

CCRI Driver Education Request for Accommodation Policy and Procedures

IEP/504 Plan

The purpose of this form is to provide you with the steps to obtain a Request for Accommodations for Individuals who have an IEP/504 Plan.

FIRST STEP:

Click the link to the Workforce Accommodations form and complete the form.

<https://ccri.edu/dss/workforce-accommodations.html>

NEXT STEP:

Email all pages of the IEP/504P documentation to WorkforceDSS@ccri.edu at least 14 days (about 2 weeks) prior to the course start date, or as soon as possible.

Email Header: **Driver Ed Request for Accommodations**

Please attach all pages of the IEP/504P and follow the email template below:

Student's full name:

Driver Ed Course#

Driver Ed Start Date:

Driver Instructors Name:

*If you have questions related to Driver Education, please contact the Frontline Staff at WorkforceTransportation@ccri.edu or call 401-825-1214, Monday – Friday 8:00 a.m. - 4:00 p.m.

DSS – Disability Services for Students **ONLY** provides accommodations for classes.

CCRI Driver Ed courses are all inclusive to meet the learning needs of students.

CCRI offers a Driver Education Accommodated class designed for students who benefit from a smaller classroom setting and/or have individual instructional needs. The Driver Education Instructor is also a certified Special Educator. This course is beneficial to students who require testing in a separate location and/or test questions read aloud. Classroom max capacity is 10 students.

CCRI will provide reasonable accommodations without changing the core elements of the course.

Accommodations will not be provided without appropriate supporting documentation.

If your child is already registered for a traditional driver education class, we may transfer the student into the accommodated driver ed class, upon receipt of the IEP/504P documentation.

Upon receipt of the supporting documentation, if you would like to register for this accommodation driver ed class, please contact our Frontline Staff at 401-825-1214 or email WorkforceTransportation@ccri.edu for the current **KEY CODE**.

Hearing Impaired: We offer a Driver Education class for students who are hearing impaired at the RI School for the Deaf. This is for students who communicate through ASL (American Sign Language).

All CCRI Driver Ed Instructors are required to hold a RI Teacher certification through the Rhode Island Department of Education, and we have many that are also Special Ed certified.

Upon receipt of the IEP/504P documentation, the Disability Student Services will provide a Request for Accommodation letter to the Driver Education Instructor three days before the first day of class.

F&Q

1. Why is it important to provide CCRI with my child's IEP/504P?

Driver Education is a 33-hour course designed to include important components of a comprehensive curriculum which meets National Driver Education Standards. Providing disclosure and documentation of an IEP/504P will create an opportunity for your child and the instructor to work together to improve educational outcomes.

2. My child has already started their Driver Education class. Is it too late to submit a request for accommodation?

No. You may submit a request for accommodation while the course is in session. For the optimal learning experience, it is helpful to both the student and instructor if the request for accommodation is processed as soon as possible. Email documents to WorkForceDSS@ccri.edu. After documents have been processed, a Request for Accommodations will be sent to the driver education Instructor.

3. What is the Driver Education Accommodation Class?

The Driver Education Accommodation class is a 33-hour class broken into 11 class sessions. Each class is 3 hours long. The classroom has a smaller teacher/student ratio of 1:10. The Driver education Instructor is a certified special educator who is trained to accommodate diverse learners' individual instructional needs. Email WorkforceTransportation@ccri.edu for more information on registration through an access key code.

4. My child is deaf/hard of hearing impaired. Do you have a Driver education class taught in American Sign Language (ASL)?

Yes, we have a certified driving instructor who teaches our driver education course in American Sign Language (ASL) at the Rhode Island School for the Deaf. Email WorkforceTransporation@ccri.edu for more information on registration through an access key code.

5. My child benefits from audio books.

The state of Rhode Island's approved curriculum for Driver's Education is the How to Drive, AAA 15th edition.

The required textbook is the How to Drive, AAA 15th edition, which is the most up to date, 436 pages with full-color illustrations and diagrams throughout. There are 19 chapters covering everything a new driver needs to know. It was revised in 202 by American Automobile Association.

Triple A offers the availability of textbooks in digital format. You must have an active eBook subscription and ONLINE access. The eBook is not available for download. Click the link below to purchase an eBook.

<https://drivertraining.aaa.biz/pages/aaa-ebook>

6. My child has an IEP/504Plan, can my child enroll in a traditional driver education class?

Yes, all our Driver Education classes are inclusive. We also have many instructors who teach our traditional driver education class and have RIDE special education certification. Email documents to WorkForceDSS@ccri.edu . After documents have been processed, a Request for Accommodations will be sent to the driver education Instructor.

Test Request Form: If you enroll in a traditional driver education class and the students IEP requires separate location and/or formal assessment questions read aloud, you may request to have the student tested at CCRI with a Test Proctor. The request must be made within 3 business days prior to the final test date. This applies only for the Final Exam and the DMV Knowledge Exam. Please click on the link below for the Test Request Form.

<https://www.ccri.edu/dss/forms/test-request-1.html>

7. How long does it take to process a request for accommodation?

Typically, the turnaround time is 24 business hours, but depending on the time of year, it may take up to 7-14 days (about 2 weeks).

Disability Services for Students

The Community College of Rhode Island is committed to providing equal access to all college facilities, services, academic and course requirements for students with disabilities. The institution cannot, however, make modifications that substantially change essential elements of the 33-hour Driver Education curriculum. The Community College of Rhode Island reserves the right to set and maintain reasonable academic standards while striving to meet the needs of all students.

Support services for students with documented disabilities are provided through the Division of Student Affairs. Accommodations and services are rights guaranteed to individuals with documented disabilities under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act ([ADA](#)) of 1990.

For more information on Disability Services FAQ, click on the link below:

https://www.ccri.edu/dss/dss-accommodations.html#What_Is_A_Reasonable_Accommodation

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