

 Center for Creative Education	Administrative Services	Non-Discrimination and Reasonable Accommodation on the Basis of Disability	
		Revision	#1
		Implementation Date:	5/27/2015
Document Number -	Annual Review		
SOP Author - Robert L. Hamon	Annual Review		
Signature -	Annual Review		

1. Purpose

The Center for Creative Education is committed to providing equal access to employment and educational opportunities for persons with disabilities. We recognize that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs. Services and activities, and to have equal employment opportunities. The Center for Creative Education shall adhere to all applicable federal and state laws, regulation, and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for qualified persons with disabilities. Individuals who have any questions or concerns regarding access should contact our Facility and Office Coordinator at 561-805-9927.

2. Scope

This policy applies to all Center for Creative Education faculty, staff, contractors, and visitors.

3. Responsibilities

The Facility and Office Coordinator is responsible for administering and monitoring the policies and procedures on non-discrimination and reasonable accommodation on the basis of disability both for visitors and employees.

4. Documents/Resources

The Center for Creative Education is fortunate to have a newly renovated facility that allows for easy access based on its being a single story structure. The renovation to the facility was so extensive that it required meeting all of the current building codes and ADA requirements. CCE has completed the "Section 504 Self-Evaluation Workbook" and has documented its findings. The self-evaluation and records regarding facility accessibility and safety are kept by the Facility and Office Coordinator.

5. Procedure

This policy will be reviewed on an annual basis and revised as necessary. If any staff members encounters a complaint or a problem with facility access please refer the matter to the Facility and Office Coordinator.

6. References

Current Building Codes for Palm Beach County
Americans with Disabilities Act (ADA)
Section 504 Self-Evaluation Workbook