

References:	PRO BOARD CRITERIA: PA1 OG 5903, CANDIDATE GUIDEBOOK	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy regarding accommodating candidates with disabilities.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, evaluators, and proctors to be familiar with this guideline and make every reasonable effort to accommodate candidates with disabilities. It is the responsibility of the Academy to ensure that they have been given the proper training to conduct their duties as an instructor, evaluator, or proctor.

2.0 PROCEDURES

- 2.1. It is the responsibility of the Academy to ensure all candidates meet the minimum physical requirements as outlined in NFPA 1500 or those physical requirements of the authority having jurisdiction.
- 2.2. It is the responsibility of the Academy to ensure that the training facilities meet local and/or provincial disability codes and regulations.
- 2.3. It is the responsibility of the candidate to notify the Academy of the disability.
- 2.4. Once a disability has been identified the Academy will request a Doctor's note identifying the required accommodation.
- 2.5. The Academy will determine if it can accommodate the disability.
 - 2.5.1. If the disability cannot be accommodated, the Academy will notify the candidate with an explanation.
 - 2.5.2. If the disability can be accommodated, the Academy will notify the lead evaluator with the details of the accommodation which will be kept in strict confidence.
- 2.6. The Academy Director's decision will be final.



Karen Fry
Academy Director

December 22, 2017

Date