



# **Accommodations Request For Applicants With Food Allergies**

**South Carolina Criminal Justice Academy  
Registration Unit  
5400 Broad River Road  
Columbia, SC 29212-3540  
(803) 896-8360 (fax)**

## INTRODUCTION

The South Carolina Criminal Justice Academy (Academy) provides reasonable accommodations for individuals with documented food allergies.

The following information is provided for applicants, qualified evaluators, and others who may be involved in the process of documenting a request for accommodations for food allergies so the appropriate documentation can be assembled to support the request.

The purpose of documentation is to validate the individual has a food allergy, that the food allergy is such that it necessitates an accommodation, and that the requested accommodation can be made without compromising the Academy training or certification standards.

An applicant's requested food accommodations must be related to the food allergy. It is essential that the documentation submitted provide a clear food allergy explanation and how the requested food accommodation will alleviate the food allergy.

## HOW TO REQUEST EXAMINATION ACCOMMODATIONS

Prior to attendance at any training an applicant must notify the Academy's Registration Unit that he/she has a food allergy and is requesting accommodations. Applications for food accommodations can be obtained on the Academy website – [www.sccja.sc.gov](http://www.sccja.sc.gov) – or by contacting the Academy – **Registration Unit at 803-896-9912**.

1. Submit a completed *Application for Food Accommodations*, Part I and Part II. Be sure to sign the application where indicated.
2. Attach documentation certifying the food allergy from a qualified licensed professional appropriate for evaluating the food allergy.
3. The completed *Application for Food Accommodations* and appropriate documentation **MUST** be mailed to the:

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**To protect your confidentiality, always send food accommodation information separately to the above address. DO NOT include these materials with any other correspondence.**

4. **The completed application and accompanying documentation MUST be received by the Registration Unit at least 30 calendar days prior to the start of training program. Failure to submit the completed application and accompanying documentation at least 30 calendar days prior to the start of the training program may result in an individual's inability to attend the scheduled training program.** If there is a need for further verification of the food allergy or the need for the requested accommodations, it is possible that the decision whether to provide the requested accommodations will delay participation in the scheduled training program. Any documentation submitted to the Academy related to a request for food accommodations

may be referred to experts (medical and legal) for a fair and impartial professional review of the request.

**CHANGE IN FOOD ACCOMMODATIONS REQUESTED**

If there are any changes in the nature or extent of your food allergies or if the accommodations will differ from previously provided food accommodations, you must submit an updated application as soon as possible prior to the start of training and provide detailed documentation explaining the change.

**ALL MATERIALS AND ALL INQUIRIES MUST BE SUBMITTED TO THE  
FOLLOWING ADDRESS**

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