



**NORTH CAROLINA DEPARTMENT OF JUSTICE  
CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS DIVISION**

**Request for Accommodation – General Instructor Training**

I. Accommodation Policy

It is the policy of \_\_\_\_\_ (hereinafter the "school") and the North Carolina Criminal Justice Education and Training Standards Commission (hereinafter the "Commission") to provide students with disabilities every reasonable opportunity to participate in General Instructor Training and to meet course and/or state examination requirements. In accordance with guidelines established by the Commission, requests for accommodation in meeting Commission-mandated course and/or state examination 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 requirements for certification as a general instructor.

Evaluations and opinions rendered by the Commission staff are for the purpose of determining whether an applicant for certification as a General Instructor should receive credit for the Commission-mandated General Instructor Training 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 and/or state examination requirements and/or result in a fundamental alteration to the nature of the course.

II. Instructions

If you believe you will require an accommodation by the school to assist you in meeting any Commission-mandated course and/or state examination requirements, 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.

All requests for accommodation will be considered and evaluated to determine if the proposed accommodation is reasonable and, with the accommodation, you can safely and fully comply with the course and or state examination requirements.

*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.*

ACADEMY/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 and/or state examination 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/STATE EXAM 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 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.

I do not request/require an accommodation.

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

\_\_\_\_\_  
[Sign your name here]

**NOTICE TO STUDENTS:** 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 AND A DECISION REGARDING YOUR REQUEST CAN BE MADE IN A TIMELY MANNER.

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