

<b>BRE Global</b>	<b>BRE Academy USA Policy</b>	Doc. No: LP834
<b>Course and Testing Accommodations for Candidates with Documented Disabilities</b>		Rev. No: v0.0
		Issue Date: 11 Dec 2019

## 1 Policy

It is BRE Academy USA policy to provide reasonable course and testing accommodations to candidates with documented disabilities. Examples of course or testing accommodations include, but are not limited to:

- Large-print exam booklets, program documents, and presentation slides;
- Printed copies of spoken presentations or exam instructions;
- Seating near the front of the training room;
- Extended testing time;
- Extra breaks (e.g., to take medication(s), eat, or go to the restroom);
- Special equipment or furniture;
- Permission to bring additional supplies into the testing room (e.g., food, drink, or medication(s));
- Scribes to record answers on exam answer sheet(s); and,
- Oral or sign language interpreters.

However, the use of some medical aids do not require pre-approval. These aids include, but are not limited to, those that assist a candidate in moving from place to place (e.g., a cane, crutches, wheelchair, walker) or in communicating with others (e.g., a hearing aid, voice amplifier), or that are otherwise required for health reasons (e.g., a heart rate monitor, insulin pump). Any questions regarding whether a particular medical aid requires pre-approval should be directed to BRE Academy USA by e-mail at [training@breamerica.com](mailto:training@breamerica.com), or by mail at BRE Academy USA, ATTN: Training Accommodations, 1130 Fremont Boulevard, Suite 105-332, Seaside, CA 93955-5700.

## 2 Requesting Accommodation(s)

If you have a documented disability(ies) that would impair your ability to take a BREEAM USA training course and/or examination under standard conditions, you may request reasonable accommodation(s). To request such accommodation(s), you must:

1. Register for the training on [www.breeamusa.com](http://www.breeamusa.com), or by completing and submitting a booking form, available upon request at [training@breamerica.com](mailto:training@breamerica.com);
2. Complete the Training and Examination Accommodation Request Form (BF2051), available for download on [www.breeamusa.com](http://www.breeamusa.com), and provide documentation of past course or testing accommodation(s) received;
3. If you do not have documentation of past course or testing accommodation(s), complete the "Candidate Authorization" portion of the Professional Evaluation Form for Training and Examination Accommodation Requests (BF2052), also available for download on [www.breeamusa.com](http://www.breeamusa.com), and provide the form to a qualified health care professional to complete; and,
4. Submit completed forms and relevant documentation to BRE Academy USA either by:
  - **E-mail:** [training@breamerica.com](mailto:training@breamerica.com)
  - **Mail:** BRE Academy USA  
ATTN: Training Accommodations  
1130 Fremont Boulevard, Suite 105-332  
Seaside, CA 93955-5700

### 3 When to Request Accommodation(s)

BRE Academy USA encourages candidates with documented disabilities to register for the training and to submit all required forms and documentation as early as possible. Submitting requests for accommodation(s) after the training registration deadline may not allow BRE Academy USA adequate time to evaluate such requests or to provide accommodation(s).

### 4 The Review Process

BRE Academy USA evaluates requests for accommodations on an individual, case-by-case basis. BRE Academy USA may retain qualified outside consultants to assist in its review of requests.

BRE Academy USA will treat information provided by a candidate in connection with a request for accommodation(s) as confidential and will use it solely to determine eligibility for the accommodation(s) requested. BRE Academy USA will only release an individual's medical information on a "need-to-know" basis, except where otherwise required by law.

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## **5 Notification of Accommodation(s) Decision**

Following its evaluation of a request for accommodation(s), BRE Academy USA will send a letter to the requesting candidate confirming the accommodation(s) approved. BRE Academy USA will make any necessary arrangements with the training site. If the training site cannot accommodate the request on the scheduled course or testing date(s), BRE Academy will arrange an alternative date, or will make other alternative accessible arrangements.

If a request is denied in full or in part, BRE Academy USA will send the requesting candidate a letter with an explanation. In such instances, the candidate may choose to address any issues identified and resubmit the request. If a request for accommodation(s) is denied, the candidate will remain registered for the training under standard conditions, unless s/he requests to cancel his/her enrolment in accordance with BRE Academy USA Cancellations and Refunds policy, as described in the Training Program Terms and Conditions.

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