



ISTC NON-WRITTEN EXAMINATION PROCEDURE

ISTC's Operational Guide for Training Programs outlines the program directives for all reciprocal programs. Section III, 2 states that *"The Programs shall be taught in English and tested in English to achieve status as a reciprocal program..."*. Any other test format (Spanish, oral, etc.) will not be acceptable in terms of the reciprocity agreement and may have validity only on a local level."

ISTC understands the need to accommodate contract workers who have a certifiable reading/writing disability as outlined by the Americans with Disabilities Act and documented by a physician qualified in the assessment of that disability, therefore this NON-WRITTEN EXAMINATION PROCEDURE has been created. The following procedures must be followed for all examinations administered in a non-written format.

1. The contract worker must request examination in other than a written English format *in writing* to the ISTC President & CEO. The contract worker's employer must also sign the request if applicable. (Basic Plus and Basic Plus Refresher courses do not require an employer request.)
2. The written request must include the alternative examination format requested (i.e.: oral)
3. The written request must contain documentation from a qualified physician outlining the reading/writing disability of the worker requesting the special testing.
4. The disability must be included as a certified disability under the Americans with Disabilities Act.
5. If applicable, a letter of consent from the Client (owner) facility allowing the testing to be conducted in other than the written English examination format must accompany all documentation outlined if the worker intends to take a facility site orientation. The letter of consent must be presented *prior* to testing and card issuance.
6. Non-Written Examinations must be pre-scheduled with ISTC in advance to allow for special handling.
7. Upon successful completion of the examination in non-written format, the contract worker shall be issued a non-reciprocal ISTC badge.
8. The non-reciprocal ISTC badge shall state that the contract worker completed the examination in a manner other than a written English examination.
9. The card shall also state that this particular training is not reciprocal with any programs covered by the reciprocity agreement administered by ARSC, Inc. or any local level reciprocal agreements (i.e., badge will be yellow in color to indicate non-reciprocal).