

**NORTH CAROLINA DEPARTMENT OF JUSTICE  
CRIMINAL JUSTICE & SHERIFFS' STANDARDS DIVISIONS**

**Request for Accommodation**

I. Accommodation Policy

It is the policy of \_\_\_\_\_ (hereinafter the "school") and the North Carolina Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission to provide students with disabilities every reasonable opportunity to participate in Commission sanctioned courses and to meet course requirements. In accordance with guidelines established by the Commission, requests for accommodation in meeting Commission- mandated course requirements will be reviewed by the Commission staff, which will assist the school in determining whether the proposed accommodation will reasonably allow the student to achieve credit from the Commission for course completion. The recommendation of the Commission staff will be based upon the student's demonstrated ability to fulfill the essential job functions of a law enforcement officer.

Evaluations and opinions rendered by the Commission staff are for the purpose of determining whether an applicant for certification as a law enforcement officer should receive credit for the Commission-mandated courses undertaken at the school. The school will similarly need the information requested to make a determination of whether the requested accommodation will allow the student to safely and fully comply with the course requirements.

II. Instructions

If you believe you will require an accommodation by the school to assist you in meeting any Commission-mandated course requirements or essential job functions, please complete this form, including as much information as you think will be helpful to the school and the Commission staff in making a determination, and submit it to your course instructor. The school will forward this form and any additional suggestions for accommodations of your disability to the Commission staff to solicit their interpretation.

Because of the high risk of harm to the public and the officer, the essential job functions must be accomplished without deviating from the minimum standards. However, all requests for accommodation will be considered and evaluated to determine if the proposed accommodation is reasonable and, with the accommodation, you can perform the essential job functions of a law enforcement officer.

*NOTE: An advisory opinion that your proposed accommodation is not reasonable will not result in your automatic exclusion from the program offered by the school.*

AGENCY/COLLEGE \_\_\_\_\_

SCHOOL DIRECTOR \_\_\_\_\_

1. Please describe your disability and how you think it may limit your course participation: (Unless the disability is obvious, (e.g. missing limb), the student shall submit certification from a physician or other qualified professional confirming the nature and scope of the disability)

2. Please provide the information requested below for each course requirement for which you believe you will require an accommodation. You should consult with your school director if you have any questions about course requirements or schedule testing dates. Course objectives will be provided to the student by the school director upon request. (If necessary, use additional pages.)

COURSE REQUIREMENTS

PROPOSED ACCOMMODATION

**ACKNOWLEDGMENT AND CONSENT:** I understand and acknowledge that the determination of whether these proposed accommodations meet the minimum standards of this course, as illustrated

by the essential job functions, will be made after the Commission reviews the materials I submit. In order to assist the school and Commission staff in making its determination, I hereby consent to the release of information to the school and Commission staff all information contained on this form and any other information I have provided to the school concerning my disability.

DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_

**NOTICE TO STUDENTS:** THE COMMISSIONS' GUIDELINES STATE THAT REQUEST FOR REVIEW OF PROPOSED ACCOMMODATIONS MUST BE SUBMITTED TO THE COMMISSION NO LATER THAN THE SECOND DAY AFTER THE COURSE ORIENTATION BLOCK OF INSTRUCTION. THEREFORE, YOU SHOULD MAKE SURE THAT THIS FORM IS COMPLETED AND SUBMITTED TO THE SCHOOL DIRECTOR AS SOON AS POSSIBLE, SO THAT THE SCHOOL DIRECTOR CAN FORWARD IT TO THE COMMISSION STAFF IN A TIMELY MANNER.

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