem areas are supported and remedied by scheduling a tailored Personal Management class. Participants are expected to keep their dorm rooms clean, free of food debris, and tripping hazards to promote safety, sanitation, and hygiene.

Participation: Reliable attendance, punctuality, and timely completion of assignments are essential for ensuring steady progress and success! Ongoing participation concerns, absenteeism, or tardiness may lead to dismissal.

Class Hours: Announcements are delivered intermittently on weekdays by 8:00am. Announcements may include updates on meetings, weather, menu items, special events, and class cancellations or changes.

Classes are held from 8:00am until 2:30pm Monday-Friday:

1st hour 8:00am – 8:50am

2nd hour 8:55am – 9:45am

Break 9:45am –10:00am

3rd hour 10:00am –10:50am

4th hour 10:55am – 11:45am

Lunch 11:45am – 12:30pm

5th hour 12:45pm – 1:35pm

6th hour 1:40pm – 2:30pm

Additional services, meetings, and/or programming occurs intermittently between 2:45pm – 4:00pm on weekdays.

Food Service: The Training Center has an onsite dietary team who provide a variety of high-quality food choices and make every effort to accommodate medically necessary or religiously based dietary needs. Breakfast, lunch and dinner are served 7 days a week – with Saturday and Sunday’s breakfast being continental.

Monday-Friday	Saturday, Sunday, & Holidays
Breakfast: 7:00am-7:45am	Breakfast: 8:00am-8:45am *Continental Saturday/Sunday
Lunch: 11:45am-12:30pm	Lunch: 12:00pm-12:45pm
Dinner: 4:50pm-5:20pm	Dinner: 4:50p-5:20pm

Participants can instead choose to eat food they make in Adaptive Kitchen Skills class, order food for delivery, or eat off site at their own cost. BSBPTC professionals can help with recommendations for local establishments.

Delivery drivers are not permitted to enter the building. Participants must meet the driver at the North Entrance for safety reasons. If a participant is unable to get to the North doors in time, the driver is instructed to leave the delivered items on the wall-mounted table under the canopy near the North Entrance.

Cane Usage: The assigned Orientation and Mobility Instructor assists participants to determine the type of mobility aid (long cane) that best meets their travel needs. This aid is then incorporated into their training. All participants must utilize their mobility aid throughout their training. For safety reasons, participants who aren't using their mobility aid are reminded to do so.

Service Animals, Guide Dogs: Participants who use a service animal must work with their assigned Orientation & Mobility Instructor to incorporate the animal into travel instruction. Service animals are the participant's responsibility. The documentation listed below is required and must be provided one week prior to arriving on campus. There is a designated service animal relief/dog run area located outside the chain-link fence in the courtyard.

- Vaccination Records (e.g., rabies, distemper).
- Signed Service Animal Agreement (participant and/or guardian).
- Participants must be able to satisfactorily communicate the work or task the service animal has been trained to perform in relation to their disability.

*Emotional support, comfort, therapy, or companion animals that have not been individually trained to perform specific work or tasks do not qualify as service animals under the Americans with Disabilities Act (ADA) and are not permitted in the Training Center.

Apartment Experience: The apartment training experience is developed for eligible participants who plan to live alone for the first time. This experience allows for exposure and application of a range of responsibilities outside of dorm living. Participants integrate the many skills they have been focusing on at BSBPTC, like meal planning and preparation, food management, shopping, financial literacy, time management, cleaning, and other homemaking skills. Participants receive a weekly stipend for groceries. This experience facilitates successful transition into living independently in the community.

Training Center Counselor: Individual participants meet regularly with the Rehabilitation Counselor (RC) to discuss scheduling, address questions or concerns, and to receive support while progressing toward established goals. While at the Training Center, the Rehabilitation Counselor is the responsible party for coordinating services as well as the point person participants notify in the event of planned and unplanned absences. The RC coordinates with Field Professionals when applicable.

Holidays: No classes are held on most national holidays. If the Training Center remains open, no regularly scheduled classes take place. Participants may participate in recreational activities, do homework, or practice learned skills.

Guests: Guests must sign in and out upon entering and leaving campus. Sign-in/out stations are located at the front desk and/or Support Services. Guests are encouraged to visit when classes are not in session and are requested to leave the premises by 10:00pm. TC management has the right to limit guests. Family, legal guardians, and TC staff are the only guests allowed in dorms.

Course Listings and Descriptions:

Adaptive Kitchen Skills & Nutrition: Participants learn adaptive kitchen skills that build independence, from basic food preparation to planning and cooking full meals for themselves and others. Training covers cooking fundamentals such as knife skills, measuring, pouring, kitchen safety, and kitchen orientation. Participants also explore healthy eating methods that support their

nutrition goals. By the end of the course, participants have the skills and confidence to cook and eat healthily at home or on the go. **General Kitchen Safety:** participants learn to spot and identify potential hazards in the kitchen: minimizing slippery floors, cleaning up spills, broken, shattered glass, how to spot and address grease, electrical fires and use of fire extinguishers to put out the fire and get appropriate assistance to address damages caused by the fire. Participant also learn to handle power outages and how to maintain perishable food items from turning on a short to long outages. Other safety areas included detecting and identifying food expiration, spoilage, food born illness, cross contamination and proper sanitation and food storage and packaging.

Assistive Technology (AT): In the AT class, participants will be introduced to various assistive technologies including assistive software for computers, accessibility features on their smart devices, and wearable devices, so that they can use these technologies effectively in school or work settings. Any or all of the below areas may be covered in this class.

- i. **Computers-** Participants will learn the layout of the keyboard as well as appropriate finger location for each key and become able to touch-type proficiently. Those who demonstrate basic keyboarding proficiency will receive comprehensive training in the use of assistive technology, including ZoomText, JAWS, or Fusion. Through this training, participants will develop the ability to efficiently manage files and folders, use email platforms, browse the internet, and create, read, navigate, edit, and format documents. They will also learn how to create folders, move items, navigate within documents, search for specific text, and access search results. Advance skills instruction will be provided on how to download and install applications or software safely and independently, how to join virtual meetings, how to use PowerPoint and Excel.

Participants will create a professional résumé and cover letter and receive guided instruction on how to navigate job search websites, connect to Wi Fi networks, and complete online job applications. By the end of training, participants will be able to participate in virtual meetings and utilize AI-enhanced features within JAWS, ZoomText, and Fusion, including Picture Smart.

- ii. **Android and iPhone Core Education-** Hands-on introduction to iPhone or Android accessibility features for blind and low-vision users, including Talkback / VoiceOver, magnification tools / Zoom, and key apps that support communication, navigation, reading, and everyday independence.
- iii. **Wearable Technology-** Wearable technology is a group of smart devices that is worn on an individual's body to gain easy access to visual information in real time. Although wearable devices differ according to functional classification, they empower individuals to enhance their independence and accessibility. Wearable technology is taught to provide independence in reading text materials aloud, describing the environment, recognizing colors, and currency, identifying objects, making phone calls, take pictures and record short video clips etc.

Braille: Participants are prepared for success with both grade I and grade II (contracted) Braille. Instruction focuses on the fundamentals of Braille, including tactually identifying the Braille alphabet and numbers, common punctuation, and reading comprehension. Participants also learn how to use the Slate and Stylus, the Perkins Braillewriter, and make Braille labels.

Career Development & Rehabilitation Counseling: This class provides individualized instruction designed to support each participant in developing a realistic vocational goal that aligns with their strengths, interests, functional abilities, and accommodation needs. This process emphasizes informed decision-making, self-understanding, and preparation for employment or further training. Participants will learn to identify their vocational strengths, understand functional limitations, explore suitable career options, and determine the accommodations and supports necessary for long-term success. Through structured assessment, skill development, and coordinated service planning, individuals leave with a clear, actionable vocational plan that positions them for meaningful and sustainable employment.

Diabetes Education: This curriculum is designed to educate participants in the diabetes disease process, self-management of diabetes, and self-management of medications.

Employment Lab: This course is designed to complement other TC classes by giving participants structured time to build essential job-search skills. In the lab, participants practice informational interviewing, develop resumes and cover letters, create a job-seeker profile, and explore The Career Index Plus. They also participate in mock interviews tailored to their target job openings. Placement in the Employment Lab occurs once the instructor determines the participant is ready to work independently on these skills.

Finer Diner: Participants learn to confidently dine with others in a variety of settings. Training is provided around strategies for eating out, locating items on a table, and effectively interacting with food service professionals.

Health Education & Medication Management: Taught by a Registered Nurse, this course builds participants' knowledge, skills, and positive attitudes about health. Motivates participants to improve and maintain their health, prevent disease, and reduce risky behaviors. The Medication Management curriculum is designed to educate participants in self-management of medications and healthy living.

Job Seeking Skills Training: This class helps individuals develop effective self-marketing skills to support their career goals. Participants explore the value of work, strategies for overcoming employment barriers, and methods for identifying and communicating their skills to prospective employers. The course covers effective job-search techniques, rights under the Americans with Disabilities Act, disability disclosure, and reasonable accommodations. Participants also prepare for interviews through guided instruction, mock interviews, and follow-up etiquette.

Leisure: Leisure activities are incorporated to enhance job-readiness or independent living skills and strengthen problem-solving abilities. Through engagement in leisure, participants build confidence as they relearn activities they enjoyed prior to vision loss and explore new leisure opportunities adapted to their current level of vision.

Low Vision: Participants are exposed to strategies, techniques, and various adaptive devices to increase knowledge and enhance functional vision. A variety of strategies to access print materials are taught, including Optical Character Recognition, the identification of printed characters using cell phone apps or computer software. Additionally, lighting and light filters are explored.

Manual Skills: The Manual Skills class teaches people who are blind or visually impaired to safely plan and complete woodworking projects using adaptive, non-visual techniques.

Students learn to use hand and power tools through tactile and auditory cues, measure and mark materials with non-visual tools, and plan projects step by step. The class builds spatial reasoning, problem-solving, and confidence, enabling participants to create functional and artistic wood pieces independently.

Notetaking: Notetaking provides a structured and efficient approach to capturing and recalling information. This skill enhances the clear organization of content and is valuable in both personal and professional settings. The process is tailored to accommodate each participant's individual needs and preferred notetaking methods.

Orientation & Mobility - Travel Training: This class builds adaptive travel skills while strengthening confidence and independence through real world experiences. Participants learn to travel safely and independently as a person with legal blindness using the long white cane, sometimes with an additional travel aid. Instruction focuses on building understanding of environments, develop spatial awareness, and apply effective travel techniques across a variety of sceneries and transportation modes. Training also incorporates the use of GPS and other supportive applications that can augment independent travel.

Personal Financial Management: Participants are equipped with the necessary tools to manage their finances over their lifetime. Anyone who plans to hold a job, buy a car, buy a house, have a family, and/or retire to a comfortable life benefit from this course.

Personal Management: This class works on adaptive skills in managing self-care and home tasks. These tasks include organizing, labeling, time management, cleaning, personal hygiene, simple home maintenance, and use of adaptive technologies.

In addition to the classes above, a four-part group Resource Workshop is offered introducing participants to beneficial resources and preparing them for success in obtaining information pertinent to their needs.

Conflict Resolution and Rights: Most conflicts can be attributed to miscommunication. It is Bureau of Services for Blind Persons' objective to promptly reach a mutually agreeable solution when such a conflict arises.

When a conflict necessitates an Administrative Review, the participant meets with the BSBP representative at the least elevated level in the following order: Training Center Rehabilitation Counselor; Training Center Management; Assigned Field Professional; Field Supervisor; Agency Administrator.

Participants have the right to obtain assistance from Disability Rights Michigan advocacy services by calling 1.800.288.5923.

Fair Hearing: Participants have the right to representation by an advocate of their choosing at any time during the rehabilitation process or during conflict resolution activities. BSBP does not cover any associated cost should cost arise. At no time will the Administrative Review be used to delay the scheduling of a Fair Hearing if elected by the participant.

A hearing before an Administrative Law Judge is designed to settle conflicts. The Administrative Law Judge renders a ruling regarding the complaint. If the participant is not satisfied with the Judge's decision, the decision may be appealed to the State of Michigan - Director of the Bureau of Services for Blind Persons or the Director of the Department of Labor and Economic Opportunity.

A Fair Hearing or Administrative Review may be arranged by calling the Michigan Bureau of Services for Blind Persons (BSBP) Hearing Coordinator at 800.292.4200 OR by making a request by phone or, in writing to your BSBP Counselor, Instructor, or Hearing Coordinator. There is no cost for requesting a Fair Hearing or Administrative Review.

Participant Code of Conduct: Participants are expected to conduct themselves in a do-no-harm fashion, remaining positive when faced with adversity. All BSBPTC rules and regulations must be followed, including the Participant Code of Conduct, [Participant Ethical Code of Conduct](#), and other policies outlined in this handbook. The Training Center is a community of active participants, where rules and policies serve as the laws. Those who enjoy the rights of residency are also responsible for respecting and upholding these laws.

Program Requirements:

1. For participants over 18 who have a legal guardian, documentation must be provided outlining the guardianship terms and the guardian's contact information. BSBPTC also requires written instructions from the guardian specifying any permissions or restrictions for the participant.
2. For any minor child, contact information of the custodial parent(s) or guardian must be provided, along with written instructions specifying any permissions or restrictions for the minor.
3. Participants with a legal guardian must remain on campus until and unless BSBPTC receives written permission from their guardian or they are accompanied by Training Center staff. ([See Off-Site Permission](#)).
4. Everyone at the Training Center must maintain a respectful, harassment-free learning environment. Harassment includes any unwelcome verbal or physical conduct or communication that is tied to training conditions, affects training decisions, or creates a hostile or disruptive environment.
5. Participants are expected to arrive for class on time and prepared to begin all scheduled activities. It is expected that participants will dedicate practice time and utilize newly acquired skills on weekends, after hours,

and at home. The application of instructional content ensures proficiency, ongoing success, and independence in the skills being learned.

6. Quiet hours are observed from 10:00pm –7:00am Sunday through Thursday. Quiet hours are 11:00pm –8:00am on Friday and Saturday.
7. Except for family members (related by blood, marriage, or adoption) and legal guardians, visitors are *not permitted* in dorm rooms. Fellow participants are considered visitors and are not allowed in dorm rooms.
8. Training Center staff may enter dorm rooms with or without permission for instructional purposes, maintenance purposes, cleanliness checks, and/or when a concern arises regarding a participant's health or safety.
9. Apartment Experience participants *may* have visitors as part of the training experience if both the participant and the visitor are their own guardian. Visitors must comply with all Training Center policies.
10. Visitors are not permitted on the premises between 10:00pm and 8:00am. All visitors are required to sign in/out and must wear a visitor badge.
11. Alcoholic beverages, illegal drugs, and weapons are not permitted inside of the Training Center or on Training Center grounds at any time. If it is determined that reasonable suspicion exists around the use of an illegal substance, the participant must submit to drug testing. In the event a participant tests positive for illegal substances or refuses to be tested, the participant is immediately dismissed from the program. Any participant who engages in an unlawful activity under any circumstances is subject to immediate dismissal from the program.
12. The use or possession of medical or recreational marijuana in any form is prohibited on state or Training Center property at any time. Immediate dismissal from the program will result if this rule is violated.
13. BSBPTC reserves the right to inspect dorm rooms or apartments at any time if it is believed that a participant(s) is engaging in unlawful activity.
14. Smoking and vaping are prohibited inside the Training Center and inside TC vehicles. Cigarette smoking on BSBPTC grounds is only permitted in the designated outdoor smoking areas; proper disposal required.
15. Program participants shall not operate motor vehicles.

16. **The following items are prohibited in dorm rooms and apartments: cooking devices*, heaters, heating blankets, incense burners, candles, and steamers.** *Cooking devices are allowed in training apartments only. Food is allowed in dorms when kept in closed or re-sealable containers.
17. Non-commercial grade fans and small portable humidifiers are permitted in dorm rooms and apartments.
18. If a participant's training program is interrupted for medical reasons, clearance from the primary care provider, detailing any restrictions, must be submitted for training to resume. If training cannot be resumed within two weeks of a medical interruption, the participant is concluded from early from the program. The participant **may return at a later date** pending a new referral.
19. When a service animal is present, care of the animal is the responsibility of the participant. ([See Service Animals, Guide Dogs](#)).
20. All **safety procedures and drills** shall always be followed.
21. Participants are expected to fully participate and attend classes unless medically approved by the proper TC professional or medical provider.
22. Please also refer to the [Participant Ethical Code of Conduct](#).

Training Center Policies, Rules, Guidelines

The following agreement is entered into by the participant **and** BSBP:

1. I agree to comply with the terms and conditions set forth in this agreement at all times relevant to my participation in all programs operated by the Bureau of Services for Blind Persons and/or BSBPTC.
2. I understand that:
 - a. My continued participation in the programs and services offered by Bureau of Services for Blind Persons is wholly contingent upon my compliance with all terms and conditions set forth in this agreement.

AND

- b. This agreement is intended to maximize the benefits I receive from BSBPTC and support achievement of my goal(s) of attaining gainful employment, post-secondary education, and/or independent living.
3. In addition to complying with BSBP's Training Center Participant Handbook, [Participant Ethical Code of Conduct](#), and all policies, rules, and guidelines established or to be established by BSBPTC, I also understand and agree to the following special terms:
 - a. All alcoholic beverages, marijuana, illegal drugs, and weapons **are not permitted** in the Training Center building or on Training Center grounds at any time. If reasonable suspicion exists around my use of an illegal substance, I must submit to drug testing. In the event that I test positive for an illegal substance or refuse to be tested, I will be immediately dismissed from BSBPTC. Furthermore, if I engage in unlawful activity under any circumstances, I am subject to immediate conclusion from the program.
 - b. The Training Center reserves the right to conduct a room search, with or without cause, at any time; if I am present whenever a search is performed.
 - c. I must comply with attendance policies as excessive absenteeism or chronic tardiness interferes with goal achievement. I understand I may be dismissed from TC programs if out of compliance.
4. It is my responsibility to cover any payment for hospitalization, medical and/or emergency services that I may incur while at the Training Center. I will not hold the Bureau of Services for Blind Persons or the Training Center, its staff members, or vendors responsible for such fees or costs.
5. If I violate any of the above terms or conditions, my participation in all TC programs is subject to immediate, involuntary conclusion.

I have read this agreement in its entirety, and I understand all provisions of the agreement. **I agree with and to everything set forth in this document as evidenced by my signature on the below Acknowledgement of Receipt form.**

Cardkey System

Due to a level of heightened security and care concerning building occupants' safety, participants are issued a numbered access card allowing convenient

and safe facility access. Proper care and usage of this keycard is important. This card is the participant's responsibility and should always be protected.

Please DO NOT:

- Allow others into the building with your keycard
- Expose the keycard to direct heat
- Tamper with the keycard
- Loan the cardkey to someone else
- Mark or bend the keycard
- Leave the keycard lying around where others may gain access
- Wash the keycard or use it as a tool
- Place the keycard in a back pocket or wallet to prevent damage

This access card is State of Michigan property and is a critical element in the security of the Training Center. Lost, broken or damaged keycards result in a **\$25.00** replacement fee for the assigned user. No exceptions. Anyone with repeated card losses may lose access card privileges.

Acceptable Technology Use Agreement

Bureau of Services for Blind Persons Training Center's (BSBPTC) televisions (TV), computers, Alexa devices, and Wi-Fi network are provided with the express purpose of allowing participants to conduct research, complete training assignments, communicate, and enjoy TV programming from preferred providers. Access to network services is a privilege requiring responsible and considerate behavior. Participants are accountable for their actions with BSBPTC TVs, computers, networks, and the internet, just as they are in any campus setting. Participants must read and sign this agreement prior to using internet services. Legal guardians must also sign the agreement for participants who are not their own guardian. All users must follow Training Center behavior rules, State of Michigan laws, policies, standards and the agreements they have signed.

BSBPTC is not responsible for restricting, monitoring, or controlling communications of individuals utilizing the network. Participants are responsible for the network use of their Training Center visitors.

TV and computer storage areas should be viewed as public areas. Training Center staff may review files and communications to maintain system integrity and ensure responsible use. Files and emails stored on Training Center

computers are NOT private. BSBPTC reserves the right to inspect any material stored in files to which users have access. BSBPTC—in its sole discretion—edits or removes all material believed to be objectionable.

Availability of the internet and e-mail enables access to countless resources. Participants should understand that some material accessible via the internet and/or Training Center televisions may contain items that are illegal, defamatory, inaccurate, sexual, or potentially offensive to some people. Although filtering software is installed, no filtering system is 100% reliable in blocking inappropriate material that exists on the internet.

BSBPTC does not warrant that Training Center computer or Internet functions will meet any specific requirements, be error-free or uninterrupted; nor shall the Training Center be liable for any direct, indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

Parents and guardians (when applicable) are responsible for setting and conveying the standards to be followed when using media and technology sources. BSBPTC supports and respects each participant's and/or guardian's (when applicable) right to make a decision regarding use of the internet.

Unacceptable uses of TV, computer, and network resources include, but are not limited to:

- Use that violates State or U. S. law and regulations.
- Use for immoral, illegal, or unethical purposes.
- Use that will cause harm to or invade the privacy of another individual.
- Creating or forwarding of chain email or “spam” regardless of content.
- Posting agency information to external newsgroups, bulletin boards or any public forums without agency permission.
- Use for commercial purposes, financial gain, or fraud.
- Use for personal profit, political fundraising, or gambling.
- Use to obtain, view, download, or otherwise gain access to potentially objectionable or pornographic materials, including text materials, video images, TV programs, or sound files that may be considered objectionable.
- Sending or receiving offensive messages, pictures, or other materials through the Training Center's email system or televisions.
- Using obscene language.
- Harassing, insulting, or attacking others.

- Any use that violates public safety or compromises the privacy of legally protected residents or citizen information.
- Violating copyright laws, including, but not limited to, downloading, or copying of copyrighted materials, music, video, text, or pictures.
- Hacking systems and databases or acting to disrupt systems or cause unnecessary network congestion or application delays.
- Intentionally wasting limited resources, including bandwidth, ink, paper
- Knowingly installing malware, spyware, or adware.
- Use of remote-control software on internal or external host personal computers and/ or networks or attempts to gain unauthorized access.
- Damaging or modifying televisions, computers, computer systems or computer networks, including installing or removing software.
- Using others' passwords or changing passwords without permission.
- Trespassing in others' folders, work, or files.
- Removal of any BSBPTC property, both hardware and software.
- If the participant has a legal guardian: giving personal information, such as complete name, phone number, address, or identifiable photo, without guardian's permission and supervision of BSBPTC professional staff.

Violations of this agreement may result in a loss of technology access and other disciplinary or legal actions.

Emergency Medical Authorization

To safeguard the health and welfare of its participants, Bureau of Services for Blind Persons Training Center (BSBPTC) is hereby authorized to obtain emergency medical and/or hospital services under medical consultation without further instruction for the participant referenced below.

Payment for medical/hospital services is the responsibility of the participant or legal guardian. This applies to all emergency services, medical visits or stays, and medical consultations incurred during BSBPTC participation.

In the event of an emergency, BSBPTC utilizes appropriate emergency medical transportation to transport a participant to the hospital or other medical facility. BSBPTC does not make medical decisions on behalf of the participant. In the unfortunate event that an emergency arises, the participant's emergency contact on record will be immediately notified.

Photo Release

I authorize the Bureau of Services for Blind Persons to record my name, image, and voice, and to use such information, photos, and recordings for educational and BSBP publicity purposes. Purposes may include BSBP-authorized social media, news outlets and associated websites, and BSBP program reports. I also authorize the Bureau of Services for Blind Persons to announce my name over the Training Center's PA system.

Release of Information

During participation at Bureau of Services for Blind Persons Training Center (BSBPTC), it may be necessary for BSBPTC professionals to convey participant medical statuses to the referring BSBP field counselor or instructor. In addition, there may be non-BSBPTC employees on campus engaging in training, service provision, and/or Training Center observation, who require medical and participant case information to provide appropriate services—such as practicum students, registered volunteers, community partners, substitute instructors. BSBPTC uses discretion in limiting disclosures to only essential details.

Participants and guardians **have the right to opt-out** of the sharing of this medical information; to do so, the participant or legal guardian must submit an opt-out request in writing to BSBPTC management. It is important to note that discretion and care is used when sharing medical information with the referring field professionals and non-BSBPTC employees providing services. Disclosure allows BSBPTC to develop and carry out tailored vocational rehabilitation planning and training services.

By signing the Acknowledgement of Receipt below, I authorize BSBPTC to release and/or exchange my personal medical information. This authorization remains in effect for a period of 1 year or until training is complete. I understand that I have the right to revoke this release in writing at any time, except to the extent that the agency has acted in reliance upon this release.

Heat Tent Protocol

For the safety of all individuals at Bureau of Service for Blind Persons Training Center (BSBPTC), a heat tent (ZappBug room) is utilized for protection against infestation of bed bugs. This safe, nonchemical heater kills 100% of bed bugs in

all life stages. It is non-toxic and all-natural. The tent heats to between 120 - 155 degrees and lasts for four hours.

BSBPTC places participant luggage in the heat tent upon first arrival and upon returning to BSBPTC from weekend leave. Luggage and any other belongings should be clearly marked with your name for easy identification.

Certain items cannot be placed in the heat tent. Please place the items listed below in plastic bags clearly marked with your name. This allows us to easily separate your items from your luggage and identify which items are yours.

Items not allowed in heat tent - please pack separately!

Medication, insulin, glucometer test strips	Any food, gum, pop, etc.	Electronics, blood pressure machines, etc.
Toiletries	Musical instruments	Shoes, boots

Permission to Participate in Off-Site Activities

***THIS SECTION IS ONLY FOR PARTICIPANTS WITH A LEGAL GUARDIAN**

My minor son or daughter, or an individual for whom I am legal guardian, will attend Bureau of Services for Blind Persons Training Center (BSBPTC) for evaluation and/or training. I hereby give my permission for participation in any BSBPTC-sponsored activity (including but not limited to shopping, camping, swimming, field trips, or other educational activity). I understand that an adult BSBPTC professional(s) or volunteer(s) will be in attendance to chaperone.

Permission to House Participant on 2nd Floor of Training Center

My minor son or daughter, or an individual for whom I am legal guardian, will attend Bureau of Services for Blind Persons Training Center (BSBPTC) for evaluation and/or training. I hereby give my permission for them to be housed on the 2nd floor of the dorm wing. Typically, BSBPTC houses individuals who have a guardian on the 1st floor only. However, this procedure is infrequently adjusted to provide appropriate space for all Training Center residents.

Permission to Independently Leave the Training Center

My minor son or daughter, or an individual for whom I am legal guardian, will attend Bureau of Services for Blind Persons Training Center (BSBPTC) for evaluation and/or training. BSBPTC rules require that all minors and individuals with a legal guardian always remain on the grounds unless explicit written permission is given by legal guardians to go off-site independently. I hereby give my permission for my child or ward to independently leave BSBPTC property—after informing BSBPTC professionals of their intentions.

The curfew for minor participants and individuals with legal guardians is 10:00 pm on weekdays and 11:00pm on Fridays and Saturdays.

Permission to Use Fitness Room and Equipment

My minor son or daughter, or an individual for whom I am legal guardian, will attend Bureau of Services for Blind Persons Training Center (BSBPTC) for evaluation and/or training. I hereby give my permission for them to use the on-site fitness room and fitness equipment. I understand my child or ward must first receive an orientation to the fitness room and equipment from BSBPTC staff. I understand that I will need to sign a liability form when granting such permission. I also understand the fitness room is not a supervised activity.

What to Bring: As you pack for your stay at the Training Center, it is important to know that participants place their belongings in a heat tent upon first arrival and upon returning from weekend leave. The heat tent is safe and non-toxic, and used for the safety of all individuals at Bureau of Service for Blind Persons Training Center (BSBPTC). This nonchemical heater kills 100% of bed bugs in all life stages. Luggage and any other belongings should be clearly marked with your name for easy identification.

Some items are too sensitive to withstand the heat and should be placed in plastic bags clearly marked with your name. BSBPTC's Support Services team inspects items that are not placed in the heat tent. Items remain in the heat tent is four hours; please plan accordingly. ([See Heat Tent Protocol](#)).

Please bring clothing that is appropriate for the season. Come prepared for a variety of weather conditions, and to travel into the community during training; comfortable walking shoes are necessary. A casual to business casual dress code is observed. For those with an employment goal, training may include mock or actual interview participation with potential employers. As such, please bring clothing appropriate for formal interviews. Other items that are important to bring are any assistive technology equipment for a successful classroom experience.

Please be sure to bring a supply of your prescription medications and any over-the-counter medications you may need! This includes an EpiPen! Participants who use an EpiPen should notify BSBPTC professionals and inform them where it is kept. **BSBPTC does not supply medications or toiletries.**

Important Items to Bring:

Picture ID	Prescription & over-the-counter medication
Medical insurance card	White cane
Toiletries	Written copy of special dietary instructions
Laundry supplies/detergent	Alarm clock
Hearing aids	Spending money (recreation, snacks, etc.)
BTBL book player (if available)	Accessible/adaptive technology
Hangers	Prescription glasses, low vision aids
Pillow (if you prefer your own)	Pen Friend, digital recorder, computer, etc.

BSBPTC is not responsible for lost, stolen or damaged personal property. Items left behind after training are held for 30 days; unclaimed items are then donated. If ownership is known, BSBPTC attempts to contact the individual, but retrieval is the participant's responsibility. Items mailed to or delivered for individuals no longer at BSBPTC must also be retrieved by the owner. Items received by mail or delivered to participants who are no longer at BSBPTC are the responsibility of the individual to retrieve. Unclaimed items are donated to the local community pantry.

Please limit the number of personal items you bring or acquire during training. You are solely responsible for returning your belongings home, and BSBPTC cannot arrange shipping in the event you are unable to transport them yourself.

If Arriving to the Training Center by Public Transportation

If you require public transportation to travel from the Kalamazoo Transit Center to BSBPTC, an approved transportation company should be used, or other personal arrangements should be made in advance. Participants must arrange their own transportation, although the referring BSBP field professional can be contacted to help with coordination. Please note that there is no Amtrak train attendant at the local train station on weekends. Participants are required to make transportation arrangements in advance to avoid any to avoid transportation issues.

Driving Directions:

Address: 1541 Oakland Drive Kalamazoo, MI 49008

FROM US-131: travel to exit 36A (Stadium Drive east). Proceed on Stadium Drive approximately 2.2 miles to the traffic light at the intersection of Stadium Drive and Howard Street. Turn right (east) at the traffic light onto Howard Street and proceed up the hill. Turn left (north) into Oakland Drive at the traffic

light. The Training Center is on the right (east) side of Oakland Drive, just past the fire station.

FROM I-94: take Exit 75 (Oakland Drive). Go north on Oakland Drive for about 2.7 miles. The Training Center is located just past the intersection at Howard Street, on the right (east) side of Oakland Drive.

Please take the second drive. Park in the lot on the north side of the building. Press the buzzer at the north door to gain entrance to the building; this alerts the BSBPTC team that you have arrived. The dorms are located on the left side (back of the building) when entering through this door (north door).

If you have questions or if special circumstances exist that we should be aware of, please call us at 269.337.3848, Monday—Friday from 8:00am-4:30pm.

TTY services are available through the Michigan Relay Center by dialing 1.888.864.1212. Indicate you wish to contact BSBP Training Center at 269.337.3848.

BSBP Training Center Participant Handbook – Acknowledgement of Receipt

By signing below, I acknowledge that I have received a copy of the BSBP Training Center Participant Handbook and have reviewed and understand the content set forth. I agree to abide by all BSBPTC policies and procedures throughout my training. I understand and acknowledge my right to voluntarily conclude my training if I wish.

Participant Printed Name: _____

Participant Signature: _____

Date: _____

Printed Name of Legal Guardian: _____

Legal Guardian Signature: _____

Date: _____

Relationship of Legal Guardian to Participant: _____

SERVICE ANIMAL AGREEMENT

This agreement outlines responsibilities for participants who are accompanied by an approved service animal during training at Bureau of Services for Blind Persons Training Center (BSBPTC). By adhering to and cooperating with all terms of this agreement, BSBPTC and I mutually ensure that my service animal is properly managed and that its presence does not create disruptions or hazards for others at BSBPTC.

I agree to adhere to the following standards and responsibilities while my service animal is inside BSBPTC, on the grounds, and in BSBPTC vehicles:

Cleanliness – I will ensure that my service animal is clean, well-groomed, and free from odors. I will provide prompt and thorough cleaning should my service animal relieve itself in any area of campus. I will dispose of waste in the designated waste receptacles.

Control of Behavior – My service animal will always remain under my control. I understand that my service animal may not exhibit aggressive behavior, excessive barking, or other disruptive actions while on BSBPTC campus or in BSBPTC vehicles. I will ensure that my service animal does not interfere with other individuals or animals on the premises.

Supervision – I commit to always supervising my service animal. I will not leave my service animal unattended in public areas.

Accountability for Damages – I accept full financial responsibility for any damage caused by my service animal to property or persons at BSBPTC. This includes, but is not limited to damage to furniture, flooring, walls, or other property; injury caused to other individuals or animals; and costs associated with additional cleaning or pest control resulting from my service animal's presence.

Termination of Privileges – I understand that failure to comply with this agreement may result in termination of my service animal privileges.

Acknowledgment and Agreement

I agree to indemnify and hold harmless Bureau of Services for Blind Persons Training Center and its employees from any claims, liabilities, or expenses arising from the actions or presence of my service animal on campus. By signing below, I acknowledge that I have read, understand and agree to the terms of this agreement.

Participant Printed Name: _____

Participant Signature: _____ **Date:** _____

Printed Name of Legal Guardian: _____

Legal Guardian Signature: _____ **Date:** _____

Relationship of Legal Guardian to Participant: _____