



## California Association of Peer Supporters (CAPS) Academy Training Policies and Procedures

<b>Policy</b>	<b>July 2022</b>
<b>REQUEST FOR ACCOMODATIONS</b>	

**PURPOSE:** To ensure that the California Association of Peer Supporters (CAPS) Academy provides training participants guidance on accommodation policy and process to request accommodation.

**POLICY:** CAPS will make reasonable accommodations for the known physical or mental disabilities of an otherwise *qualified candidate* for training participant or employee, unless undue hardship would result. If a participant or employee requires accommodation, we will have a question regarding the need for possible accommodation on our Peer training application. **Peer participants** should also immediately advise the training instructor or employer regarding specific accommodations participant believes are needed in order for participant to obtain a high-quality training experience.

Accommodation requests can be made via CAPS registration forms and by contacting the training teams through the contact information provided on the CAPS website. The request should be made **at least two weeks before** the training begins to ensure CAPS training team can prepare reasonable accommodations in advance of training.

CAPS will determine possible accommodation, if any. If accommodations are reasonable and will not impose an undue hardship upon CAPS, the accommodation will be made. CAPS staff will inform the participant verbally and, in an email, if accommodation can be arranged. This policy is neither exhaustive nor exclusive. CAPS is committed to taking all necessary actions to ensure equal employment opportunity for persons with disabilities in accordance with the Americans with Disabilities Act and California law.

### **Appeals:**

A participant may file an appeal regarding the decision for their Accommodation request. The participant must submit the appeal in writing to the Director of Training, within 48 hours of receiving the decision being appealed. If the Director of Training issued the decision, the participant may direct an appeal to the CAPS Academy Project Director. The participant may not attend courses during the appeal period. Appeals should clearly state the specific grounds for appeal and should present relevant information, including medical or clinical evidence if relevant, in support of the participant's request. The participant may be required to obtain a note from their health care providers. The Director of Training Institute will review the note and any additional information submitted by the participant in the appeal and will render a written and final decision within 48 hours of receiving the appeal.

