

Subject: Certification
Special Accommodations for Testing

Associated Policies:

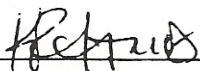
- I. Authority and Reference (incorporated herein by references)
 - A. Division 2.5 of Health and Safety Code
 - B. California Code of Regulations, Title 22
 - C. North Coast EMS Policies and Procedures
 - D. California EMS Authority Guidelines for Disabled EMT-Paramedic State Written Examination Applicants Requesting Special Accommodations

- II. Purpose
To provide a method by which disabled applicants may request and receive special accommodations necessary to complete the written certification/authorization/accreditation examinations.

- III. Policy
 - A. North Coast EMS will offer special accommodations at written examination sessions, when necessary to accommodate disabled applicants. In order to receive approval for special accommodations, the following information is required at least thirty (30) days prior to the testing session:
 - 1. A letter from the applicant requesting special accommodations. The letter should explain the request in detail (e.g., need for complete silence, a reader, extra time for testing, etc.); and
 - 2. A letter from an appropriate medical professional confirming diagnosis of the disability and naming the specific disability. If the disability is a “specific learning disability” the letter should be specific as to the area of disability (e.g., visual speed processing, comprehension skills, etc.). The letter must also include recommended modifications of the testing procedure.
 - B. If special accommodations are approved, it may be necessary to reschedule the test date so suitable arrangements can be made.
 - C. If special accommodations are approved, the applicant must sign a North Coast EMS Special Accommodations Administration Waiver Form.
 - D. The North Coast EMS Medical Director reserves the right to deny certification/authorization/accreditation to any applicant for occurrence of a physical disability to the extent that a reasonable and prudent person would have reasonable cause to believe that the ability to perform the

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duties normally expected by their level of certification may be impaired
(Health and Safety Code, Section 1798.200).

Approved: 

Approved as to Form: 