

Passy-Muir

Continuing Education Reasonable Accommodation Policy

1. Commitment to Accessibility and Inclusion

Passy-Muir is committed to fostering an inclusive learning environment that provides equitable access to all participants in its continuing education (CE) programs. In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the standards set by the American Speech-Language-Hearing Association (ASHA), American Association for Respiratory Care (AARC), and Board of Nursing, Passy-Muir ensures reasonable accommodations are available to learners with disabilities or other individual needs that may affect their full participation.

2. Purpose

The purpose of this policy is to outline the procedures Passy-Muir follows to support learners requesting accommodations, and to affirm our commitment to removing unnecessary barriers to participation and learning.

3. What is a Reasonable Accommodation?

A reasonable accommodation is a modification or support that allows a learner to participate fully in a course or educational activity. Examples of reasonable accommodations include, but are not limited to:

- Closed captioning
- Electronic versions of course materials
- Extended time for learning activities or assessments
- Wheelchair-accessible seating and facilities
- Reserved seating close to the presenter or screen
- Large print or audio materials
- Modified dietary accommodations for on-site events

4. Requesting an Accommodation

Learners are encouraged to notify Passy-Muir of accommodation needs as early as possible to allow sufficient time for arrangements. Requests may be made during registration or by contacting the CE Administrator directly.

Accommodation Request Process:

- Submit your request at the time of course registration or no later than two (2) weeks prior to the course date.
- Use one of the following methods to request accommodations:
 - Email: education@passymuir.com
 - Phone: (949) 833-8255

Include your name, course title, course date, and a description of the requested accommodation.

- If documentation is needed to assess the request, Passy-Muir will contact you to coordinate further.

5. Confidentiality and Communication

All accommodation requests will be handled confidentially and respectfully. Passy-Muir will communicate with the learner directly to confirm receipt of the request and outline the steps being taken to address it. Communication may also include updates on any arrangements being made and timelines for fulfillment.

6. Course Design and Accessibility

Passy-Muir strives to incorporate universal design principles in course planning to minimize the need for individual accommodations. Whenever possible, course materials and delivery methods are developed to be accessible from the outset.

7. Deadlines and Planning Considerations

To ensure timely fulfillment, accommodation requests should be submitted at least 14 calendar days prior to the course start date. Requests made after this deadline will be reviewed and fulfilled if feasible, but cannot be guaranteed due to resource and time constraints.

8. Contact for Assistance

For assistance or questions about accommodations, learners may contact:

Passy-Muir CE Administrator

Email: education@passymuir.com

Phone: (949) 833-8255

Mailing Address:

Passy-Muir, Inc.

Attn: CE Administrator

17992 Mitchell S., Ste. 200

Irvine, CA 92614

Passy-Muir is committed to treating all learners with dignity and respect. We believe that providing accommodations supports equitable participation and strengthens the learning experience for all.

Effective Date: JUNE 30, 2025

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