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Emergency Medical Services
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Title: **Alternative Fire Testing For ADA Candidates**

Policy Number: **FP - 004**

Date: April 26, 2005

Rational: To give accommodations to eligible candidates with a disability.

A student in a chartered fire training program who is eligible to take the state final written examination may file a request with the Division of Emergency Medical Services (EMS) for reasonable accommodations. Any student in a chartered training program with a documented disability, as that term is used in the American with Disabilities Act (ADA), may qualify for reasonable accommodations.

The chartered institution is required to advise all students that they may request reasonable accommodations for the final written examination. Once a request has been made, the chartered training program must abide by the following guidelines in documenting their disability.

1. The Division of Emergency Medical Services shall examine all request for reasonable accommodations and may approve a request if the following documentation is provided:
 - A. A statement from the Program Director of the chartered training program documenting the following details:
 1. The type of accommodations granted to the student while in the training program.
 2. Justification for the accommodations granted while in the training program.
 3. Verification that the student has successfully completed all of the program requirements for successful completion up to the date of request.
 4. Details of the disability and the type of accommodations being requested.
 5. Individual that will be administering the examination. Such individual must be associated with an educational institution with experience giving exam accommodation.
 - B. A signed statement by the student requesting the type of accommodations needed.
 1. If he or she wants a computer or paper exam.

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

2. A current address.
- C. A detailed letter from the student's physician or a licensed professional healthcare provider who has diagnosed or treated the student, or a certified vocational evaluator who has evaluated the student. The letter must contain the following:
 1. The nature and extent of disability;
 2. Proposed accommodation;
 3. Rationale behind the proposed accommodations;
 4. Type of accommodations made to the student during training.
2. Request for accommodations shall be granted based upon the following:
 - A. The student is a qualified individual with a disability who otherwise is eligible to take the state final examination;
 - B. Accommodations are necessary to give the student an unbiased opportunity to take the examination.
3. The Division of EMS shall determine whether requested accommodations are deemed reasonable.
4. A representative of a local educational institution shall administer the examination through a chartered institution based on the accommodations granted by the Division of EMS. Such representative must have experience in the administration of exams and accommodations and shall be approved by the Division of EMS prior to administering special accommodations. The chartered training program must make arrangements to ensure the security of the examination and the integrity of the testing process.
5. The student is responsible for arranging and bearing the cost for appropriate evaluation.

Program Director

Date

Administrator of Chartered Program

Date