



ADA ACCOMMODATIONS POLICY





The State of Ohio has a very diverse population that is dependent upon volunteers in the EMS and Fire services.

We try to accommodate those that need assistance to perform the essential functions of the job.



Americans with Disabilities Act of 1990 (ADA) allows for reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who demonstrate a need for accommodation.



The Division of EMS provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations.



Examples of Accommodations

Enhance Equipment

Private Rooms

Additional Time

Readers



Test accommodations are individualized and considered on a case-by-case basis.

Consequently, no single type of test accommodation (e.g. extra time) would necessarily be appropriate for all individuals with disabilities.



Specific test accommodations should be related to the functional limitations.

It is essential that the documentation of the disability provide a clear explanation of the current functional limitation(s) and a rationale for each requested test accommodation.

A student should work with program directors to determine which test accommodations are appropriate.



Required Documentation

**Individual Educational Plan (IEP)
dated in the last five (5) years;**

**Documentation from a medical or
other qualified professional who
diagnosed the condition;**

**A detailed letter from a certified
vocational evaluator who has
evaluated the student.**



Road Blocks in identifying those with ADA needs.

Appropriate Documentation

Availability of Documentation

Identification of Disability

What accommodations were
provided during training.



Documentation Submitted Must Contain

The nature and extent of disability;

Proposed accommodation;

**Rationale behind the proposed
accommodations; and**

**Type of accommodations made to
the student during training.**



To ensure adequate time to evaluate ADA requests, the accommodation(s) request and all required documentation should be forwarded to the Division of EMS at least thirty (30) days prior to the examination date request.



The Division of EMS Process

ADA request is review by staff.

ADA request with EMS staff
recommendation is forwarded to
ODPS HR for review.

**INCOMPLETE REQUEST WILL
BE RETURNED TO THE
INDIVIDUAL REQUESTING
ACCOMMODATIONS.**



CHECKLIST FOR ADA ACCOMMODATIONS AND REQUEST FOR WRITTEN EXAMINATION ACCOMMODATIONS

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND ATTACH REQUIRED DOCUMENTATION TO THIS FORM PRIOR TO SUBMISSION. INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Student Information:

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone number: () _____

Email Address: _____

Examination Information:

Accommodation is requested for the following examination: _____ (Course Level) to

be administered on _____ (Date and Time) at: _____ (Test Location)

Course / Examination ID#: _____ by _____ (Name of Charter)

Student Letter requesting accommodation

PLEASE MARK ALL THAT APPLY (Please Justify):

____ Separate Testing Area

____ Extended Time

____ Reader as accommodation for learning disability

____ Other: (please specify): _____

Program Director Letter

The applicant has discussed with me the nature of the disability. It is my opinion that because of this applicant's disability, he/she should be accommodated as requested above.

I agree with the accommodations requested.

I disagree with the accommodations requested. (Please include comments):

PLEASE MARK ALL THAT APPLY:

____ Separate Testing Area

____ Reader as accommodation for learning disability

____ Extended Time

____ Other: (please specify): _____

IEP dated within last 5 years (if older than 5 years, include justification as to why it should be reviewed)

Any other supporting documentation regarding disability that applicant would like to have considered in determining accommodations for written testing.



Questions?

