ACCOMMODATIONS POLICY OVERVIEW

It is the policy of Enforcer Educational Services to administer its education courses in a manner that does not discriminate against an otherwise qualified applicant. Enforcer Educational Services offers reasonable and appropriate accommodations for the classroom portions, written exams, and psychomotor components of the education programs for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

Enforcer Educational Services urges candidates requesting any accommodation to submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise. **At a minimum, all requests for accommodations must be received by Enforcer Education Services at the time of class start date.**

Enforcer Educational Services will review each request on an individual basis and make decisions relative to appropriate accommodations based on the following general guidelines:

1. To be considered for an accommodation under the ADA, an individual must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.
2. Only individuals with disabilities who, with or without reasonable accommodations, meet the eligibility requirements for the education programs are eligible for accommodations.
3. Requested accommodations must be reasonable and appropriate for the documented disability and must not fundamentally alter the education program’s ability to carry out the essential portions of the course(s).
4. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations must be qualified to do so
5. Enforcer Educational Services realizes that each candidate’s circumstances are unique and uses a case by case approach to review the documentation that is required.
6. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to Enforcer Educational Services’ staff and consultants only to the extent necessary to evaluate the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.

EMS EDUCATION AND THE ADA

Enforcer Educational Services does not set policy for any other educational institutions regarding appropriate accommodations in the classroom. However, in the interests of public protection and appropriate counseling of prospective EMS students, coordination of National Registry, Texas DSHS, and educational accommodation policies is critical. As EMS educators, we seek guidance from the Disabilities support services connected with our educational institution. As an independent education program that is not sponsored by an institution with disability support, Enforcer Educational Services regularly contacts their State EMS Office for advice. Furthermore, as educators, Enforcer Educational Services abides by the following guidelines:

* No discussion or screening for disabilities, or other addressing of potential disabilities should be performed prior to a student’s admission to a training program. No inquiry may be made of a prospective student about any disability. Aptitude or diagnostic testing may only be required prior to admission if it is required of all students
* The EMT job description, which is included in EMT curricula, should be provided for each student at the beginning of their training.
* At the beginning of a course (but never before the course begins), instructors should inquire if there are students who may request accommodations for disabilities. If students request accommodations, the instructor should refer or advise the individual to contact the state EMS office directly to assure a consistent approach to the application of appropriate accommodations in the classroom.

Educators should request documentation of the disability be sent to the school’s disability coordinator. Accommodations provided in the classroom setting should be approved in consultation with the disability coordinator and a disability expert (generally an educational psychologist).

Students who have stated they have a disability and are seeking an accommodation during an education program should follow Enforcer Educational Services’ policies and procedures in order to have the accommodation met.

REQUESTING AN ACCOMMODATION

Enforcer Educational Services’ education programs have several components including a classroom portion, cognitive exams, and psychomotor examinations, where candidates must perform competently some psychomotor aspects of the job of an EMT and/or EMR.

Candidates requesting accommodations should print out and follow the “How to request an accommodation” step by step guide in the section below. Following these steps, including the timely submission of appropriate documentation, will facilitate Enforcer Educational Services’ review regarding appropriate accommodations.

Although each accommodation request is analyzed separately, some general principles guide Enforcer Educational Services’ decisions. Documentation must be current and provided by a qualified professional. Documents will be reviewed by Enforcer Educational Services’ consultants and approval of accommodations must be obtained by Enforcer Educational Services.

Enforcer Educational Services administers courses and examinations in English only and does not provide accommodations for English language learners or individuals with limited English proficiency as they are not considered disabled under the ADA.

The psychomotor examination evaluates necessary skills and simulations of skills required of an EMT and/or EMR. Use of assistive devices on the psychomotor examination to assist disabled persons to demonstrate psychomotor competency may be permitted provided these same assistive devices can be used safely and effectively on the job. Prior approval of use of any of these devices on an Enforcer Educational Services’ psychomotor examination must be obtained. Decisions cannot be made at the time of the examination. Documentation of a physical disability must be submitted in accordance with Enforcer Educational Services’ guidelines in a timely manner.

RESPONSE AND ROLE REGARDING DISABILITIES

Enforcer Educational Services is committed to the provision of reasonable accommodations which do not compromise the ability of its certification tests to evaluate a candidate’s ability to safely and effectively perform the critical tasks in the provision of EMS care. The program(s) provided by Enforcer Educational Services attest to a standard of care in the interest of public protection. Accordingly, these standard guides the accommodations that can be made for candidates taking an Enforcer Educational Services’ course. Enforcer Educational Services also recognizes that each disability is unique to the individual and all decisions regarding reasonable accommodation are evaluated on a case-by-case basis.

Enforcer Educational Services is an approved education program through Texas Department of State Health Services but does not issue a state license or permit to work. While we do our best to cover as many aspects of pre-hospital care, not all aspects of an EMT’s job are covered in the National Registry cognitive or psychomotor examinations. Accordingly, the state licensing agencies will continue to have the responsibility and authority to determine an applicant’s ability to safely and effectively provide EMS services with respect to those physical and mental skills not tested on National Registry certification examinations.

ABOUT THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) is designed to eliminate unnecessary barriers to people with disabilities in the areas of employment, transportation, public accommodations, public services, and telecommunications. This comprehensive federal act has many sections that affect builders, state and local governments and employers. Title III of the ADA specifically assures that certification test sponsors and education programs must provide appropriate accommodations to otherwise qualified candidates so as to permit candidates to be tested on their true abilities.

HOW TO REQUEST AN ACCOMMODATION

If you are requesting an accommodation on any level in an Enforcer Educational Services program course, you must complete the following steps:

1. Review and Complete the following documents:
* Accommodations Questionnaire
* Accommodations Checklist
* Accommodations Disability Policy
1. Email the following documents to ce@enforcereducation.com**at the time of the class start date:**
* Completed and signed Accommodations Questionnaire
* A letter from an appropriately credentialed professional, such as an educational psychologist with (1) the diagnosis of your disability, (2) specific disability symptoms, and (3) recommendations for accommodations
	+ This information should be written on professional letterhead, dated, and signed
* Psychological evaluation, signed comprehensive assessment report, and accompanying standard scores
* Evidence of previously approved accommodations
* A personal statement written by you describing your disability and its impact on our daily life and educational functioning

\*Please note: Some accommodations requests may require additional documentation

3. Enforcer Educational Services will send you an email to confirm receipt of your documentation and follow up with an Accommodations Letter indicating whether your request has been granted.

4. Once all documents are reviewed, Enforcer Educational Services will send you an Accommodations Letter if it has determined to approve your accommodation. If it is not approved, you will receive a letter of notification explaining the denial.

5. If you have any questions, contact Enforcer Educational Services at ce@enforcereducation.com

**ACCOMMODATIONS POLICY**

**Introduction**

The following information is provided for candidates for Enforcer Educational Services program courses. Candidates requesting program accommodations should share this information with individuals responsible for rendering a diagnosis of the specific disability so that appropriate documentation can be assembled to support the request for accommodations.

The mission of Enforcer Educational Services is to serve the community and First Responder organizations by providing life-saving educational programs to all those that wish to participate. The primary purpose of this educational program is to help protect the public by providing the public, employers, state-licensing agents, and governmental agencies with reliable methods for educating pre-hospital care providers who have met prescribed standards for certification.

The Enforcer Educational Services process consists of different assessment and education components; in-person education, online education, cognitive examinations, and psychomotor skills examinations.

**Cognitive Examinations**

Written examinations are designed to test the knowledge and abilities of the entry level First Responders and Emergency Medical Technicians, as well as any other students we educate in other educational programs. We strive to educate students to provide safe and effective care in the out of hospital environment. As such, the content of the individual examinations reflects the content of the current National EMS Practice Analysis and include questions about the provision of EMS care.

**Practical Examinations**

Practical examinations are designed to test the skills and abilities of the entry level First Responders and Emergency Medical Technicians to provide safe and effective care in the out of hospital environment. As such, the content of the individual examinations reflects the content of the current National EMS Practice Analysis and include a scenario-type format which requires the candidate to demonstrate his/her skills and abilities in a simulated environment which reflects the out of hospital setting. The process is a formal verification of the candidate’s “hands-on” skills and abilities, rather than a teaching, coaching, or remedial training session.

**Policy Overview**

It is the policy of the Enforcer Educational Services to administer its courses and examinations in a manner that does not discriminate against an otherwise qualified applicant. Enforcer Educational Services offers reasonable and appropriate accommodations for the written and practical components of the course programs for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

Enforcer Educational Services urges candidates requesting any accommodation to submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise. At a minimum, all requests for accommodations must be received by Enforcer Educational Services at the time of the scheduled start date.

Enforcer Educational Services will review each request on an individual basis and make decisions relative to appropriate accommodations based on the following general guidelines:

* 1. To be considered for an accommodation under the ADA, an individual must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.
	2. Only individuals with disabilities who, with or without reasonable accommodations, meet the eligibility requirements for certification at the level of the requested examination are eligible for accommodations.
	3. Requested accommodations must be reasonable and appropriate for the documented disability and must not fundamentally alter the program’s ability to assess the essential functions of pre-hospital care, which the test is designed to measure.
	4. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations must be qualified to do so.
	5. Enforcer Educational Services realizes that each candidate’s circumstances are unique and a case by case approach to review the documentation is required.
	6. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to Enforcer Educational Services’ staff and consultants only to the extent necessary to evaluate the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.

**Accommodations Check List**

**How to Apply for Accommodations**

Enforcer Educational Services wants to ensure that all candidates receive a fair and unbiased opportunity to demonstrate their knowledge, skills, and abilities related to EMS. To ensure that each candidate receives a fair opportunity to attend educational courses, Enforcer Educational Services offers reasonable and appropriate accommodations for persons with documented disabilities. Enforcer Educational Services recognizes that each disability is unique to the individual and all decisions regarding reasonable accommodations are evaluated on a case-by-case basis. Enforcer Educational Services complies with the Americans with Disabilities Act (ADA).

1. Review Enforcer Educational Service’s policy on accommodations.

(Send an email to ce@enforcereducation.com if you have questions.)

2. Complete the questionnaire. Print, complete, and sign the questionnaire.

3. Get your supporting documentation\*. Ask your healthcare specialist for the appropriate documentation to support your request. These documents include:

a. A letter from an appropriately credentialed professional, such as a psychologist, with (1) the diagnosis of your disability, (2) specific disability symptoms, and (3) recommendations for accommodations

b. This information should be written on professional letterhead, dated, and signed

c. Psychological evaluation, signed comprehensive assessment report, and accompanying standard scores

d. Evidence of previously approved accommodations

e. A personal statement written by you describing your disability and its impact on your daily life and educational functioning

\*Please note: some accommodations requests may require additional documentation

4. Email it all to the ce@enforcereducation.com

5. Wait patiently while we review the documents and process your request.

6. Watch for our email. We will send you an email with a letter indicating the results of your accommodations review.

a. The letter will provide detailed instructions on what to do next.

b. If more information is required, the letter will explain exactly what is still needed.

c. if the request is denied, the letter will explain why it was denied and what is required of you.

**Questionnaire for Applicants Requesting Accommodations**

**(only to be completed by those requesting an accommodation; this is due at the time of class start date, not before)\_**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the nature of your disability?

* + - Learning Disability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Psychiatric Disability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Physical Disability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- ADHD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To facilitate Enforcer Educational Services’ processing of your request for an application, please provide:

1. All requested documents in support of your request (see the Enforcer Educational Services ADA Policy for specific information as to requested documentation)
2. A personal statement describing your ability and its impact on your daily life and educational functioning.

What accommodations are you requesting?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any prior classroom or test accommodations that you have received. Please include any accommodations you received while attending elementary or secondary school, and/or college:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Certification/Authorization**

I certify that the above information is true and accurate. If the accommodation granted includes extended time for the standard testing time schedule, , I agree that from the time I begin my examination until I have completed it, I will not communicate in any way with any other individuals taking the examination about the content of the examination.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorization for Release of Information**

If clarification of further information regarding the documentation provided is needed, I authorize Enforcer Educational Services to contact the professional(s) who diagnosed the disability and/or those who have provided me with previous accommodations. I authorize such professional(s) and entities to communicate with Enforcer Educational Services in this regard to provide Enforcer Educational Services with such clarification and/or further information.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Next Steps:**

*Submit this questionnaire with supporting documents to* *ce@enforcereducation.com*

*Please allow us time to review the documents and process your request*

*We will send you an email with the status of your request and instructions on what you should do next.*

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