



**Department  
of Health**

**Bureau of Emergency Medical Services  
& Trauma Systems**

**POLICY STATEMENT**

*Supersedes/Updates: New*

**No. 15 - 05**

**Date: July 20, 2015**

**Re: EMS Certification  
Exam ADA  
Accommodation  
Requests**

**Page 1 of 3**

**Background**

The New York State Department of Health (Department), Bureau of Emergency Medical Services and Trauma Systems (BEMS) administers certification examinations to persons who meet the minimum requirements for NYS certification in accordance with Chapter VI of Title 10 (HEALTH) of the Official Compilation of Codes, Rules and Regulations, Part 800.

**Purpose**

This policy is intended to provide guidance to persons with documented disabilities who request reasonable accommodations to take the NYS DOH BEMS certification examination. The Department, in accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), as amended, will not discriminate on the basis of disability.

**Procedures**

The Department offers reasonable and appropriate accommodations for its certification examinations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

The Department will review each request on an individual basis and make its decisions relative to appropriate accommodations based on the following guidelines:

1. An individual requesting an accommodation under ADA must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.
2. Requested accommodations must be reasonable and appropriate for the documented disability and must not fundamentally alter the examination's effectiveness in assessing the essential functions of pre-hospital care, which the examinations are designed to measure.
3. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations, must be qualified to do so.

4. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to Department staff and consultants only to the extent necessary to evaluate and/or provide the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.

In order for an individual to be eligible to take a NYS DOH BEMS certification examination, the individual must:

1. Enroll in a NYS DOH BEMS approved course offered through an approved educational entity (course sponsor).
2. Complete and submit, through the EMS course sponsor, an Application for Emergency Medical Services Certification, form number DOH-65.
3. Persons requesting an accommodation must submit their request in writing to the Department via fax to 518-402-0985 or to:

New York State Department of Health  
Bureau of EMS – Certification Unit  
875 Central Avenue  
Albany, New York 12206

Requests should include the following information:

- a. Individual's first and last name
- b. Individual's mailing address
- c. Individual's telephone number and email address
- d. Course number the individual is enrolled in (obtain from instructor)
- e. What accommodations the individual is requesting, if known.
- f. Any documentation from professionals who have conducted assessments or who have rendered diagnoses to support the accommodation request
  - i. In many cases, this can be in the form of an Individualized Education Program (IEP) a formal psycho-educational evaluation.

**All requests for reasonable accommodations must be received by the Department no later than 8 weeks prior to the date of the certification examination scheduled for the class in which the individual is enrolled. Ideally, the request should be made at the start of the course or as soon as possible.**

Individuals requesting an accommodation will be notified in writing of the Department's decision to either grant, deny or modify the requested accommodation.

In the event the individual does not agree with the Department's decision, the individual requesting the accommodation may file an appeal by contacting:

Designated Reasonable Accommodation Coordinator  
New York State Department of Health  
Empire State Plaza, Corning Tower, Room 2217  
Albany, NY 12237

4. Meet all requirements for Initial Certification Requirements in Part 800.6 **or** Recertification Requirements in Part 800.7.
5. Complete all requirements for course completion through a course sponsor.