



# KENTUCKY FIRE COMMISSION

## ACCREDITED CERTIFICATION PROGRAM

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## ORAL TESTING PROCEDURES FOR COGNITIVE CERTIFICATION EXAMS

### SECTION VIII

If a candidate has a disability identified by an appropriate professional as defined in the American Disabilities Act of 1992, the following procedures are to be followed:

1. It is the candidate's responsibility to notify the Commission with documentation of the disability at the time of application of the need for an oral test.
2. Upon receipt of the request, the FFI/II testing committee designee will review the request and determine if an oral exam is in order.
3. A special date and time shall be set for the oral test to be given.
4. A person unfamiliar with the subject matter being tested shall read the test into a tape recorder.
5. The audiotape of the test and an answer sheet will be given to the proctor.
6. Upon completion of the test the proctor will collect the answer sheet and tape.
7. The exam materials and audiotape shall be forwarded to the Area 9 office for grading.





## Kentucky IFSAC Accredited Examination Accommodations Disability Policy

### **Introduction**

The following information is provided for candidates for Kentucky Fire Commission Accredited Firefighter Certification. Candidates requesting examination accommodations should share this information with individuals responsible for the rendering a diagnosis of the specific disability so that appropriate documentation can be assembled to support the request for accommodations.

The mission of the Kentucky Fire Commission is to serve as the state firefighter certification organization by providing a valid, accredited process to assess the knowledge and skills required for competent firefighting professionals throughout their careers thereby providing for the safety and welfare of the public they serve.

The accredited certification process consists of two assessment components; written examination and a psychomotor skills examination.

### ***Written/Cognitive Examinations***

Written examinations are designed to test the knowledge of Kentucky firefighters to provide safe and effective service to its citizens. As such, the content of the examinations reflect the content of current National Fire Protection Association's Professional Qualification Standards for firefighters.

### ***Practical/Psychomotor Skills Examinations***

Kentucky Fire Commission firefighter certification examinations are designed to test the skills and abilities of Kentucky firefighters to provide safe and effective service to its citizens. As such, the content of the examinations reflect the content of current National Fire Protection Association's Professional Qualification Standards for firefighters.

The process is a formal verification of the candidate's "hands-on" skills and abilities, rather than a teaching, coaching, or remedial training session.

### **Policy Overview**

It is the policy of the Kentucky Fire Commission to administer its certification examinations in a manner that does not discriminate against an otherwise qualified applicant.



## Kentucky IFSAC Accredited Examination Accommodations Disability Policy

The Kentucky Fire Commission offers reasonable and appropriate accommodations for the written and practical components of the registration examination for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

The fire commission urges candidates requesting any accommodation to submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise. **At a minimum, all requests for accommodations must be received by the Area 9 office of the fire commission no less than three (3) weeks before a scheduled test date.**

The fire commissions IFSAC Accreditation manager will review each request on an individual basis and make decisions relative to appropriate accommodations based on the following general guidelines:

1. To be considered for an accommodation under the ADA, an individual must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.
2. Only individuals with disabilities who, with or without reasonable accommodations, meet the eligibility requirements for certification at the level of the requested examination are eligible for accommodations.
3. Requested accommodations must be reasonable and appropriate for the documented disability and must **not** fundamentally alter the examination's ability to assess the essential functions of a firefighter, which the test is designed to measure.
4. Documentation demonstrating the current level of functioning of a candidate must be no older than three (3) years to help ensure accommodations are based on assessment of the disability's current impact on the candidate's ability to take the examination.
5. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations must be qualified to do so.
6. The fire commission realizes that each candidate's circumstances are unique and a case by case approach to review the documentation is required.
7. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to fire commission staff and consultants only to the extent necessary to evaluate the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.
8. Any appeal to denial by the accreditation manager for accommodations shall be made to the E&E Committee of the Kentucky Fire Commission for a final decision.



## Eligibility for Accommodations for Accredited Certification Due to Disability

The Kentucky Fire Commission will offer reasonable and appropriate accommodations for the written component of the IFSAC Accredited Certification examination for those persons with documented disabilities.

The fire commission does not permit proctors or guests to read an exam to a candidate.

Those persons requesting accommodations for the written component of a certification examination must submit documented evidence of a learning disability. Appropriate documentation must be submitted by the applicant and must be received 1 month prior to the examination.

Documentation of a specific learning disability must include one of the following: Evidence of a previously documented learning disability in reading decoding, reading comprehension, or written expression. Such documentation is described as follows: Diagnosis of a learning disability in the area(s) of reading decoding, reading comprehension and/or written expression, based upon the results of standardized psycho educational assessment including an Individually administered standardized measure of intelligence and an individually administered standardized measure of achievement in reading decoding, reading comprehension and/or written expression. All persons requesting special accommodations for the written examination will be required to submit the scores obtained on individually standardized measures of intelligence and achievement. Both standard scores and grade equivalent scores are required.

A learning disability diagnosis should be made by a qualified professional, according to the criteria outlined in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV; American Psychiatric Association, 1994).

The following should also be included in the documentation: developmental and academic history, current cognitive functioning, thorough investigation of deficit areas; reasonable consideration of alternative diagnosis and rationale for diagnosis. Results of previous psycho educational evaluations and IEPs (Individual Education Plan) will be helpful information to include. However, a recent evaluation (within the past five years) must be included. If no such assessment has been conducted, then the applicant is responsible for obtaining such documentation before any decision can be made by the Fire Commission regarding the applicant's request for special accommodations.

No person will be granted special accommodation on the written examination if he/she does not meet the minimum standards for performance as determined by analysis of the requirements of the job and as documented by standardized measures of aptitude and achievement. Please contact the Fire Commission for further information regarding minimum standards of performance.

## **Types of Accommodations:**

The types of accommodations which may be requested by persons qualifying for special accommodations on the written examination due to documented learning disability in reading decoding and or reading comprehension are as follows:

1. The Kentucky Fire Commission will permit those persons who qualify for special accommodations on the written examination due to a documented learning disability in reading decoding, reading comprehension, and/or written expression to take a **recorded format** of the examination and receive an **extended amount of time** in which to complete the examination. Applicants selecting this option will receive 1.5 times the allotted time to complete each exam.
2. Additional accommodations may be provided as appropriate.



## **Establishing Eligibility for Accommodations for Examination Due to a Disability**

### **General Requirements for Requesting an Accommodation**

The Application for Examination Accommodations must be completed in its entirety. Candidates must submit documentation from a professional qualified to assess and diagnose the specific presenting disability. The documentation must include a comprehensive evaluation with objective evidence demonstrating the existence of a disability which substantially limits one or more major life activities. The name, title and professional credential of the qualified professional must be clearly stated in the documentation. Documentation must be submitted on official letterhead, typed, dated, signed. The professional diagnosis must include:

- a) A current, valid, professionally recognized diagnosis of the candidate's disability (e.g. pursuant to the Diagnostic and Statistical Manual of Mental Disorders (DSM IV: revised)) by an appropriately qualified expert with copies of and reported scores from professionally recognized diagnostic tests, where applicable.
- b) Documentation that clearly identifies the nature and extent of the functional limitations that exist as a result of the diagnosed disability.
- c) Sufficient evidence to demonstrate that the functional limitation substantially limits the individual in performing one or more major life activity.
- d) Specific information about the significance of the impact the disability has on the candidate in the testing environment.
- e) Specific recommendations for accommodations.
- f) An explanation of why each accommodation is recommended and why it is necessary to alleviate the impact of the disability in taking the certification examination.

The fire commission reserves the right to request additional information at anytime from the candidate requesting accommodations on its examinations.

### **Guidelines for Documentation**

To assist in gathering and submitting all the necessary documentation, following are recommendations as to relevant documentation to support accommodation requests on the basis of more frequently cited disabilities.

### **Learning Disability**

A diagnosis of a learning disability should be supported by a comprehensive battery of tests, individually administered in a standardized manner. A stated differential diagnosis should be included and possible alternative causes for the limitations in academic achievement should be ruled out.



## Establishing Eligibility for Accommodations for Examination Due to a Disability

Results of previous psycho educational evaluations and Individual Education Plan (IEP) will be helpful information to include. However, IEPs without more, will rarely be sufficient. Remember, a recent evaluation (within the past three years) must be included. If no such assessment has been conducted, then the applicant is responsible for obtaining such documentation before any decision can be made by the fire commission regarding the applicant's request for special accommodations.

### **Attention Deficits Hyperactivity Disorders**

Documentation indicating objective and specific evidence of current and substantial impairment which limits learning due to ADHD must be included. The professional conducting the evaluation and providing a diagnosis of ADHD must possess appropriate training and experience.

The diagnosis of ADHD should be made according to criteria outlined in the DSM-IV, revised. Candidates whose chief complaints are occasional or situational problems with organization, test anxiety, memory and concentration do not likely fit the criteria for ADHD. In addition, a positive response to medication by itself is not conclusive of a diagnosis of ADHD but may be taken into consideration as to whether the applicant is, at present, substantially limited in a major life activity.

Evidence demonstrating that ADHD symptomology was first exhibited in childhood and continued a chronic course of symptoms through adolescence to adulthood should be included in the clinician's report to the extent available. A summary of the candidate's developmental history, education history, family history, relevant medical history, and relevant employment history will also be helpful.



## Requesting an Accommodation for firefighter testing

### How to Request an Accommodation

\_\_\_\_ Obtain the requested documentation in support of your request from the professional who has diagnosed your disability and recommends that you be granted an accommodation. Be sure to review the fire commissions Eligibility for Accommodations for Accredited Certification Due to Disability Policy to make sure that you are submitting all the requested documentation and that the diagnosis is by a properly qualified professional. You are encouraged to review the documentation requirements with the professional who made the diagnosis. Submitting all the necessary documentation the first time will help to expedite the processing of your request.

\_\_\_\_ Complete and sign the Application Requesting Accommodations.

\_\_\_\_ FAX or mail the Questionnaire, your psychological evaluation, completed by a qualified analyst, which includes a diagnosis and the scores from your tests of achievement and ability to the fire commissions Area 9 office at (606) 784-1878 **at least 30 days prior to the date you want to test.** Our mailing address is **Firefighter Certification Program, PO Box 248, Morehead, KY 40351.**

\_\_\_\_ Wait for the commissions review of your request. The fire commission will mail you a letter indicating whether your request has been granted and, if so, what accommodations you will be provided.

\_\_\_\_ When you receive notification from the fire commission approving your accommodation request, the notification will include instructions on how to schedule your examination with a SFRT Area office.

\_\_\_\_ Arrive on time at your scheduled examination appointment with two forms of identification (one must be a government issued identification with a photo) and be prepare to take the examination.





**Kentucky Fire Commission**  
300 N. Main Street, Versailles, KY 40383

**Application Requesting Disability Written Examination Accommodations**

**1. For which of the following written examinations are you requesting an accommodation?**

*(Mark only one per application)*

- Firefighter 1     Firefighter 2     Haz Mat Awareness
- Haz Mat Ops     Driver-Op Pumper/MWS     Driver-Op Aerial
- Airport Firefighter     Instructor 1     Instructor 2
- Fire Officer 1     Fire Officer 2     \_\_\_\_\_

Official Use Only
___ Approved
___ Denied
___ Additional Info Needed
Date: _____

**2. Name:**

Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

**3. Address:**

Street Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

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

**4. Contact Information:**

Day Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_ Other \_\_\_\_\_

**5. Social Security Number:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    **Date of Birth:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**6. What is the nature of your disability?**

- Learning Disability
- Psychiatric Disability
- ADHD
- Physical Disability
- Other: \_\_\_\_\_

**7. To facilitate the fire commissions processing of your request for an accommodation, please provide:**

- a: all requested documents in support of your request (*see the Fire Commissions Americans with Disabilities Act policy for specific information as to requested documentation*)
- b: A personal statement describing your disability and its impact on your daily life and educational functioning.

**8. What accommodation(s) are you requesting?**

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**9. List any prior classroom or test accommodations that you have received. Please include any accommodations you have received while attending elementary or secondary school or college/vocational training:**

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**10. Verification/Certification:**

I hereby verify that the information contained in this request is true and accurate to the best of my knowledge. If the accommodation is granted, I agree to not disseminate, communicate or otherwise aide another about the content of the examination.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**11. Authorization:**

If clarification of further information regarding the documentation provided is needed, I authorize the fire commission and KCTCS to contact the professional(s) who diagnosed the disability and/or those entities that have provided me previous test accommodations. I authorize such professional(s) and entities to communicate in this regard to provide such clarification and/or further information.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_