

# ACCESSIBLE PRINT FOR ELIGIBLE STUDENTS WITH DISABILITIES: **NIMAS AND NIMAC IN NEW JERSEY**

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Office of Special Education Programs  
New Jersey Department of Education  
May 2016



# Workshop Objective

- To understand how Local Education Agencies (LEAs) can request NIMAS derived materials in the NIMAC .
- To provide accessible print media to eligible students with disabilities as determined in their IEPs.

# Agenda

- Accessible Formats and Assistive Technology
- Review of NIMAS and NIMAC
- New Jersey Department of Education participation
- Local Education Agency (LEA) participation
- Eligible Students
- Eligible Materials
- Authorized Users (AU's) for New Jersey
- Accessible Media Producers (AMP's)
- Steps to Access Materials in NIMAC
- Resources

# What are accessible formats of instructional material for blind and print disabled students?

## **Braille**

Embossed – hard copy, traditional book

Refreshable – computer-based, Refreshable Braille Displays

## **Large Print**

Hard-copy book

Electronic books

## **Audio**

Analog audio recording

Digital audio

## **E-text/Digital text**

# Braille

Embossed Braille: hard copy, traditional books

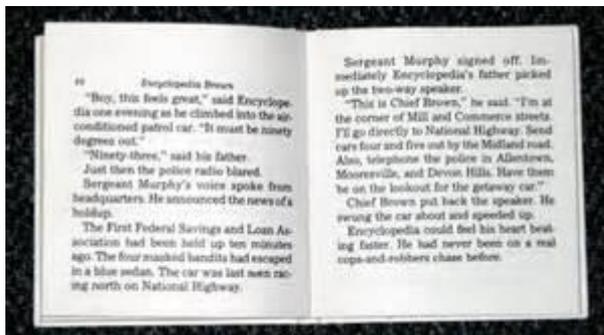


Braille from American Printing House for the Blind & Perkins APH-Braille



Refreshable Braille: computer-based, Refreshable Braille Displays





Hardcopy Books

Large Print



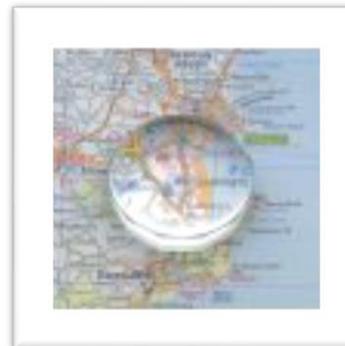
Closed Circuit Television



Electronic Textbooks

Last Updated May 2016

Magnifiers



# Audio and E-text

## Digital Talking Books (DTBs)

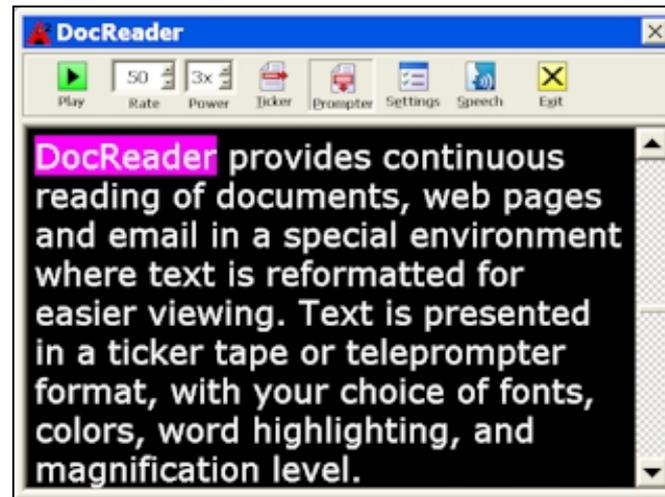
- Software
- Hardware



**Victor Reader  
Stream –  
RFB&D**

## E-text

- Computer hardware
- Computer software



What possible **Assistive Technology (AT) devices** are considered accessible formats of instructional materials?

### **Braille**

- Braille translation software for converting e-text into braille code
- Braille display technology such as computer-based Refreshable Braille (e.g. Braille Notetakers)
- Software player (e.g., gh Player – displays Digital Talking Books and supports Refreshable Braille Displays)

### **Large Print**

- Low vision aids which may include magnifiers, Closed Circuit Televisions (CCTVs), computer screen magnification software

### **Audio**

- Analog players
- Digital Talking Books (DTBs) software and hardware

### **E-text/Digital text**

- Computer or other hardware
- Screen reading software

## What AT service considerations are needed for these accessible formats of instructional materials?

### Potential AT services to support accessible formats may include:

- Evaluation of the needs of the student, including functional evaluation of the child in the child's customary environment;
- Purchasing, leasing or otherwise providing for the acquisition of AT devices;
- Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing or replacing AT devices;
- Training or technical assistance for the student or, where appropriate, the family of the student.

**N.J.A.C. 6A: 14**

## The National Instructional Materials Accessibility Standard (NIMAS)

### What is NIMAS?

- NIMAS is a technical standard that outlines a set of consistent and valid source files that may be used to develop accessible specialized formats of print instructional files (e.g., braille, audio, digital, large-print).
- New Jersey adopted NIMAS.

### What is the purpose of NIMAS?

- The purpose of NIMAS is to help increase the availability and timely delivery of print instructional materials in accessible formats to blind or other persons with print disabilities in elementary and secondary schools.
- NIMAS was established by IDEA 2004 and the final provisions were included in the Federal Register, July 19, 2006 (71 FR 41084).

## National Instructional Materials Access Center (NIMAC)

### What function does the NIMAC have?

- Publishers will send NIMAS files to the NIMAC when requested to do so through a purchasing contract with a school district.
- The NIMAS files can then be used to produce alternate formats, including braille, large print, digital text, and audio books, for students with disabilities.
- IDEA 2004, section 674(e), established the NIMAC as a national repository to collect and store NIMAS files.
- As of May 2016, NIMAC has approximately 43,000 accepted NIMAS file sets available for download and conversion to student-ready specialized formats (e.g., braille, audio, large print, digital).

## How does **New Jersey** participate?

- New Jersey adopted NIMAS.
- New Jersey has chosen to coordinate with NIMAC for the purpose of providing instructional materials in a timely manner to a blind person or other persons with print disabilities.

### Local Education Agency (LEA)

- Instructional materials will be provided to blind or print-disabled students in a timely manner, consistent with a plan developed by the district. N.J.A.C. 6A:14-1.2(b)16
- Each LEA is responsible for ensuring that each child with print disabilities will receive high quality accessible materials in a timely manner.
- Assistive Technology (AT) devices and services to support accessible materials for students with print disabilities shall be considered. The LEA shall ensure that these AT devices and/or services are available to the student if required as part of the student's special education or supplementary aids and services. N.J.A.C. 6A:14-3.7(c)10i

## How may LEAs participate in NIMAC?

- Each LEA may choose to “opt in” or to “opt out” of the NIMAC.
- New Jersey Department of Education, Office of Special Education Programs is recommending that LEAs “opt in” to the NIMAC in order to guarantee timely provision of materials to children with print disabilities.

## If an LEA “opts in” to the NIMAC

- The decision to “opt in” is noted in the LEA’s assurance as part of their EWEG application and provides assurance of a timely provision of materials to children with print disabilities.
- As of December 3, 2006, LEA contracts executed with publishers of textbooks and other printed core materials must include a provision that will require the publisher to produce files for transmission in the NIMAS standard to the NIMAC.

## If an LEA “opts out” of the NIMAC

- The LEA shall provide an assurance to NJDOE that the LEA will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.

*Who qualifies to receive NIMAS-derived accessible textbooks?*

**Individuals with Disability Education Act 2004 (IDEA 2004)**, definition of students who may be provided with accessible textbooks created with NIMAS files from NIMAC is as follows:

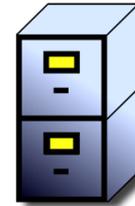
“Blind persons or other persons with print disabilities”  
[34 CFR 300.172(e)(1)(i)], [20 U.S.C. 1474(e)(3)(A)]

***“Blind persons or other persons with print disabilities” [34 CFR 300.172(e)(1)(i)], [20 U.S.C. 1474(e)(3)(A)]***

1. Blind persons whose visual acuity, as determined by a competent authority, is 20/200 or less in the better eye with correcting glasses, or whose widest diameter if visual field subtends an angular distance no greater than 20 degrees
2. Persons whose visual disability, with correction and regardless of optical measurement, is certified by a competent authority as preventing the reading of standard printed material
3. Competent authority for blindness, visual disability or physical limitation(s) is defined to include doctors of medicine, doctors of osteopathy, ophthalmologists, optometrists, registered nurses, therapists, professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents).
4. In the case of reading disability from organic dysfunction, competent authority is defined as doctors of medicine who may consult with colleagues in associated disciplines.
5. Persons certified by competent authority as unable to read or unable to use standard printed material as a result of physical limitations
6. Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner. [36 CFR 701.6(b)(1)(iv)]

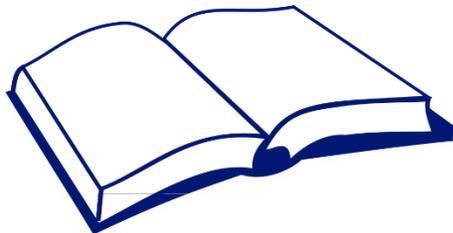
## What kind of documentation does the LEA maintain?

- LEAs maintain documentation of the eligibility of a student for NIMAS files.
- Documentation of eligibility becomes a part of the student's record and is confidential.



## Which materials may be placed in NIMAS files by publishers?

- Textbook and related core materials published after August 18, 2006.
- “Textbook” is defined as the principal tool of instruction used in the classroom.



## What are related core materials?

- Related core materials are defined as ***printed materials other than textbooks***, designed for use by students in the classroom in ***conjunction with a textbook*** and which, together with the textbook, are ***necessary to meet the curriculum requirements*** for the intended course.

Periodic Table of the Elements

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18														
1A	2A	3A	4A	5A	6A	7A	8	9	10	11A	12A	13A	14A	15A	16A	17A	18A														
1 H	2 He											3 Li	4 Be	5 B	6 C	7 N	8 O	9 F	10 Ne												
11 Na	12 Mg	13 Al	14 Si	15 P	16 S	17 Cl	18 Ar																								
19 K	20 Ca	21 Sc	22 Ti	23 V	24 Cr	25 Mn	26 Fe	27 Co	28 Ni	29 Cu	30 Zn	31 Ga	32 Ge	33 As	34 Se	35 Br	36 Kr														
37 Rb	38 Sr	39 Y	40 Zr	41 Nb	42 Mo	43 Tc	44 Ru	45 Rh	46 Pd	47 Ag	48 Cd	49 In	50 Sn	51 Sb	52 Te	53 I	54 Xe														
55 Cs	56 Ba	57 La	58 Ce	59 Pr	60 Nd	61 Pm	62 Sm	63 Eu	64 Gd	65 Tb	66 Dy	67 Ho	68 Er	69 Tm	70 Yb	71 Lu	72 Hf	73 Ta	74 W	75 Re	76 Os	77 Ir	78 Pt	79 Au	80 Hg	81 Tl	82 Pb	83 Bi	84 Po	85 At	86 Rn
87 Fr	88 Ra	89 Ac	90 Th	91 Pa	92 U	93 Np	94 Pu	95 Am	96 Cm	97 Bk	98 Cf	99 Es	100 Fm	101 Md	102 No	103 Lr	104 Rf	105 Db	106 Sg	107 Bh	108 Hs	109 Mt	110 Ds	111 Rg	112 Cn	113 Nh	114 Fl	115 Mc	116 Lv	117 Ts	118 Og

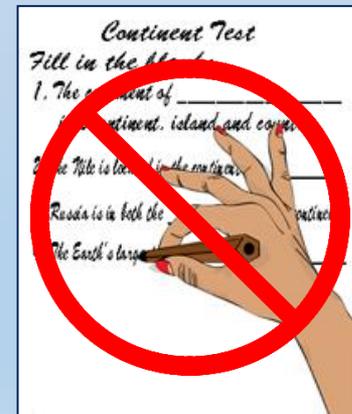
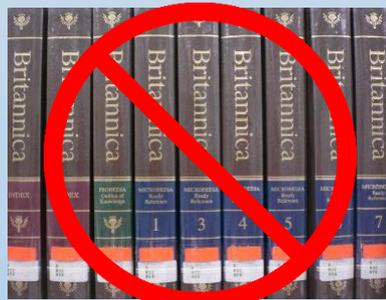
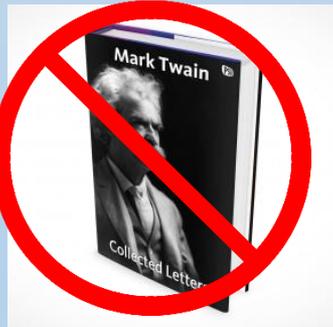


- Related core materials **do not** include trade books that are not bundled with the textbook, newspapers, reference works, ancillary and supplemental materials.

## What if additional materials are needed beyond NIMAS?

Additional materials may be needed in a specialized format for a student with a print disability

*Examples of materials that are **not** available in NIMAS format through NIMAC are the following: novels, reference materials, and classroom tests.*



**What are the steps to consider specialized formats of print materials for NIMAS eligible students?**

For **all NIMAS eligible** students:

- ✓ Determine the books/print materials needed.
- ✓ Obtain print copies of these books as soon as it is determined the books will be needed by the student.
- ✓ For each subject area text/print material, determine the type of specialized print format needed by the eligible student (e.g. braille, large print, audio text, digital text).

# What should be documented in the IEP?

- The type of accessible format for print media
- Assistive technology devices
- Services required to support the accessible format
- Student eligibility for NIMAS should be documented in the student's IEP

## How are NIMAS file sets obtained from the NIMAC?

- Each state educational agency that coordinates with the NIMAC must designate Authorized User(s) to access files in the NIMAC.
- Only the Authorized User may download or assign NIMAS file sets for conversion to accessible materials.
- NIMAS file sets are not student-ready. They must be converted into a specialized format for student use.

## What is the function of an Authorized User?

The Authorized User may

- Obtain files directly from the NIMAC for conversion to specialized format or
- Authorize access to NIMAS files in the NIMAC for conversion to a specialized format by Accessible Media Producers (AMPs).

# NIMAC Website

Created by IDEA 2004, NIMAC is a federally funded, online file repository of source files in the NIMAS format. Here, authorized users can access more than 43,000 K-12 NIMAS-format files that can then be converted to accessible content for students with disabilities.

[Learn More](#)

[About NIMAC](#)

[State Coordinators](#)

[Authorized Users](#)

[Publishers & Conversion Houses](#)

[Accessible Media Producers](#)

[Teachers Parents & Students](#)



[State Coordinator](#)



[Authorized Users](#)



[Publishers & Conversion Houses](#)



[Accessible Media Producers](#)



[Teachers Parents & Students](#)

State Coordinators, Authorized Users, Publishers, Conversion Houses and Accessible Media Producers are the primary users of this site. If you are a Teacher, Parent or Student looking for accessible media, try searching the Louis Plus Directory.

## Who are Accessible Media Producers (AMPs)?

- AMPs convert NIMAS file sets into specialized formats (e.g., braille, audio, digital, large print).
  - Examples: Bookshare.org, and Learning Ally
- AMPs have signed agreements with NIMAC regarding use of the NIMAS file sets.
- AMPs cannot directly access NIMAS files in the NIMAC.

## Who are the **Authorized Users** in New Jersey?

- For NIMAS eligible students who are blind and/or visually impaired:

**The Meyer Center of New Jersey Commission for the Blind and Visually Impaired (NJCBVI)** - Christine Hinton, [christine.hinton@dhs.state.nj.us](mailto:christine.hinton@dhs.state.nj.us)

- For NIMAS eligible students who are print disabled due to a physical disability or have a reading disability due to organic dysfunction:

**Bookshare**, Jennifer Ofiana, [jennifero@Benetech.org](mailto:jennifero@Benetech.org)

**Learning Ally**, Leo Haninczak, [lhanczak@LearningAlly.org](mailto:lhanczak@LearningAlly.org)

*or*

**New Jersey Department of Education** –

OSEP representative, Jean Kelly, [jean.kelly@doe.state.nj.us](mailto:jean.kelly@doe.state.nj.us)

## Steps for Accessing NIMAS files in the NIMAC by LEAs

1. Determine student eligibility to receive NIMAS materials and maintain documentation of eligibility.
2. Determine the books/print materials needed and obtain print copies of these books as soon as it is determined the books will be needed by the student.
3. For each subject area text/print material, determine the type of specialized print format needed by the eligible student (e.g., braille, audio, e-text/digital or large print).
4. Determine assistive technology devices and services needed to support accessible media required by the student.
5. Reflect accessible format for print media, subject by subject, and assistive technology devices and services required to support the accessible format in the student's IEP.

## Steps for accessing NIMAS files in the NIMAC by LEAs for students who are *blind and visually impaired*:

1. **For eligible students who are *blind and visually impaired* to obtain accessible formats for print materials, please contact the New Jersey Commission for the Blind and Visually Impaired (NJCBVI).**
  - ✓ Provide print copies of requested books as soon as possible to the NJCBVI's Education Counselor assigned to the student as soon as possible per NJCBVI procedures.
  - ✓ NJCBVI will process the request and access NIMAC as needed.
  - ✓ For information regarding services from NJCBVI, contact **Amelia Ricciardi**, Coordinator of Educational Services at 973-648-6292 or [amelia.ricciardi@dhs.state.nj.us](mailto:amelia.ricciardi@dhs.state.nj.us) .
  - ✓ For information regarding NIMAC requests, contact Christine Hinton, NIMAC Authorized User from NJCBVI at [christine.hinton@dhs.state.nj.us](mailto:christine.hinton@dhs.state.nj.us)
  
2. **For eligible students who are *print disabled due to a physical disability or reading disability due to an organic dysfunction*:**
  - **Bookshare**, Jennifer Ofiana, [jennifer@Benetech.org](mailto:jennifer@Benetech.org)
  - **Learning Ally**, Leo Haninczak, [lhanczak@LearningAlly.org](mailto:lhanczak@LearningAlly.org)
  - **New Jersey Department of Education-OSEP**, Jean Kelly, [jean.kelly@doe.state.nj.us](mailto:jean.kelly@doe.state.nj.us)

**Steps for accessing NIMAS files in the NIMAC by LEAs  
or students who have other print disabilities (continued)**

**3. For students who are print disabled due to physical limitation and/or organic dysfunction:**

- LEAs check availability of the text at an Accessible Media (e.g., Recordings for the Blind and Dyslexic, Bookshare, Learning Ally etc.).
- If the book is **available** from the AMP, the LEA follows the procedures and registration process of the Accessible Media Producer to request materials in specialized format.
- If the book is **not available from the AMP and is a NIMAS eligible text**, the LEA searches the National Instructional Materials Access Library (NIMAC) <http://nimac.us> .
- If the book is available at the NIMAC, the LEA completes a **NIMAS request form** and directly submits to an Authorized User, either Bookshare, Learning Ally or the NJDOE-OSEP.
- If the LEA has chosen an Accessible Media Producer that is not an Authorized User, OSEP will assign the book to the accessible media producer (AMP) that the LEA requested.
- In order for the book to be processed by an AMP, the LEA must have registered the student with an AMP(e.g., Bookshare.org, RFB&D, etc.).

**NIMAS Request Form to New Jersey Authorized User for  
NIMAS Eligible Students with Other Print Disabilities**

Student: \_\_\_\_\_ Date of Request: \_\_\_\_\_ School Year: \_\_\_\_\_

School District: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person (name/position): \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Authorized User / Accessible Media Producer (AMP): \_\_\_\_\_

Student or School AMP membership/account number: \_\_\_\_\_

Title of Book	ISBN#	Author	Publisher	Copyright Date	Grade Level	Accessible Media (audio or digital)

By requesting assignment of a NIMAS file set, our district/school assures that the student receiving the material has a documented print disability and meets the eligibility requirements for receiving NIMAS file sets. Copyright law strictly prohibits copying, sharing or redistributing NIMAS file sets in any form to any person.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please mail, fax or email the completed form to: Jean Kelly, New Jersey Department of Education, Office of Special Education Programs, email: [jean.kelly@doe.state.nj.us](mailto:jean.kelly@doe.state.nj.us), or directly to either Bookshare (New Jersey), [Jennifero@benetech.org](mailto:Jennifero@benetech.org), or Learning Ally, Leo Haninczak, [Ihaninczak@learningally.org](mailto:Ihaninczak@learningally.org)



## Search the NIMAC

Please enter your search criteria in the form below and click 'Search'.

Title:	<input type="text"/>
Author/Editor/Illustrator:	<input type="text"/>
Publisher:	<input type="text" value="v"/>
Identifier:	<input type="text"/>
ISBN:	<input type="text"/>
Series:	<input type="text"/>
Content Type:	<input type="text" value="v"/>
Language(s):	<input type="text" value="Chinese"/> <input type="text" value="English"/> <input type="text" value="French"/> <input type="text" value="German"/>
Subject(s):	<input type="text" value="Accounting"/> <input type="text" value="Agriculture"/> <input type="text" value="Algebra"/> <input type="text" value="Anatomy"/>
State Edition:	<input type="text" value="v"/>
Numeric Edition:	<input type="text" value="v"/>
Grade Level:	<input type="text" value="Grade 1"/> <input type="text" value="Grade 2"/> <input type="text" value="Grade 3"/> <input type="text" value="Grade 4"/>
Reading Program:	<input type="text"/>
Pub. Year: (yyyy)	From: <input type="text"/> To: <input type="text"/>
Copyright Year: (yyyy)	From: <input type="text"/> To: <input type="text"/>
MathML:	<input type="text" value="v"/>

[Return to the NIMAC Repository home page.](#)

NIMAC - Search the NIMAC - Search Results



## Search the NIMAC

Sort result by:

[Start a new search.](#)  
[Return to the NIMAC Repository home page.](#)

Total records: 1

<b>Title:</b>	Delmar's Standard Textbook of Electricity
<b>Identifier:</b>	1418065803NIMAS
<b>Author:</b>	Stephen L. Herman
<b>Publisher:</b>	Cengage Learning Delmar
<b>State Edition:</b>	National
<b>Grade Level:</b>	Grade 10, Grade 11, Grade 12, Grade 9
<b>ISBN:</b>	1418065803, 9781418065805
<b>File Size:</b>	69.09 MB

[Click here to see the full record display for \*Delmar's Standard Textbook of Electricity\*](#)

Done Internet 100%

**Steps for accessing NIMAS files in the NIMAC by LEAs for students who have other print disabilities (continued)**

4. If the text or related core material is not available in the NIMAC, the LEA will complete the following:
  - a. The school district reviews their contract with publisher.
  - b. If needed, incorporate new contract language into the purchase order for placement of file sets into NIMAS format and those NIMAS file sets are then forwarded to the NIMAC by the publisher.
  - c. If the contract contained language requiring the placement of file set into NIMAS format, request the file set for that text be forwarded to the NIMAC.
  - d. Check the NIMAC to determine if the file set has been received.
  - e. Follow steps for request from appropriate authorized user.
  
5. If the text or related core material is not available in the NIMAC, the LEA will complete the following:
  - a. If the book is not sent to the NIMAC in NIMAS format after following the above steps, follow the procedures of NJCBVI, Bookshare, Learning Ally or other Accessible Media Producers for placing print texts into specialized formats.

**Steps for Accessing NIMAS files in the NIMAC by LEAs for students who have other print disabilities (continued)**

6. *Specialized format material* is delivered to the student at the school district through NJCBVI or an Accessible Media Producer.



**Can students directly receive NIMAS file sets?**

- Students may not directly receive NIMAS files because they are source files and are not in an accessible format.
- NIMAS file sets may be converted into the appropriate accessible format by an accessible media producer (AMP) in order to be used by an eligible student.

## What is the cost of NIMAC?

- **There is no cost for the following:**

- LEAs requesting publishers to send NIMAS file sets to the NIMAC
- Publishers sending NIMAS file sets to the NIMAC
- Authorized User downloading NIMAS file sets from the NIMAC



- **Costs to the Requestor:**

Other costs may include, but are not limited to, the following:

- Conversion of the NIMAS file set into the appropriate specialized format
- Assistive technology devices and services
- Print copies of the textbooks and related core materials for each student



## Additional Information

- NIMAC: <http://nimac.us>
- NIMAS and AEM: <http://aem.cast.org/>
- NJDOE-OSEP NIMAS-NIMAC memo: <http://www.nj.gov/education/specialed/memos/nimas1.pdf>
- Jean Kelly, NJ DOE OSEP, New Jersey NIMAC State Coordinator (609)292-7602 or [jean.kelly@doe.state.nj.us](mailto:jean.kelly@doe.state.nj.us)

## Assistive Technology (AT) Resources

### New Jersey:

- Richard West Assistive Technology Advocacy Center (ATAC): [www.drnj.org/atac](http://www.drnj.org/atac)
- CARTWHEEL: Directory of AT Services in New Jersey - New Jersey Coalition for the Advancement of Rehabilitation Technology (NJCART) [www.njcart.org](http://www.njcart.org)

### National:

- Rehabilitation Engineering and Assistive Technology Society of North America: [www.resna.org](http://www.resna.org)
- Abledata: [www.abledata.com](http://www.abledata.com)
- Assistive Technology Industry Association: [www.atia.org](http://www.atia.org)
- Closing the Gap: [www.closingthegap.com](http://www.closingthegap.com)

## Websites for Accessible Media Producers of Audio & E-text/Digital Text

- Bookshare – [www.bookshare.org](http://www.bookshare.org)
- Learning Ally - <https://www.learningally.org/>
- AHEAD - <https://www.ahead.org/learn/e-text>
- Cambium Learning, Inc. – [www.cambiumlearning.com](http://www.cambiumlearning.com)
- TechAdapt, Inc. – [www.techadapt.com](http://www.techadapt.com)
- BookCode, Corp. - <http://www.DigitalMediaInitiatives.com>
- Panright Productions – [www.panright.com](http://www.panright.com)
- ReadHowYouWant – [www.readhowyouwant.com](http://www.readhowyouwant.com)
- gh LLC – [www.gh-accessibility.com](http://www.gh-accessibility.com)
- National Library Service for the Blind and Physically Handicapped (NLS) <http://www.loc.gov/nls/>