



NORTH CAROLINA DEPARTMENT OF JUSTICE  
**CRIMINAL JUSTICE EDUCATION & TRAINING COMMISSION**  
Criminal Justice Standards Division



**Request for Accommodation**

**F-31**  
(Rev. 06-2025)

**I. Accommodation Policy**

It is the policy of \_\_\_\_\_ (hereinafter the "school"), and the North Carolina Criminal Justice Education and Training Standards Commission to provide students needing accommodation every reasonable opportunity to participate in Commission sanctioned courses and to meet course requirements. In accordance with guidelines established by the Commission, requests for accommodation in meeting Commission mandated course requirements will be reviewed by the Commission staff and medical personnel, which will assist the school in determining whether the proposed accommodation will reasonably allow the student to achieve credit from the Commission for course completion. The recommendation of the Commission staff will be based upon the student's demonstrated ability to fulfill the essential job functions of a law enforcement officer.

Evaluations and opinions rendered by the Commission staff and medical personnel are for the purpose of determining whether an applicant for certification as a law enforcement officer should receive credit for the Commission-mandated courses undertaken at the school. The school will similarly need the information requested to make a determination of whether the requested accommodation will allow the student to safely and fully comply with the course requirements.

**II. Instructions**

If you believe you will require an accommodation by the school to assist you in meeting any Commission-mandated course requirements or essential job functions, please complete this form, including as much information as you think will be helpful to the school and the Commission staff in making a determination, and submit it to your course instructor. The school will forward this form and any additional requests for accommodations of to the Commission staff for approval.

Because of the high risk of harm to the public and the officer, the essential job functions must be accomplished without deviating from the minimum standards. However, all requests for accommodation will be considered and evaluated to determine if the proposed accommodation is reasonable and, with the accommodation, you can perform the essential job functions of a law enforcement officer.

**III. Student Information**

Name \_\_\_\_\_  
Last First Middle  
Last Four of SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_  
MM/DD/YYYY

**IV. School/Agency Information**

Accredited School/Agency Name \_\_\_\_\_  
School Director Name \_\_\_\_\_ Email \_\_\_\_\_

**V. Reason for Accommodation**

1. Please describe your reason for accommodation needs and how you think it may limit your course participation: The student shall submit signed documentation from a physician or other qualified professional no more than 3 years old confirming the need for the accommodation.

**VI. Proposed Accommodation**

2. Please provide the information requested below for each course requirement for which you believe you will require an accommodation. You should consult with your school director if you have any questions about course requirements or schedule testing dates. Course objectives will be provided to the student by the school director upon request. (If necessary, use additional pages.)

## VII. Acknowledgment & Consent

I understand and acknowledge that the determination of whether these proposed accommodations meet the minimum standards of this course, as illustrated by the essential job functions, will be made after the Commission reviews the materials I submit. In order to assist the school and Commission staff in making its determination, I hereby consent to the release of information to the school and Commission staff all information contained on this form and any other information I have provided to the school concerning my request for accommodation.

I **do not** request/require an accommodation.

Date \_\_\_\_\_

Student \_\_\_\_\_  
Print Full Name

Student \_\_\_\_\_  
Signature

**NOTICE TO STUDENTS:** THE COMMISSIONS' GUIDELINES STATE THAT REQUEST FOR REVIEW OF PROPOSED ACCOMMODATIONS MUST BE SUBMITTED TO THE COMMISSION NO LATER THAN THE SECOND DAY AFTER THE COURSE ORIENTATION BLOCK OF INSTRUCTION. THEREFORE, YOU SHOULD MAKE SURE THAT THIS FORM IS COMPLETED AND SUBMITTED TO THE SCHOOL DIRECTOR AS SOON AS POSSIBLE, SO THAT THE SCHOOL DIRECTOR CAN FORWARD IT TO THE COMMISSION STAFF IN A TIMELY MANNER.

Division Use (DO NOT WRITE IN THIS BOX)

Reviewed By \_\_\_\_\_

Received Date \_\_\_\_\_

Approved Date \_\_\_\_\_

State Exam Location \_\_\_\_\_ State Exam Date \_\_\_\_\_