



Statement: ATS is committed to providing equal access to testing for individuals who qualify. Participants requesting accommodations must follow the established procedures and provide the necessary documentation.

Confidentiality Agreement: If you have a disability as defined by the Americans with Disabilities Act (ADA), or if another law applies to your situation and you are provided the right to an accommodation, please complete the Reasonable Accommodation Request form and submit it with supporting documentation. All requests for accommodation are confidential once received. Participant understands that email may not be secure and that if they send the documentation through email it is at their own risk. Further by sending a request via email, the participant agrees to receive correspondence about the accommodation request via email and will not hold ATS liable for any confidential information disclosed via email. If information is protected by law as health information, it will be treated as confidential once received via email.

Submission Process: ATS requires that participants seeking accommodations fill out and submit a MAO Reasonable Accommodation Request form. This form can be sent to danya@abilityts.com or mailed to Ability Training Services, PO Box 2102, Hillsboro, OR 97123.

Do not enroll in any class until you receive confirmation regarding your accommodation request status and further instructions. Allow **10–14 days** for the ATS Executive Director to review your request. Additional documentation may be requested, which could extend processing times.

Accommodations requested mid-class will not be processed until after class due to time constraints. Participants finding they need accommodation mid-class will be offered the opportunity to “pause” the class and rejoin another class after the accommodation request has been processed or to continue in the current class without the accommodation. Mid-class accommodation requests will not absolve adherence to MAO policies, but will not create increase cost to participant.

Documentation: Official documentation is required from a qualified professional (e.g., physician, licensed psychologist). Any past documentation of accommodations received for standardized testing or academic settings (e.g., IEP, letters from educational institutions) may be included but are not required. Incomplete documentation may result in delays or denial of your request.



Official documentation must include:

- Confirmation of your disability or status under any law being used to request an accommodation.
- Description of recommended accommodations.

For questions, please contact ATS at **MAO@abilityts.com** or call **503-560-9980**.