

# The Fiber Optic Association, Inc.

1223 Wilshire Blvd #820, Santa Monica, CA 90403

1-760-451-3655 Fax 1-781-207-2421

Email: info@thefoa.org <http://www.TheFOA.org>

## Special Accommodations for Disabled Applicants

The FOA shall provide Reasonable Accommodation to disabled applicants within the meaning of the Fair Employment and Housing Act (Government Code § 12940) and Title I of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). To ensure that Reasonable Accommodation is made, whenever possible, the FOA will engage in good-faith processes with applicants who, because of a disability, need special arrangements to enable them to take an FOA exam.

All applicants for an examination, or a reexamination, who desire special testing accommodations because of a disability, must complete the section on the application indicating special accommodations are required.

To take advantage of special testing arrangements, a candidate with impaired sensory ability, manual ability, speaking skills, or other disabilities requires a letter from a licensed physician, social worker, psychologist, or other pertinent professional. The letter must be written on the professional's letterhead and include the professional's title, address, telephone number, and date. The letter must also include a diagnosis of the disabling condition and explain why special testing arrangements are necessary. The letter must have an original signature from the professional and be dated no more than 5 years before the application. Faxes and photocopies will not be accepted.

A candidate with a learning disability must submit a request for special accommodations in writing and include it with the application. The request must include a diagnosis of the disability and follow the same documentation requirements as stated in the previous paragraph. The request must stipulate the necessary accommodations. The FOA staff will work with the candidate to determine acceptable accommodations.

If you have a disability covered by a national disabilities program (e.g., Americans with Disabilities Act), and you wish to request accommodation for a qualified disability, please complete this form AND the Healthcare Documentation of Disability Related Needs Form so your request can be processed efficiently. The information you provide, along with any documentation regarding your disability and your need for accommodation in testing, is strictly confidential.

## Special Accommodations Request

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

I request special accommodations (please indicate in the table below), for the (preferred date of exam) \_\_\_\_\_ administration of the FOA \_\_\_\_\_ exam. I understand that the FOA Certification Committee may require a fee to defray the costs of these accommodations, as may be permitted by law.

Please provide (check all that apply):

- Accessible testing site
- Separate testing area
- Special seating
- Reader
- Extended testing time (time and a half)
- Other ADA special accommodations as authorized by a qualified medical professional (please specify):

Applicant's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Healthcare Provider's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Return this form with your exam application information to the certification office a minimum of 45 days prior to the date you wish to take the exam.

The FOA shall process applications for accommodations of special needs as follows:

- Applications for accommodation of special needs are received by the certification body from the candidate.
- Applications for accommodation of special needs are reviewed for completeness.
- Applications for accommodation of special needs are sent to appropriate accommodation consultant for review.
- Applications for accommodation of special needs are approved or denied. Denied candidates are provided opportunity to appeal the decision.
- Arrangements are made for special accommodations for approved candidates.
- Records of the procedure are placed in the candidate files.