

February 13, 2023

Dear Janel,

The following is the service proposal for you to review that includes all the details and financial information associated with onsite **PECS® Level 1 Training**.

Please review the information and feel free to contact me if you have any questions.

I look forward to hearing from you!

Kind Regards,

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*The Picture Exchange Communication System® (PECS®) was first described in autism research in the early 1990s. Since that time there have been almost 200 publications about the PECS protocol from countries around the globe.*

***PECS® – Proven and Progressive***



The Picture Exchange Communication System® (PECS®) was developed in 1985 as a unique augmentative and alternative communication (AAC) system. PECS teaches individuals with Autism Spectrum Disorders (ASD) and other communication challenges the foundations of communication, including both requesting and commenting skills. First used at the Delaware Autistic Program, PECS has received worldwide recognition for focusing on the initiation component of communication. In addition, many individuals transition from PECS to speech or a Speech Generating Device (SGD). PECS does not require complex or expensive materials. It was created with educators, resident care providers and families in mind, and so it is readily used in a variety of settings.



**PHASE I**

**How to Communicate**

Individuals learn to exchange single pictures for items or activities they really want



**PHASE II**

**Distance and Persistence**

Still using single pictures, individuals learn to generalize this new skill by using it in different places, with different people and across distances. They are also taught to be more persistent communicators.



**PHASE III**

**Picture Discrimination**

Individuals learn to select from two or more pictures to ask for their favorite things. These are placed in a PECS Communication Book—a ringed binder with self-adhesive hook fastener strips where pictures are stored and easily removed for communication.



**PHASE IV**

**Sentence Structure**

Individuals learn to construct simple sentences on a detachable Sentence Strip using an “I want” picture followed by a picture of the item being requested.



**ATTRIBUTES & LANGUAGE EXPANSION**

Individuals learn to expand their sentences by adding adjectives, verbs and prepositions.



**PHASE V**

**Responsive Requesting**

Individuals learn to use PECS to answer questions such as “What do you want?”



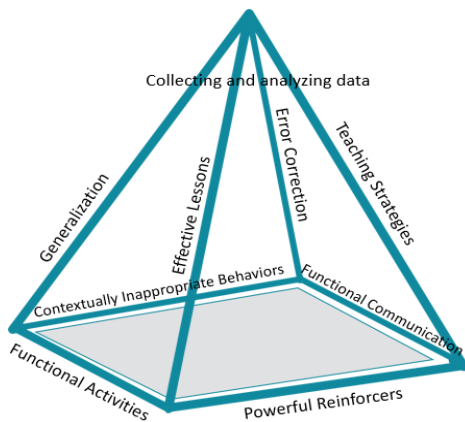
**PHASE VI**

**Commenting**

Individuals are taught to comment in response to questions such as, “What do you see?”, “What do you hear?” and “What is it?” They learn to make up sentences starting with “I see”, “I hear”, “I feel”, “It is a”, etc.

The foundation for the system is the *PECS Training Manual, 2nd Edition*, written by Lori Frost, MS, CCC/SLP and Andy Bondy, PhD. The manual provides all the necessary information to implement PECS effectively. It guides readers through the six phases of training and provides examples, helpful hints and templates for data and progress reporting. This training manual is recognized by professionals in the fields of communication and behavior analysis as an effective guide to this evidence-based and innovative protocol.

**PYRAMID APPROACH TO EDUCATION®**



The Pyramid Approach to Education (PAE), developed by Dr. Andy Bondy, is a unique educational model that establishes effective learning environments for individuals of all ages and ability levels. The Pyramid elements focus on increasing independence skills for improving learner outcomes.

PAE offers a systematic model based upon a functional approach to behavior analysis. It includes two different types of learning elements: structural and instructional. Structural elements focus on functional activities, communication, powerful reinforcers, and contextually inappropriate behaviors with replacements. These elements form the base of the Pyramid Approach, creating the necessary foundation that will promote learning. Instructional elements include lesson formats, teaching/prompting strategies, error correction considerations and generalization. All elements involve data-based decision making. When all of the elements of Pyramid are in place, this system results in success in a broad array of settings.

## PECS® LEVEL 1 TRAINING

### Workshop Details

**Contact Hours** 13.0 (typically spread across two days)

This workshop is appropriate for all members of the educational team who would like to learn about the Picture Exchange Communication System (PECS) including:

**Who Should Attend?**

- Speech-Language Pathologists
- Teachers
- Paraprofessionals
- Home Therapists
- Occupational Therapists
- Behavior Analysts
- Program Administrators and Supervisors
- Social Workers
- Parents and Family Members

**General Description**

This intensive 13-hour interactive workshop is designed to teach educational and caregiver teams the theory and protocol for the Picture Exchange Communication System (PECS), an evidence-based practice based on Applied Behavior Analysis, typical language development, and B.F. Skinner's Verbal Behavior. The workshop begins with an introduction to creating the most effective learning environment for implementing PECS via The Pyramid Approach to Education. Included is a discussion of the limitations of teaching other communication modalities (speech, sign, SGD) as an initial communication strategy. Using presenter demonstrations, role-play opportunities, and video examples participants will gain a thorough understanding and hands-on experience of each of the six phases of PECS. Participants will leave the training with the skills necessary to teach spontaneous requesting, picture discrimination, sentence structure, attributes for expanding language, extended vocabulary, responding to questions, and commenting. The workshop concludes with a review of the extensive literature supporting the PECS protocol as an evidence-based practice, tips to teach your learner to accept being told, "No," and information related to transitioning from PECS to other communication modalities, such as speech, tablets with AAC apps, or speech generating devices. For those who wish to successfully teach their learners functional communication (whether you have used PECS for some time or are new to the field), this workshop is an essential part of your development.

**Learner Objectives**

- Identify learners who will benefit from PECS
- Describe 9 key components of creating effective learning environments using the Pyramid Approach to Education
- Explain differences between prerequisites for and long-term outcomes for PECS and other modalities such as speech, sign language, picture pointing, or speech generating devices
- Identify strategies to create communication opportunities during routines and functional daily activities
- Implement the 6 phases of the PECS protocol
- Name strategies for successfully saying, "No!"
- Discuss the evidence for PECS and speech development
- Examine the criteria for transitioning from PECS to other communication modalities

## PECS® LEVEL 1 TRAINING

### Fee Structure

**ONE CERTIFIED PECS CONSULTANT**

**Up to 40 Participants**

SERVICE DATE	SERVICE DESCRIPTION	PRESENTER	PRESENTER FEES	ESTIMATED EXPENSES	
				TRAVEL	LODGING
TBD	PECS Level 1 Training, Day 1	TBD	\$3,250.00	\$850.00	\$165.00
TBD	PECS Level 1 Training, Day 2	TBD	\$3,250.00	N/A	\$165.00

### Required Materials for the PECS Level 1 Training

Product Name	Product Price	Quantity Needed for Workshop
<b>Second Edition PECS Training Manual</b>	\$75.00	One per participant
<b>Pre-Bound Handout Packet</b>	\$7.50	One per participant
SHIPPING AND HANDLING FEES		
A 15% shipping/handling charge will be added to the total order of products listed above		

### NOTES:

*There will be no travel amount applied for the second day of training, unless the two days of service are NOT consecutive. If the days of service are separated, please note that the estimated travel for the second non-consecutive day will be the same amount listed for the first day (This estimation includes: airfare, ground transportation- whatever is needed for our consultant to reach your venue).*

- Workshop Dates:** Please contact David Battista for information regarding available dates.
- Estimated Expenses:** Any travel and lodging costs provided are estimates. Estimates are provided as a courtesy to our clients. The actual cost of these expenses may vary substantially from our estimates. The client will be billed for our actual costs. Alternatively, we can arrange a package price to include all expenses.
- Website Listing:** If you choose to open your scheduled workshop to your surrounding community, we are able to post your workshop on our website at no extra charge.

### FOLLOWING YOUR PECS LEVEL 1 TRAINING:

Your teams will receive all the foundational information to begin PECS Implementation! To ensure proper implementation of training content, we strongly recommend consultation within your setting for hands-on problem solving with your team members. Consultation dates can be scheduled at your convenience and can range from a single day of consult to ongoing assistance across the year. For more information, please contact David Battista.

<b>FURTHER DETAILS FOR CLIENTS</b>	
<b>GROUP SIZE</b>	The maximum size for the PECS Level 1 Training with one presenter is <b>40</b> participants. <i>You may not exceed this number without explicit permission to do so.</i>
<b>OPEN WORKSHOPS</b>	Many of our clients choose to open admission to their neighboring districts, local organizations, and their surrounding communities (including parents and families). The client may determine admission charges, admission limitations, and restrictions. We are able to post your workshop on our website <a href="http://www.pecsusa.com">www.pecsusa.com</a> at no extra charge for advertising purposes. The client may also include a brochure to be posted alongside your workshop listing. Please contact us for further information.
<b>ASHA &amp; BACB CEUs</b>	Pyramid Educational Consultants is an approved ASHA (American Speech-Language-Hearing Association) CEU provider and BACB® (Behavior Analyst Certification Board®) Learning CEU provider. The BACB does not warrant, endorse, sponsor, approve, or partner with the event, organization, or instructor. Please contact David Battista at least forty-five days prior to the workshop start date to inquire how to provide ASHA/BACB CEU credits. <b>The fee to offer ASHA and/or BACB CEUs is \$325.00.</b>
<b>TRAINING MANUALS</b>	PECS Training Manuals are a <b>required</b> component <b>for each participant</b> of our PECS Level 1 Training. The cost of this <b>is not</b> included in our service fee. Our PECS Manuals sell for \$75.00 per manual, plus a 15% shipping/handling charge. The client makes them available to workshop attendees. The client is responsible for distribution of the manuals and may charge whatever, if anything, it wishes. If the client has leftover, sealed manuals, they may be returned (client pays shipping) for a full refund provided that we receive them undamaged, within 30 days of the workshop date. We need to know the number of manuals to be shipped for our presentation at least <b>three weeks</b> in advance of the training dates. Many clients tend to under order manuals, hoping to avoid the costs involved in returning unused manuals. However, this is almost always false economy. It is much less expensive to over order and return manuals at “normal” shipping rates than it is to have a few manuals shipped at next-day or two-day air rates to precisely match the number of manuals with the number of attendees.
<b>HANDOUTS</b>	The Pre-Bound Handouts are a <b>required</b> component <b>for each participant</b> of our Trainings. The cost of this <b>is not</b> included in our service fee. The Pre-Bound Handout Packet sells for \$7.50 each plus 15% shipping/handling charge. The client makes them available to workshop attendees.
<b>CERTIFICATE OF ATTENDANCE</b>	All participants will receive a Certificate of Attendance following the conclusion of the training. Participants must be present for all training contact hours in order to receive the Certificate of Attendance.
<b>TRAVEL</b>	Our consultants travel very frequently and are often on a tight schedule, leaving one client and traveling to another. In order to keep all their commitments, it is crucial that they handle all of their own travel and lodging arrangements. Therefore, our consultants will choose, book, confirm, and pay for all of their own travel and lodging. Travel includes, but may not be limited to, airfares, train fares, rental cars, cabs, airport shuttle buses, and parking fees. Lodging shall be in a standard, business-class hotel, the price of which varies by location.
<b>BILLING AND PREPAYMENT OPTION</b>	We will bill you for all services and any associated materials and expenses after services are rendered. Payment, in full, is due 30 days after the receipt of this bill. Interest will accrue at the rate of 1% per month on balances that remain outstanding after 30 days. <b>Prepayment Option: We offer a 5% discount for prepaying consulting/training fees and our estimated expenses.</b> We will send you an invoice for the fees and estimated expenses prior to your prepayment. You will prepay from this invoice. After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses. Prepayment must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. For the prepayment discount to apply, prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.
<b>CONTACT TIME</b>	The PECS Level 1 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The recommended workshop timeframe is 8:00 am to 4:00 pm but we can accommodate other requests. Participants not receiving the entire 13 hours of contact time shall not receive a Certificate of Completion.
<b>EQUIPMENT</b>	<p><b><u>UNLESS OTHERWISE AGREED AND NOTED, THE CLIENT PROVIDES, AT THEIR EXPENSE:</u></b></p> <ul style="list-style-type: none"> <li>• LCD projector with cables that connect to our computers</li> <li>• Large Overhead screen or monitor that will interface with the LCD mentioned above.</li> <li>• Cordless lapel microphones, one for each presenter, that can be used simultaneously</li> <li>• Mixer and Sound system (amplifier and speakers) capable of interfacing with all of the above</li> <li>• Two flat worktables approximately 6 feet long, 3 feet wide, and 2.5 feet high</li> </ul>