

Requesting Testing Accommodations at MFSI

Maine Fire Service Institute (MFSI) is committed to ensuring disability access in compliance with [Section 504 of the Rehabilitation Act](#) and [Title II of the Americans with Disabilities Act](#) (ADA) and its amendments. MFSI partners with SMCC Student Accessibility Services (SAS) to ensure that qualified students receive reasonable accommodation. Test candidates with a qualifying disability are encouraged to contact SAS to request accommodations **at least one month prior to the exam date**. Examples of qualifying disabilities include psychiatric, medical, physical, learning, neurological, auditory, and vision-related conditions that impair an individual's level of function. Students with temporary disabilities, i.e., broken limb, concussion, etc., are eligible to request accommodation and should follow the same process.

Test candidates seeking accommodation **must**:

- Self-identify as a test candidate with a disability and request accommodation.
- Provide documentation of their disability prepared by a qualified provider.

Students can begin their request by completing the online [MFSI Request for Testing Accommodations Form](#). Once SAS receives your completed form, a member of our staff will contact you to discuss documentation requirements and provide you with a meeting link to schedule your intake appointment if necessary.

Documentation Guidelines

All candidates must provide documentation of their disability, authored by a Qualified Provider. Qualified Providers include medical doctors, physician assistants, psychiatric nurse practitioners, psychologists, psychiatrists, mental health counselors, occupational therapists, physical therapists, speech-language pathologists, optometrists, audiologists, and otolaryngologists, among others. Documentation should be no older than 5 years. Preferred documentation forms are listed below. Candidates who require printable documentation forms should contact SAS Director, Heather Jackson at hjackson@mainecc.edu or 207-741-5923. Candidates without documentation or whose documentation has expired are encouraged to contact SAS to explore alternative sources of documentation. **High school IEPs and 504 plans are NOT acceptable forms of documentation.**

Individuals with **Attention Deficit Hyperactivity Disorder (ADHD-All subtypes) and Psychiatric Disorders** should use the online [SAS DSM-5 TR/ICD-10 Psychiatric Disability Provider Form](#).

Individuals with **Auditory Processing Disorders** should submit their most recent Audiology Report and/or Speech Language Evaluation.

Individuals with **Autism Spectrum Disorders** should use the online [SAS DSM-5 TR/ICD-10 Psychiatric Disability Provider Form](#) **OR** submit a copy of their most recent neuropsychological or psychoeducational evaluation report.

Individuals who are **Blind or have Low Vision** should use the online [SAS Vision Disability Provider Form](#).

Individuals who are **Deaf or Hard of Hearing** should submit a copy of their most recent Audiology Report or Audiogram.

Individuals with **Intellectual Disabilities** should submit a copy of their most recent neuropsychological or psychoeducational evaluation report.

Individuals with **Learning Disabilities** should submit a copy of their most recent neuropsychological or psychoeducational evaluation **AND** their Academic Achievement Evaluation.

Individuals with **Chronic Medical Conditions, Neurological Disabilities, Physical or Mobility Disabilities, and Traumatic Brain Injuries** should use the online [SAS ICD-10 Chronic Medical or Physical Disability Provider Form](#).

Individuals with **Speech/Language Disorders** should submit their most recent speech language evaluation.

SAS may seek permission to speak with the Qualified Provider to clarify the information provided. **Provider recommendations are not accommodations.** SAS determines accommodations in consultation with the candidate based on the totality of evidence. **Accommodations ensure access, not success, and do not violate program technical standards or provide an unfair advantage. Candidates are entitled to reasonable, not preferred, accommodation.**

Denials & Appeals

Candidates who disagree with an MFSI Testing Accommodation eligibility determination can request a review. Candidates whose accommodation request was denied due to a lack of evidence **AND** who have additional Qualified Provider documentation to submit for review may request a **Reconsideration**. Supplemental documentation should be submitted using the preferred documentation form listed above. Once received, SAS Staff will review the original request and documentation, along with all new provider documentation and issue a new determination. **Submission of additional documentation does not guarantee a change in determination.** Candidates who disagree with the reconsideration determination have the right to appeal following the steps below.

Candidates who disagree with the MFSI Testing Accommodation eligibility determination (initial or reconsideration), who **do not wish to submit additional documentation**, should request an **Appeal**. Appeals should be addressed to Holly Gurney, Associate Dean of Academics, hgurney@maineccc.edu or 207-741-5545. Holly will contact the candidate directly to guide them through the appeal process.

Questions & Concerns

Please contact Heather Jackson, Director, SMCC Student Accessibility Services, 207-741-5923 or hjackson@maineccc.edu.