

ERIE COUNTY HEALTH DEPARTMENT
EMERGENCY MEDICAL SERVICES DIVISION

TO: ALL CERTIFIED INSTRUCTORS/COORDINATORS
FROM: ERIE COUNTY DIVISION OF EMERGENCY MEDICAL SERVICES
DATE: December 21, 2017

SUBJECT: **AMERICAN WITH DISABILITIES ACT PROVIDED AND REVISED BY
NEW YORK STATE EMERGENCY MEDICAL SERVICES BUREAU**

As many of you know, the Americans with Disabilities Act went into effect in early 1992. With this law, students with certain types of disabilities may request an accommodation for the New York State written certification examination by providing proper documentation of their disability. An accommodation means changing the manner in which the examination is conducted for the student. **THERE WILL BE NO ACCOMMODATIONS MADE FOR THE NYS PRACTICAL SKILLS EXAMINATION.** This memorandum applies to the certification process only and does not address the education/training of the student.

There are several things which must be done in order to preserve the rights of all students and to ensure that those students with learning disabilities have sufficient time to request an accommodation.

As the Instructor/Coordinator:

1. You cannot discuss or screen for disabilities, or consider addressing of any potential disabilities prior to a student's admission to a training/education program. You cannot make any inquiry of a prospective student about any disability. Aptitude or diagnostic testing may only be required prior to admission if it is required of ALL students.
2. The EMT and CFR job description is included in all EMT & CFR curriculum and Student Manuals. All students are to be provided a copy of the functional job descriptions at the first class session. Please ask your students to review these descriptions to ensure they are able to perform these functions.
3. By the second session of the course advise all students that if any student wishes to request a disability accommodation (for the New York State Certification Examination) they are to contact the NYS EMS Bureau Central Office at: [HTTP://apps.health.ny.gov/pubpal/builder/survey/adarequest](http://apps.health.ny.gov/pubpal/builder/survey/adarequest) **They must make this contact NO LATER THAN EIGHT (8) WEEKS PRIOR to the scheduled State Certification Examination for their course. It is the responsibility of the student to make this request not the instructor or course sponsor. The Bureau will only accept an accommodation request from the student.** The student should speak privately with the CIC or the course sponsor about their accommodation request. **ALSO AT THE SECOND SESSION OF CLASS, PLEASE HAVE YOUR STUDENTS SIGN AND DATE ONE OF THE TWO STATEMENTS PROVIDED. THE STUDENT MUST BE PROVIDED WITH BOTH STATEMENTS.** These signed statements will be kept with the course records.
4. Any accommodation made for a student during the classroom portion of an EMS certification course by the Course Sponsor must be defensible by the Course Sponsor and meet the Sponsor's published Policies and Procedures as provided to all students. The decision of the Course Sponsor to grant an accommodation in the classroom will not affect the student's need to contact the EMS Bureau or the review process, which the Bureau will undertake. The accommodation provided by the Course Sponsor will not necessarily be recognized by the Bureau of EMS for the New York State Written Certification Examination. The Department considers the educational process to be separate from the certification process.
5. For the New York State Final Practical Skills Examination, the Department is not permitting testing accommodations, but will consider the use of certain aids by candidates. Candidates with an identified disability may be permitted to use certain aids, which they would be responsible to provide and reasonably be able to bring to the patient's side in actual practice. The only types of aids which are permitted are those which do not alter the essential functions of Certified First Responders or Emergency Medical Technician. For example, the use of prescription or reading glasses, hearing aids, and personal stethoscopes have been permitted since they serve as an aid to a provider. In contrast, a Braille sphygmomanometer would not be permitted since sight is considered an essential function of the certified EMS provider.
6. If you have any questions or need further assistance with ADA issues, please contact the NYS EMS Bureau of Central Office at [HTTP://apps.health.ny.gov/pubpal/builder/survey/adarequest](http://apps.health.ny.gov/pubpal/builder/survey/adarequest)

NEW YORK STATE
EMERGENCY MEDICAL SERVICES PROGRAM

CERTIFICATION OF ELIGIBILITY

At the second session of any New York State EMS Certification Course, each student is required to sign ONE on the following statements.

STUDENT'S NAME _____ COURSE # _____
PLEASE PRINT

I have read and understand the functional job description of an EMT/CFR. I have no conditions which would preclude me from safely and effectively performing all the functions of the level of EMT/CFR for which I am seeking New York State certification.

STUDENT'S NAME _____ DATE _____

I have read and understand the functional job description of an EMT/CFR. I will be submitting a request for an accommodation for the New York State written certification examination. I understand that I must contact the NEW YORK STATE HEALTH DEPARTMENT, EMS BUREAU NO LATER THAN EIGHT (8) WEEKS PRIOR TO THE SCHEDULED STATE CERTIFICATION EXAMINATION FOR THIS COURSE.

STUDENT'S NAME _____ DATE _____