



Terms and Conditions Accommodation for Students with Disabilities

INTRODUCTION

The CE Shop, LLC. (“The CE Shop”) is dedicated to providing opportunities for all qualified students to participate fully in the academic environment. While The CE Shop is not subject to Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990, The CE Shop recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving the above. The CE Shop is committed to making reasonable accommodations for students with qualifying disabilities and making its educational offerings accessible as required by applicable law. Notwithstanding anything in the above to the contrary, The CE Shop cannot make accommodations that fundamentally alter the nature of The CE Shop’s courses, cause unreasonable burdens on The CE Shop, or create a direct threat to the health or safety of its students or others.

It is the responsibility of the student to request an accommodation and to follow the processes set forth in this policy. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses not to have any accommodations is under no obligation to seek or obtain one.

Nothing in this policy is intended to provide less substantive benefits or procedural protections than are required by the law. Likewise, nothing in this policy is intended to provide greater substantive benefits or procedural protections than required by the law. The specific language of such laws and controlling interpretations thereof are incorporated by reference herein and in the event of any apparent discrepancy between the language of this policy and such legal authority, The CE Shop’s obligations will be determined exclusively by the latter.

DEFINITIONS

“Disability” means, with respect to an individual, a “physical or mental impairment” that substantially limits one or more of the “major life activities” of such individual, having a “record of such an impairment,” or “being regarded as having such an impairment.”

The term “disability” does not include:

Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders;

Compulsive gambling, kleptomania, or pyromania; or

Psychoactive substance use disorders resulting from current illegal use of drugs. “Drug” means a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

“Physical or mental impairment” means:



Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine;

Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities;

Examples of “physical or mental impairment” include, but are not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

“Major life activities” means: functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

“A record of such impairment” means the person has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

“Being regarded as having such an impairment” means:

Has a physical or mental impairment that does not substantially limit major life activities but is being treated by a qualified medical entity as constituting such a limitation;

Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

Has none of the impairments defined in paragraph (a) of this definition but is being treated by a qualified medical entity as having such an impairment.

Some disabilities are visible, while others, such as learning disabilities or psychiatric disorders, are “invisible” or not apparent. Factors such as fatigue, pain, or medication side effects can also aggravate an existing disability.

IDENTIFICATION OF STAFF AND ROLES

Section 504 of the Rehabilitation Act requires covered schools to designate at least one individual who will coordinate compliance with the statute. That person is as follows:

Disability Coordinator

The CE Shop has an assigned Disability Coordinator who is the primary contact for students for



information related to requesting an accommodation, appealing the denial of a requested accommodation, or access issues. Students requesting accommodations should contact the Disability Coordinator for Letters of Accommodation.

President

The Disability Coordinator and the President of The CE Shop shall review and evaluate all requests for accommodation(s) and are authorized to:

- determine disability status;
- grant requests for accommodation; deny requests for accommodation;
- grant accommodations that may differ from those requested;
- seek from the student additional documentation needed to make such determinations.

PROCEDURES

Certification and Accommodation

The CE Shop has adopted a two-part process for evaluating and providing reasonable accommodations for its students with qualifying disabilities. Certification is the first stage and is the process by which the Disability Coordinator and the President of The CE Shop review documentation submitted by the student to determine whether the student qualifies as a disabled student. Accommodation is the second stage and is the process by which the Disability Coordinator and the President of The CE Shop formulate an appropriate accommodation for students who are certified as eligible for accommodation.

All students seeking an accommodation for a disability must complete the process of obtaining certification of a qualifying disability and obtaining a written Letter of Accommodation from the Disability Coordinator and the President of The CE Shop. This process assists The CE Shop in making consistent principled decisions with regard to student accommodations and provides guidance to students on the proper manner of accommodating a disability without compromising the fundamental nature of the academic course, causing an unreasonable burden on The CE Shop, or causing a direct threat to the health and safety of others. All requests for accommodations shall be made in accordance with the contents of these policies and procedures.

Certification Phase

Any student requesting an accommodation should complete and submit a completed Request for Accommodation form to the Disability Coordinator prior to the start of each course. A true and correct copy of the Request for Accommodation form is attached to this Term and Condition.

The Request for Accommodation form has two sections. Section I is completed by the student and requires that the student provide:



A description of the student's disability, including the manner in which the disability limits major life activities relevant to the student's participation in the learning environment; and a description of the specific accommodation(s) requested.

This section also contains a release section permitting information to be shared with other relevant individuals on a need-to-know basis.

Section II of the Request for Accommodation form is to be provided by an objective professional qualified to diagnose the disability at issue, verifying the nature and extent of the disability and the manner in which the disability limits major life activities relevant to a student's participation in educational courses. Thus, this section should contain information to both establish the disability and to provide adequate information on the functional impact of the disability so that effective accommodations can be identified. Objective professionals include licensed physicians, psychologists, audiologists, speech pathologists, licensed clinical social workers, rehabilitation counselors, marriage and family therapists, learning disability specialists, or other appropriate certified/licensed professionals. The documentation should provide the Disability Coordinator and the President with a basic understanding of the student's disability and enough information to anticipate how the current impact of the disability is expected to interact with The CE Shop's structure of courses, testing methods, and course requirements. Section II sets out the particular information needed from the professional.

If a student has existing, current documentation of his/her disability from his/her healthcare provider or diagnostic professional, it may be attached to the Request for Accommodation form, thereby relieving the professional from duplicating the information requested in Section II (provided it meets the criteria requested in Section II). Documentation for eligibility should be current, preferably within the last three years (the age of acceptable documentation is dependent upon the disabling condition, i.e., older documentation may be accepted for conditions that are permanent).

The CE Shop treats all documentation submitted by or on behalf of the student as confidential information shared only on a need-to-know basis.

Accommodation Phase

Once the Disability Coordinator and the President of The CE Shop have certified a student is eligible for an accommodation, the Disability Coordinator works with the student to formulate a proposed course of action to accommodate the student's disability in alignment with this Term and Condition.

It is important to note that documentation of any one specific disability does not automatically mean the student will be provided any specific accommodation. Likewise, the specific accommodation recommended by the professional may not always be granted. Reasonable accommodations are individually determined and based on the functional impact of the condition and its likely interaction with the environment. Consequently, the accommodation provided to the student will vary individually such that those with the "same" disability may be provided different accommodations and such that the same individual may be provided a different accommodation



depending on the environment.

Accommodation

The CE Shop will provide only reasonable accommodations. Accommodations are reasonable when they do not fundamentally alter the nature of a course or service, do not represent an unreasonable financial or administrative burden to The CE Shop, and do not pose a direct threat to the health or safety of others. There are several kinds of reasonable accommodations available that preserve essential academic course requirements while minimizing the effect of a certified disability on a student's performance.

A student who requests an accommodation after beginning or completing a course may not have his or her previous coursework reexamined or expunged even if the student can show that he or she had a disability at the time of the coursework in question.

Any final reasonable accommodation must be approved by the President of The CE Shop in his or her sole discretion.

Modification of Accommodation

Note that initial accommodations will be effective until later modified for a number of reasons including, but not limited to:

- The student or school realizes that the accommodation is not effective or no longer necessary;
- The School substitutes an equally effective accommodation for reasons of administrative efficiency.

Students who believe their existing accommodation is no longer effective or necessary should submit an additional Request for Accommodation form to the Disability Coordinator as soon as they become aware of the need for the modification or cancellation.

Adequate Notification Time

Student must provide seven (7) to ten (10) business days' notice on order for accommodation to be properly processed.

The CE Shop will make all reasonable efforts to respond to a Request for Accommodation and arrange for any granted requests before the course/exam commences. However, The CE Shop cannot guarantee that all requests will be resolved by the date the student wishes to start course/take exam. A student who submits a Request for Accommodation with insufficient time for the Disability Coordinator and the President of The CE Shop to reasonably consider and process a request before the course commences/scheduled exam, may opt either to attend course(s)/exam without the requested accommodation or to delay attending course(s)/exam until the request is decided.

Upon determination by the Disability Coordinator and the President of



The CE Shop of the reasonable accommodation, the Disability Coordinator will notify the student of the granted accommodation.

STUDENT RECORDS

The CE Shop will maintain appropriate confidential records that identify students with disabilities. These records shall include the student's name, address, nature of disability, support services needed, documentation provided by the student, appeal records, Letter of Accommodation, and other documentation related to any request for accommodation. All such records, including student medical records, shall be considered "education records" protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Although certain medical records are not considered "education records" under FERPA, this exception does not apply to student medical records maintained by a school to provide services to a student with disabilities. Consequently, accommodation-related records will be protected in accordance with FERPA and its regulations. Information may be released with the student's informed consent in accordance with FERPA or other applicable law.