Special Learning

Vendor information for Special Learning

For your business office, for a group of 10 or more people. Online: special-learning.com/schools/vendor-information/ · Checked November 15, 2026

Vendor at a glance

Legal name	Special Learning, Inc.
Business address	445 E. Illinois St, Suite 6702, Chicago, IL 60611
Payee and mailing address for checks	Special Learning, Inc., 445 E. Illinois St., Suite 6702, Chicago, IL 60611
Phone	916-264-9651
Email	contact@special-learning.com
Billing email (POs, invoices, vendor forms)	contact@special-learning.com
Website	special-learning.com
W-9	We send our IRS Form W-9 within one business day of your request: write to contact@special-learning.com.

How to buy in four steps

1. Get a written quote	Use our planner, special-learning.com/schools/plan/, or our Staff Training Request (link below). We send a numbered quote your office can approve or raise a purchase order against. It is itemized and valid 30 days.
2. Raise a PO or sign the quote	Under your own procedures, and send it to contact@special-learning.com. Include your tax-exempt ID if your school has one, so it goes on your invoice.
3. We invoice	Against your PO or signed quote. Your invoice carries your PO number and tax-exempt ID.
4. Pay, and training opens	Pay by check, ACH or card. Training opens the moment payment clears; we do not invoice on credit terms. Each person then has 12 weeks from the day they activate their own access. If your office pays on a set cycle, allow time for payment to clear before staff need to start.

Payment methods

Check	Payable and mailed to Special Learning, Inc., 445 E. Illinois St., Suite 6702, Chicago, IL 60611.
ACH	ACH details on request from contact@special-learning.com or 916-264-9651.
Card	Accepted.
Outside the United States	We quote in US dollars and send the school an invoice from Special Learning, Inc. in US dollars, paid by bank wire. Or pay by card in our store. Access opens once payment clears.

What the quote and invoice show

The quote	Numbered and itemized, so you can raise a purchase order against it. Valid 30 days. Outside the United States, in US dollars.
The invoice	From Special Learning, Inc., against your PO or signed quote. It carries your PO number and tax-exempt ID.
What is bought	The Level 1 ABA Online Training Course for groups: $99 a person for 10 or more people, paid once. Each person has 12 weeks from the day they activate their own access. It introduces autism and behavior-support foundations, drawn largely from work with young children in classrooms and homes, for frontline staff who support autistic people.

Vendor setup documents

W-9	We send our IRS Form W-9 within one business day of your request: write to contact@special-learning.com.
Your district's own vendor form	If your district uses its own vendor form, send it to contact@special-learning.com and we return it within two business days.
Your tax-exempt ID	If your school has one, send it with the purchase order or signed quote; your invoice carries your PO number and tax-exempt ID.

Ask for a quote: special-learning.com/schools/plan/ · Outside the US: special-learning.com/schools/#request-quote
Staff Training Request: special-learning.com/schools/paying-for-staff-autism-training/staff-training-request.pdf