



## ADA Accommodations

### Purpose

The purpose of this policy is to confirm that the Certification Council for Professional Dog Trainers conforms to the requirements of the Americans with Disabilities Act.

### Policy

It is the policy of the Certification Council for Professional Dog Trainers (CCPDT) to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the American with Disabilities Act (ADA), accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to the certification process offered by the CCPDT.

Written examinations offered by the CCPDT must either be given in a place and manner accessible to persons with disabilities or be made accessible through alternative means. In order to do so, the CCPDT will:

- Assure that the examination measures what it is intended to measure
- Modify the examination format when necessary (e.g., permit additional time)
- Provide auxiliary aids (e.g., taped exams, interpreters, large print, or qualified readers) unless they would fundamentally alter the measurement of the skills or knowledge that the examination is intended to test or would result in an undue burden
- Administer examinations in a facility that is accessible

Skills examinations offered by the CCPDT provide for the candidate to videotape their training or behavior practices in a place of their choosing.

Those candidates seeking special testing arrangements for the written examination should submit the Application, Examination Fee, and a completed and signed Request for Special Accommodations Form, available from [www.ptcny.com](http://www.ptcny.com) or by calling PTC at (212) 356-0660. Requests for testing for individuals with special needs must be received at least eight (8) weeks before the testing date. PTC shall consider all such requests and, if the request is deemed appropriate to the circumstances and does not create an undue burden on the resources of PTC or the CCPDT, the requested accommodation may be made. In the event PTC determines that it does create an undue burden on the resources of PTC or the CCPDT, the CCPDT Board of Directors will try to offer a reasonable alternative. If no alternative is available, PTC will not accept the application of the candidate for the written examination and will refund the testing fee in full. The determination of accommodations will be made within four (4) weeks of the date of the initial request. A decision of the CCPDT Board of Directors is final.

Those candidates seeking special testing arrangements for the skills examination should direct their requests in writing to the Board of Directors of the CCPDT at [board@ccpdt.org](mailto:board@ccpdt.org), describing the nature of the request and the desired accommodation, at least eight (8) weeks before the start of the testing period. The Board shall consider all such requests and, if the request is deemed appropriate to the circumstances and does not create an undue burden on the resources of the CCPDT, the requested accommodation may be made. In the event the Board

determines that it does create an undue burden on the resources of CCPDT, the Board will try to offer a reasonable alternative. If no alternative is available, the Board will not accept the application of the candidate for the skills examination and will refund the testing fee in full. The determination of accommodation will be made within four (4) weeks of the date of the initial request. A decision of the Board of Directors is final.