

Accommodation Request Policy

Effective 3/18/2022

Due to the addition of new technology that we acquired over the course of the pandemic; we now have opportunities that we didn't have in place before. It is our intent to utilize these technologies in ways to improve accessibility to our program in the event of unfortunate circumstances. In the event of a disability or medical condition an apprentice may request accommodation to modify typical classroom attendance. This request must be submitted in writing through our website under the apprentice portal tab. All requests and supporting documentation will be submitted to the JATC, or its designee, for approval prior to accommodation being granted. Additionally, to ensure the request is practical, your current instructor will need to approve the accommodation request. Accommodations must be reasonable and not create an undue hardship on the JATC or the training center. Below is the information you will be asked to provide as part of your accommodation request:

1. Please describe the nature of your injury or disability.
2. If an injury, when did the injury occur? If you have a disability, how long have you known of this disability?
3. Where did the injury occur?
4. What is the duration of the accommodation request?
5. What is the specific accommodation you are requesting?
6. Have you filed for disability insurance? If yes what is your claim number?
7. Have you filed a worker's complaint claim? If yes, what is the claim number?
8. Do you have legal representation or a case manager? If yes, what is their contact information?

In addition, you will be asked to upload all supporting documentation to substantiate your request. Examples of supporting documents include medical records, approved disability claim forms, or worker's compensation approvals.

You will be notified of the decision regarding your request upon its review. If the request is denied there will be guidance issued by the JATC on the next steps if there are any available.

To submit your request please go to this link: <https://www.surveymonkey.com/r/DTFS76M>