# ADA Accommodation Form

Fire Service Training (FST) will provide reasonable and appropriate accommodations to qualified candidates. This form must be filled out and signed by the candidates Chief Officer, or Training Officer. This form is confidential and will not be shared with anyone outside of FST staff.

The ADA Accommodation form is used for FST Written Exams in training and testing only and NOT pre/employment relation. The AHJ is responsible for their own employment ADA accommodation policy. By signing the Certification Application, the AHJ certifies that under their policies and procedures, the applicant meets the medical and physical fitness requirements required for the manipulative testing portion to perform firefighter duties.

|  |  |  |
| --- | --- | --- |
| **APPLICANTS FULL NAME** | **AKA’s** | **DOB** |
| **WRITTEN TEST DATE** | **TRAINING/TEST LOCATION** | |
| **AFFILIATED DEPARTMENT** | | |
| Select accommodation(s) below: | | |
| **A testing room separate from other exam candidates, with a reader provided by FST.** | | |
| **A testing room to oneself with an FST proctor to observe and maintain the security of the exam. (Applicant is allowed to read the questions out loud to oneself).** | | |
| **The questions printed in a larger font (approximately 20% larger),** | | |
| **The test to be copied on off-white paper (e.g., cream-colored).** | | |
| **Additional time (25% more) to complete the exam.** | | |
| **Other:** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| I hereby request testing accommodation for the applicant listed above. I am familiar with the applicant’s condition and do hereby certify that there is a legitimate medical reason for accommodation. | | | |
|  | | | |
| NAME (PLEASE PRINT) |  | TITLE |  |
|  |  |  |  |
| SIGNATURE |  | DATE |  |
|  |  |  |  |

**Email completed form to** [***fst@cte.idaho.gov***](mailto:fst@cte.idaho.gov) **OR Fax to 208-429-5559**

ADA Testing Accommodation Information

Individuals with disabilities can have many different types of limitations that affect their abilities to take tests. These individuals may need accommodations when taking employment exams, standardized tests, licensure exams, and classroom exams. Individuals with disabilities who are protected by disability legislation (such as the Americans with Disabilities Act and the Rehabilitation Act) can ask for, and receive, accommodations in order to take tests.

The Americans with Disabilities Act (ADA) ensures that individuals with disabilities have the opportunity to fairly compete for and pursue such opportunities by requiring testing entities to offer exams in a manner accessible to persons with disabilities. When needed testing accommodations are provided, test-takers can demonstrate their true aptitude.

**Testing accommodations are changes to the regular testing environment and auxiliary aids and services**[**2**](https://www.ada.gov/resources/testing-accommodations/#fn:2)**that allow individuals with disabilities to demonstrate their true aptitude or achievement level on standardized exams or other high-stakes tests.**

**A person with a history of academic success may still be a person with a disability who is entitled to testing accommodations under the ADA.** A history of academic success does not mean that a person does not have a disability that requires testing accommodations. For example, someone with a learning disability may achieve a high level of academic success, but may nevertheless be substantially limited in one or more of the major life activities of reading, writing, speaking, or learning, because of the additional time or effort he or she must spend to read, write, speak, or learn compared to most people in the general population.

**Individuals with disabilities are eligible to receive necessary testing accommodations.** Under the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, or thinking) or a major bodily function (such as the neurological, endocrine, or digestive system). The determination of whether an individual has a disability generally should not demand extensive analysis and must be made without regard to any positive effects of measures such as medication, medical supplies or equipment, low-vision devices (other than ordinary eyeglasses or contact lenses), prosthetics, hearing aids and cochlear implants, or mobility devices.

All testing entities must adhere to the following principles regarding what may and may not be required when a person with a disability requests a testing accommodation.

* **Documentation. Any documentation if required by a testing entity in support of a request for testing accommodations must be reasonable and limited to the need for the requested testing accommodations.** Requests for supporting documentation should be narrowly tailored to the information needed to determine the nature of the candidate’s disability and his or her need for the requested testing accommodation. Appropriate documentation will vary depending on the nature of the disability and the specific testing accommodation requested.

Examples of types of documentation include:

* Recommendations of qualified professionals;
* Proof of past testing accommodations;
* Observations by educators;
* Results of psycho-educational or other professional evaluations;
* An applicant’s history of diagnosis; and
* An applicant’s statement of his or her history regarding testing accommodations.

Depending on the particular testing accommodation request and the nature of the disability, however, a testing entity may only need one or two of the above documents to determine the nature of the candidate’s disability and his or her need for the requested testing accommodation.

**To view model testing accommodation practices and for more information about the ADA, please visit our website or call our toll-free number:**

* ADA Website: [www.ADA.gov](https://www.ada.gov/)
* [ADA Information Line](https://www.ada.gov/): 800-514-0301 (Voice) and 1-833-610-1264 (TTY); M, Tu, W, F: 9:30am - 12pm and 3pm - 5:30pm ET, Th: 2:30pm - 5:30pm ET
* Model Testing Accommodation Practices Resulting From Recent Litigation: [http://archive.ada.govlsac\_best\_practices\_report.docx](http://archive.ada.gov/lsac_best_practices_report.docx)

Additional resources for ADA accommodations can be found on the Job Accommodation Network:

* [Technical Assistance Manual for Title I of the ADA (askjan.org)](https://askjan.org/publications/ada-specific/Technical-Assistance-Manual-for-Title-I-of-the-ADA.cfm#spy-scroll-heading-81)

**Contact FST with any questions**

**Testing Coordinator Cindy Cook: 208-605-4547**

**Or**

**Director Brad Terry: 208-605-4546**