



Texas Commission on Fire Protection

P.O. Box 2286, Austin, Texas 78701-2286

PH# 512-936-3838

Website: www.tcfp.texas.gov

Email: info@tcfp.texas.gov

Accommodation Policy for Certification Examinations

Purpose

The Texas Commission on Fire Protection (“Commission”) is committed to providing equitable access to certification examinations in compliance with the **Americans with Disabilities Act (ADA)** and applicable state regulations. This policy ensures that qualified candidates with disabilities are not discriminated against and are provided reasonable and appropriate accommodations, in accordance with **Title 37, Texas Administrative Code, Section 439.13**.

Accommodation Request Process

Candidates seeking certification examination accommodations must submit a formal request to the Commission as early as possible, and **no later than 45 days prior to the desired initial test date**. Requests submitted after this deadline may result in a delay or denial of the accommodation.

Each request will be reviewed on an individual basis. Accommodation determinations will be made according to the following criteria:

1. The candidate must provide documentation of a condition that substantially limits one or more major life activities.
2. The candidate must meet all eligibility requirements for certification, with or without accommodations.
3. Requested accommodations must be reasonable, directly related to the documented disability, and must not compromise the examination’s ability to assess essential job-related competencies.
4. Documentation, including diagnoses and recommended accommodations, must be issued within the last three (3) years by qualified professionals.

Note: Accommodations must be reasonable and appropriate.



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Examples of Approved Accommodations

The Commission may approve one or more of the following accommodations for candidates with verified disabilities:

1. Private testing room (e.g., for candidates who need to read questions aloud to themselves)
2. Division of the examination into two parts, with up to a one-hour break between the two parts
3. Extended testing time of 30 minutes
4. Enlarged print materials (approximately 7% larger than standard print)
5. Examinations printed on off-white or cream-colored paper
6. Use of highlighters or highlighter overlay sheets
7. Other modifications to testing conditions or procedures, as deemed appropriate and approved by the Commission

Submitting a Request

Candidates requesting accommodation must submit the following documentation:

- A completed and signed **Form TCFP-041 that is available on the Commission website**
- Documentation, dated within the last three (3) years, from one or more qualified professionals describing:
 - The diagnosed disability or disabilities
 - The current level of functional impairment
 - The specific rationale for the requested accommodation(s)
- Verification of accommodations previously provided by a training agency, if applicable
- A detailed written statement outlining the specific accommodation(s) requested

Requests for accommodations not explicitly listed in this policy will also be considered. The Commission will review all submissions and issue a written decision outlining the approved accommodation or providing a rationale for any denial within 30 days of receiving a request.

If the requested accommodation is approved, the individual is responsible for locating a TCFP-approved testing center that can provide the approved accommodation. Any additional costs incurred will be the individual's responsibility.