



JOHN BEL EDWARDS  
GOVERNOR

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS  
PUBLIC SAFETY SERVICES

OFFICE OF STATE FIRE MARSHAL



DANIEL H. WALLIS  
STATE FIRE MARSHAL

**OSFM-FETA MEMORANDUM**

TO: ADAA Testing Accommodation Requestors

FROM: Thomas Stone, Deputy Superintendent  
Louisiana Fire & Emergency Training Academy  
Office of State Fire Marshal

DATE: January 19, 2022

RE: Request for Testing Accommodation Guidelines

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The Louisiana Office of State Fire Marshal, Fire Emergency Training Academy (OSFM-FETA) recognizes that individuals with disabilities may have different types of limitations that affect their abilities to take tests. The Americans with Disabilities Act (as amended) (ADAA) and the Rehabilitation Act of 1973 ensure that individuals with disabilities or specified medical conditions have the opportunity to have equal and fair access to exams and testing through the provision of reasonable, appropriate, and effective testing accommodations to qualified candidates.

At this time, in order to make a request for a testing accommodation to the OSFM-FETA, please submit the following information to [dpsadaaccommodationrequest@la.gov](mailto:dpsadaaccommodationrequest@la.gov):

1. Name.
2. Email.
3. Phone Number.
4. Class/Course/Exam/Certification for which you are seeking the accommodation
5. Description of the nature of the disability and functional limitations.
6. Description of how the functional limitations will interfere with your ability take the Class/Course/Exam/Certification.
7. Date of the Class/Course/Exam/Certification you are seeking to take through OSFM-FETA.
8. Describe the requested accommodation.
9. Attach all supporting documentation supporting your request. This may include: any evidence of the disability or medical condition; history of diagnosis; nature/extent of diagnosis; recommendations of qualified professionals (healthcare, educational, or psycho-educational) with provider's signature; proof of past testing accommodations; copies of any Individual Education Plans (IEPs) from educational institutions, etc.
10. Your professional evaluator's information: Name, title, telephone number, employer, and professional license number (if applicable).

Requests for accommodation should be submitted at least thirty (30) days prior to the class/course/examination/certification for which the accommodation is being requested to allow for a full review. If your class/course/examination/certification is within thirty (30) days, you may still submit your request for accommodation. However, be advised that due to the short notice, you may not be able to be accommodated.

Once received, your request will be reviewed. Within 14 days of the receipt of your request for accommodation, the ADA Coordinator will issue to you a "Letter of Accommodation" outlining the denial, approval, or modified accommodation. If you disagree, you may appeal the decision by filing your request within 14 days from the date of the "Letter of Accommodation." Appeals shall be made in writing and addressed to Lt. Col. Gregory Graphia, Chief Administrative Officer, by writing to: P.O. Box 66614, Baton Rouge, LA 70896; or calling (225) 925-6032.

Any questions regarding the procedures for requesting a testing accommodation, the denial of a testing accommodation, the approval of a specific testing accommodation, or any other inquiry should be directed to Ms. Laura Patterson, ADA Coordinator, at [Laura.Patterson@la.gov](mailto:Laura.Patterson@la.gov).

All documentation obtained as part of an accommodation request, including medical and other relevant information, shall be maintained as confidential records, separate from the any other file maintained on the applicant, and subject to disclosure only as allowed by law or with the individual's permission.