

CALIFORNIA DEPARTMENT OF EDUCATION  
Curriculum Frameworks and Instructional Resources Division  
Clearinghouse for Specialized Media and Translations (CSMT)  
1430 N Street, Suite 3207, Sacramento, CA 95814  
E-Mail: [csmt@cde.ca.gov](mailto:csmt@cde.ca.gov)

**Instructional Materials Ordering and Distribution System Member Registration Form**

Background: Through the use of its Instructional Materials Ordering and Distribution System (IMODS), the Clearinghouse for Specialized Media and Translations (CSMT), a unit under the Curriculum Frameworks and Instructional Resources Division, provides eligible educational agencies with state-adopted textbooks and other instructional materials in accessible formats. The CSMT also distributes American Printing House for the Blind (APH) products and textbooks orders for eligible agencies.

To become an IMODS registered user, complete the form below. The username and password will be e-mailed to you.

Eligibility for Ordering: (Check one box)

\_\_\_\_\_ Educators and support personnel employed by a California public school, unified school district or county office of education serving California public school students with print disabilities or other disabilities, may order state-adopted textbooks and other instructional materials in accessible formats from the CSMT.

\_\_\_\_\_ Educators and support personnel serving legally blind students (those registered with APH federal quota program) and also on the list of persons authorized to submit APH federal quota orders.

Name of Educational Agency \_\_\_\_\_ County: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

I serve students who are: (Check all that apply)

Visually Impaired \_\_\_ Hearing Impaired \_\_\_ Deaf/Blind \_\_\_ Learning Disabled \_\_\_  
Orthopedically Impaired \_\_\_ Registered with APH \_\_\_ Other \_\_\_\_\_

**Restrictions:**

User IDs and passwords for this service shall not be shared. Downloading of files is limited exclusively to registered users. The only legal and authorized use of these files is for the production of specialized formats for qualified students with print disabilities. Registered users are responsible for the appropriate use of these files. The copyright for these files is the sole property of the original owner. The copyright notice must be output as it appears in the file. These files or their output may not be sold under any circumstances. The original transcriber credit must be output as it appears in the braille file. This notice is required for complete or partial printings. Privileges will be suspended if copyright holders' rights are violated.

I understand and agree to abide by the above regulations.

Name of the Account Lead for the Local Education Agency (LEA): \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Forward this form to your supervisor for approval. The supervisor must send by e-mail to the CSMT Staff at [csmt@cde.ca.gov](mailto:csmt@cde.ca.gov).

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