

1. Purpose

The purpose of this Individual Educational Plan (IEP) policy is to provide reasonable accommodation that allows qualified apprentices equal access to classroom instruction and written evaluations while maintaining the essential skill, competency, and safety standards required for successful completion of the apprenticeship program. Accommodation provided under this plan shall not fundamentally alter the nature of the program, reduce required competencies, or compromise safety standards associated with electrical work and training.

2. Eligibility

Accommodation plans are issued to apprentices who have submitted appropriate documentation supporting the need for accommodations consistent with applicable disability laws, including but not limited to the *Americans with Disabilities Act (ADA)* and applicable apprenticeship regulations.

All accommodation determinations are made by the program administration based on documentation provided and an individualized review of the apprentice's needs in relation to program requirements. All documentation submitted for approval must have been issued by a licensed psychologist or psychiatrist within the past two years and must clearly identify the diagnosis of a condition which requires the requested accommodation. The program reserves the right to interpret and apply this IEP at its discretion in a manner necessary to comply with the *ADA* and applicable apprenticeship obligations. Furthermore, the program has the right to revise this IEP at any time.

3. Essential Program Requirements

The apprenticeship program requires apprentices to demonstrate competency in both:

- **Theoretical knowledge** through written examinations and coursework, and
- **Practical electrical skills** through hands-on laboratory exercises and practical assessments.

Because electrical work involves safety-critical tasks and real-world performance conditions, certain program requirements are considered **essential functions** and cannot be modified.

4. Approved Testing Accommodations

Written Examinations

Apprentices approved for testing accommodation may receive extended time on written examinations under the following conditions:

- Extended time shall not exceed **50 percent (50%) beyond the standard testing time** provided to other apprentices. i.e. a 60-minute examination may be extended to a maximum of 90 minutes.

- Extended-time testing will be administered in a **proctored environment** in accordance with program testing procedures.
- When indicated as part of the approved accommodation, the apprentice may be provided with a **distraction-reduced** or **distraction-free testing environment** to support concentration during written assessments.
- Scheduling extended-time testing must be coordinated with the Assistant Training Director, and all IEP test sessions will require the apprentice to be excused from regularly scheduled work activities to complete the assessments.

5. Assistive and Note-Taking Devices

When approved as part of an accommodation plan, apprentices may use **JATC-approved note-taking or assistive devices** during classroom instruction.

The following conditions apply:

- Devices must be **approved by the program administration prior to use**.
- Devices may be used solely for **notetaking or accessibility support** related to instructional content.
- **Audio recording, video recording, or photography of training sessions, instructors, instructional materials, or other apprentices is strictly prohibited unless expressly authorized in writing by the program administration.**
- Unauthorized recording may result in **revocation of device privileges and may constitute a violation of program policies**.

These restrictions are intended to protect instructional materials, privacy of participants, and the integrity of the training program.

6. Accommodation Limitations

Accommodation provided through this plan will not reduce or waive required program competencies, alter electrical safety requirements or procedures, modify essential performance standards required for graduation or certification, or change the content of examinations or practical assessments.

The program retains discretion to deny or modify accommodation requests that would **fundamentally alter the program or compromise safety standards**.

Additionally, all IEPs and the associated accommodations shall expire 2 years from the original date of approval. No later than 30 days prior to the expiration date of the IEP, the apprentice shall submit new IEP paperwork requesting continuance of the IEP and all accommodations only after being reevaluated by medical personnel within an appropriate manner as previously referenced. Failure to meet this requirement as identified will result in the IEP being removed from the apprentice's file until the appropriate paperwork has been submitted and approved.