

## POLICIES AND PROCEDURES

POLICY NUMBER: **07-01**  
SUBJECT: **ACCOMMODATION AT CWEA EVENTS AND PROGRAMS FOR INDIVIDUALS WITH DISABILITIES**  
EFFECTIVE DATE: April 17, 2007  
REVISION DATE:  
SUPERSEDES:  
APPROVED BY: Board of Directors

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### **POLICY**

CWEA complies with all applicable federal and state laws by providing reasonable accommodation in order for individuals with disabilities to participate in CWEA training and networking events, certification program, and leadership opportunities. The federal Americans with Disabilities Act (ADA) was enacted to eliminate discrimination against individuals with disabilities so that they can, as the Act says, “compete on an equal basis and to pursue those opportunities for which our free society is justifiably famous.” Making reasonable accommodation for individuals with disabilities is consistent with CWEA’s mission to protect the public and the environment by training and certifying wastewater professionals and with CWEA’s goal to be an inclusive and accessible association.

The following are definitions for terms used in this policy.

- Disability—The term “disability” means, with respect to an individual—a) having a physical or mental impairment that limits one or more of the major life activities of such individual; b) having a record of such impairment; or c) being regarded as having such an impairment.
- Reasonable accommodation—The term “reasonable accommodation” may include, for example,—a) ensuring facilities used for CWEA programs are readily accessible to and usable by individuals with disabilities and b) accommodations made so individuals with disabilities can access CWEA training, certification, and leadership opportunities.

CWEA shall budget an annual amount per year as part of the Annual Budget Planning for potential accommodation requests and shall budget a percentage of staff time to manage these requests. This budgeted amount and staff time may be adjusted by the Board of Directors annually as part of the budgeting process. In terms of providing accommodation, CWEA will not create an undue hardship on the association and will consider the nature and cost of the accommodation needed in light of CWEA’s overall financial and staff resources.

### **PROCEDURES**

CWEA shall provide reasonable accommodations to attendees at CWEA training, networking, and leadership events and CWEA certification as follows:

- All conferences and certification registration/application forms shall include a box for special accommodations requests with instructions to the attendee to include a written description of any special accommodation(s) requested to accommodate the disability. Medical documentation of the existence of a disability may be required. These items are to be turned in with registration/application forms. All requests for accommodations shall be reviewed and considered in accordance with required notice timelines as outlined in this

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policy.

- Generally, 30-days' notice prior to the event is required to process accommodation requests in connection with CWEA training and networking events
- Three-weeks' notice prior to the exam is normally required to process accommodation requests for CWEA certification exams.
- As a matter of course, CWEA shall present programs in facilities that provide accessible conference rooms, meeting rooms, etc.
- Individuals needing special accommodation to access the speaker's platform and podium must make such request 30 days in advance of the event so that the need can be accommodated.
- As of the effective date of this policy, all CWEA hotel and convention center contracts shall include an ADA clause that requires the hotel and/or the convention center to provide facility and meeting room accessibility accommodations.
- Conference-related written materials for general sessions and lunches (not to include technical session presentations) may be provided, as appropriate, in Braille, in large print, or on audio tape with at least 30 days' advance notice prior to the event to the Association Staff.
- Sign language or oral interpreters and electronic interpretive devices (such as real-time or remote captioning) may be provided as appropriate, when accompanied by medical documentation of the need for such accommodation, with at least 30 days' advance notice to the Association Staff. Generally, these costs may not exceed the budgeted allocation for accommodation requests, as higher costs may evidence that the accommodation request amounts to an undue hardship to CWEA. If costs are higher, the Executive Committee shall review and consider any additional costs on a case-by-case basis.
- CWEA shall budget a minimum of \$5,000 per year as part of the Administrative Program line items in the Annual Budget for potential accommodation requests and shall budget a percentage of conference and certification staff time to manage these requests. This budgeted amount and staff time may be adjusted annually by the Board of Directors during the budget development process.