

Reasonable Accommodations and Support Services for Students with Disabilities

Americans with Disabilities Act

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Center for Allied Health Education (The Center) through its program of disability services, empowers students with disabilities to realize their academic potential in its educational programs, by providing reasonable accommodations and support services for eligible students.

Determination made regarding the provision of reasonable accommodations or support services to qualified applicants will apply only to the program the student was enrolled in or applying to at the time the accommodation decision was made.

The Center's program of disability services neither applies to clinical affiliation sites nor any other entity with which there are either separate agreements to provide educational services as a component to or subsequent augmentation of the Center's programs.

The decision of the Center to grant an accommodation in the classroom will not affect the student's need to contact the accrediting agency that publishes the licensing/certification exam nor will our decision affect the review process, which the accrediting agency will undertake. The accommodation provided by the Center will not necessarily be recognized by the accrediting agency for the Written Licensure Examination.

The Center's policy and process is not binding and stands separately from any such policy that an affiliate may or may not have in regards to compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. Similarly, any affiliate's or other entity with a particular program of disability services is not binding and stands separate from any such program of disability services that the Center has or will establish.

The Center will not accept any request for accommodation after a student has been terminated from a program.

Reasonable Accommodations and Support Services

Reasonable accommodations are adjustments to policy, practice, and programs that "level the playing field" and provide equal access to our programs, for students who are determined to be eligible for such accommodations and support services. Student eligibility to receive such reasonable accommodations and support services is determined by the Licensed School Director in consultation with the Program Director and other senior managers, after evaluation of mandatory documentation provided by the student, as discussed below. Students have neither a "as right" to disability services nor appeals to the determination of eligibility.

If eligible, the nature of accommodations provided is determined on a case-by-case basis. Accommodations proposed by students may be denied where they would impose undue hardship on the operation of the Center.

Process for Requesting Accommodations

Objectives

The objective of this process is to receive from the student documentation that, upon review by the Licensed School Director and the Program Director, permits a decision to provide or not to provide, accommodations and, if an accommodation is to be provided, the precise nature of the accommodation.

Starting the Process

Students must submit a request for accommodations to the Licensed School Director. The decision process is executed by the Center with great care and deliberation.

Schedule an Appointment

All students seeking reasonable accommodations or support services begin the process by scheduling an appointment with the Licensed School Director, as indicated above, to receive an explanation of how the determination process works. At the end of this session, the Licensed School Director gives to the student, if the student requests it, the form, Application for Accommodation and Support Services. Please allow at least two weeks for the Licensed School Director to review your application and all supporting documentation. Documentation guidelines may be obtained from the Licensed School Director during the student's initial meeting with the Licensed School Director.

Determination

A student's Application for Accommodation and Support Services will not be reviewed until all documentation is submitted to

the Licensed School Director.

Determination notification is made in writing to the student by the Licensed School Director. The determination notification, if the request is granted, will inform the student of the nature of the reasonable accommodation to be provided. The Center is responsible for arranging for the provision of the accommodation.

If the request is denied, the notification letter will state as such. The student can Request an appointment to meet with the Licensed School Director to discuss the denial.

The Licensed School Director receives and retains all inquiries and requests for accommodation and the required documentation. Requests for accommodation and the related documentation, including medical information, will be retained by the Center for a minimum of six months. Access to information regarding student requests for accommodation is on a “need to know” basis consistent with the requirements of HIPAA. To preserve student confidentiality, all information regarding requests for or delivery of reasonable accommodation is housed in the Student Services Department and access is restricted to staff supporting the Center’s disability services process.

Required Documentation for Application for Accommodation and Support Services Should Meet the Following Criteria:

- Be recent enough to assess the current impact on learning or a major life activity. Please see disability-specific guidelines for more information. Please note that students requesting accommodations due to a chronic medical condition must submit documentation dated within 6 months as well as annually updated documentation.
- Be sufficiently comprehensive to establish clear evidence of a substantial impact on one or more major life activities.
- Be sufficient to establish a direct link between the underlying impairment and the requested accommodations.
- Include a description of what mitigating measures the student has used and whether with such use the student may still require accommodation in order to access programs, activities, and services.
- Be issued by a medical or other qualified, licensed professional, unrelated by birth or marriage to the student, printed on letterhead, dated, signed, and including the professional’s licensing information. No information may be redacted. The Center reserves the right to require that a certified copy of such report be transmitted directly from the evaluator to the Center.

Documentation Also Must Include:

The student’s history of receiving reasonable accommodations and academic adjustments, if such history exists.

Specific recommendations for accommodations as well as an explanation as to why each is recommended as necessary.

Please Note: The student bears any cost incurred in obtaining information required as part of the accommodation request evaluation. Please refer to specific documentation guidelines for each type of disability. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation(s), the Center has the discretion to require additional documentation.

Students must complete the application process and submit disability documentation before they may receive accommodations and services. The Center reserves the right to deny services or reasonable accommodations while the receipt of appropriate documentation is pending.

Documentation written in a language other than English must be translated by an independent firm that is engaged in this specific function. Both the translated documents and original non-translated documents are to be transmitted to the Licensed School Director on the letterhead of this independent entity stating the date the translation was executed, the name and contact information of the individual executing the translation and all documents notarized. Translations by an individual who is not employed by this independent entity or by an individual who is related by birth or marriage to the student will not be accepted.

Review of Accommodation Decisions

If a request for an accommodation is denied or if a proffered accommodation is unacceptable to the student, the student may discuss the situation with the Licensed School Director who will review the matter and attempt to resolve it. If a resolution is not achieved, the Licensed School Director will apprise the President & CEO of the issues and the President & CEO will make the final decision

Campus Accessibility for Students with Disabilities

Center for Allied Health Education’s facility is accessible to students with disabilities. The main entrance is wheelchair accessible and there is an elevator to the lower level.